

# International Programs and Services (IPS)

## Step by Step Guide to file your OPT Application Online

### Step 1: Documents needed for completing OPT Application online

First upload all the documents needed for your OPT application to the International Student Portal for review. IPS will look over everything to make sure all the documents are in order. Then you will receive a new I-20 recommending you for OPT. **DO NOT START THE USCIS APPLICATION UNTIL YOU HAVE THE NEW I-20 FROM IPS!**

myLYNN

Home **Academics** Student Finances Life at Lynn Employees New Students Paren

If you need to **register your myLynn account** or **reset your password** please visit the [myLynn registration pa](#)

Home / Academics / Main

#### Academics

- Main
- Academic Catalogs
- Center for Learning Abroad (CLA)
- CII
- Documents and Forms
- The Hannifan Center for Career and Alumni Connections
- International Student Services**
- Online and Graduate Advising
- Library
- Transfer Credit
- How to File a Complaint

## Academics

### Academics



Home / Academics / International Student Services

#### Academics

- Main
- Academic Advising Center
- Academic Catalogs
- International Student Services**
- Transfer Credit
- How to File a Complaint

#### Quick Links

- Reset Password
- Search myLynn
- Athletics
- Attendance
- Calendar of Events
- Canvas
- Campus Citation Appeal Form
- Campus Directory
- Compliance Service Desk
- Concerned Person Report
- Confidential Student Advisor Intake Form

## International Student Services

### Who we are



### International Programs and Services (IPS)

The International Programs and Services Office supports the mission and values of Lynn University by providing comprehensive and specialized services for the international student population. Serving as the central point of contact for all international students, the International Programs and Services Office strives to provide timely, accurate and effective advising and assistance while ensuring compliance with U.S. immigration laws and regulations.

All of the IPS forms are now online! Log in to the International Student Portal and **submit updated documents** or request services at <https://international.lynn.edu>

## WELCOME TO LYNN'S INTERNATIONAL STUDENT PORTAL

Your one-stop for services as an international student.

### Full Services Access for International Students

For full access to your international student portal and to request services, please log in.

Login

A Network ID and password are required.

### Limited Services Access for Prospective Students

For prospective students who do not yet have university network access.

[Limited Guest Access](#)

LYNN  
UNIVERSITY

Sign in with your Lynn email account.  
Make sure to include your full email address  
**jdoo@emall.lynn.edu (For Students)** or  
**jdoo@lynn.edu (For Staff/Faculty)**

uportaltest@email.lynn.edu

\*\*\*\*\*

Sign in

For security reasons, please Logout and close your web browser when you are done accessing services that require authentication!

[Reset Password Student/Staff/Faculty](#)

Need Help ?  
Call 561-237-7979  
[IT Support Services](#)

Fred lamatest Test

Home  
Admission  
Employment  
Graduate Program Forms  
I-20 Updates and Signatures  
Letter Requests  
Orientation  
Other Forms & Services

## Employment

### Tasks



CPT/Internship Form



CPT Presentation  
Registration



Post-Completion OPT  
Application Process  
Forms



OPT STEM Extension  
Request Forms



Pre-Completion OPT  
Application Process  
Forms



OPT Report Employment  
Forms



OPT/H1B Presentation  
Registration

## STEP 2: Documents needed for completing OPT Application online

**BEFORE YOU BEGIN THE ONLINE APPLICATION ON THE USCIS WEBSITE**, you need to gather the below documents and save them to the computer you will be using to upload to your online application.

Accepted Scan copy file formats: When uploading scanned copies, the online system will only accept file formats: JPG, JPEG, PDF, TIF or TIFF. For Passport Photo, the system will only take JPG, JPEG or PNG file.

- Download the Adobe Scan App to your phone or iPad to scan your documents, then save them to your device.

Form I-983 will be completed by you and your employer

Find the form and more information at <https://studyinthestates.dhs.gov/form-i-983-overview>.

Govt Issued Photo ID:

- Scan copy of your Passport with your Photo & Biographic info (name, picture, date of birth).

Legal Status Proof:

- You need copy of your [Electronic Copy of I-94](#) printed online.

Copy of current OPT Card (and any previous work authorization cards):

**F1 Documents:**

- Copy of current OPT I-20 Form I-20 that is endorsed by IPS.
- Copy of previous form I-20s (pages 1-2) that were issued for CPT (scan all of your CPT I-20s as one file using the adobe scan app).
- Copy of STEM Extension OPT Form I-20 (page 1-2) - once it is issued by IPS.

Copy of official transcript or certification of graduation showing the STEM degree you earned.

- You can request this on myLynn ->Academics -> Student ->Transcripts and Advising Information ->Order Records.

**Fee Payment Options :** The fee is \$410 USD. You can use one of the below options and have details of the same during filling of online application.

- Credit Card for Fee payment: You need to have a valid credit card with enough amount to pay the I-765 form fee.
- ACH Payment using your bank: You need to have your bank check that has details related to your Savings or Checking Account. The account must hold enough funds to pay the I-765 form fee.

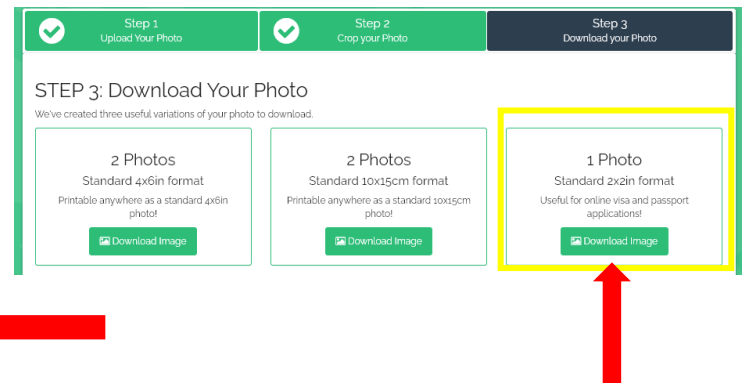
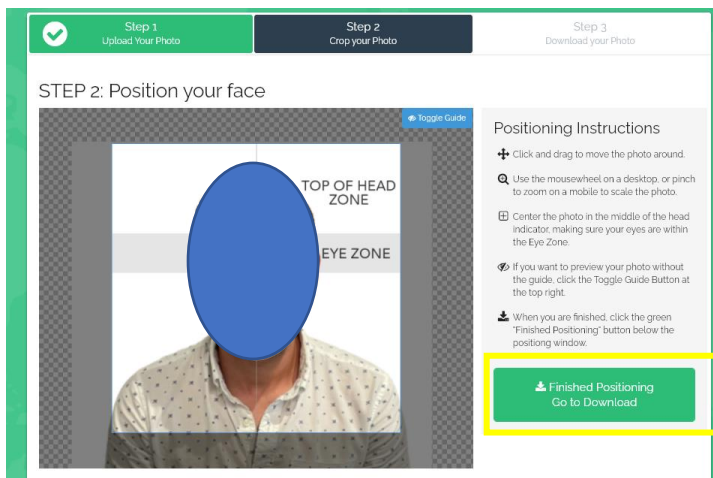
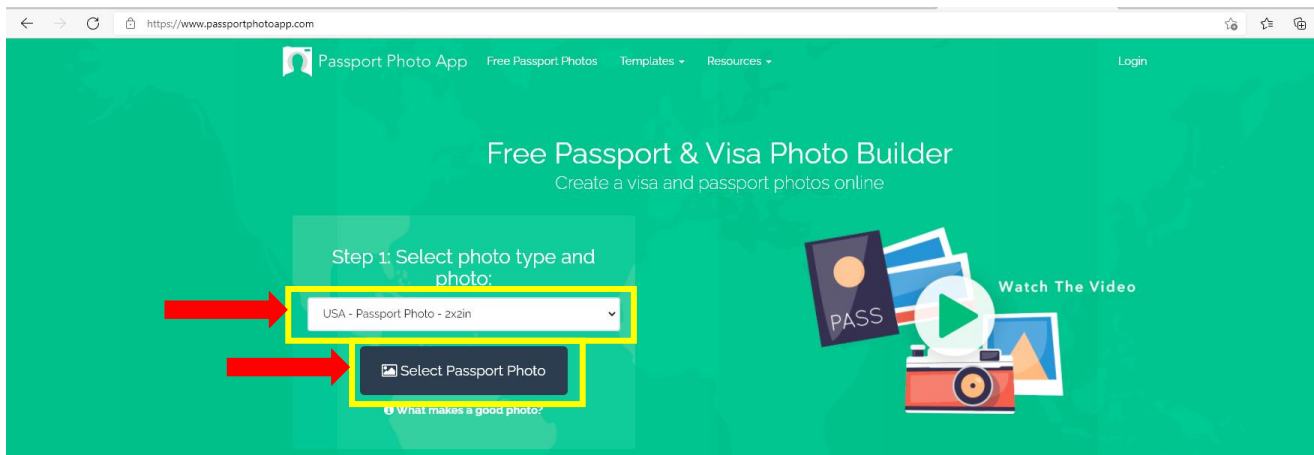
**Passport Size Photo:**

- See step-by-step guide to create your passport size photo below:

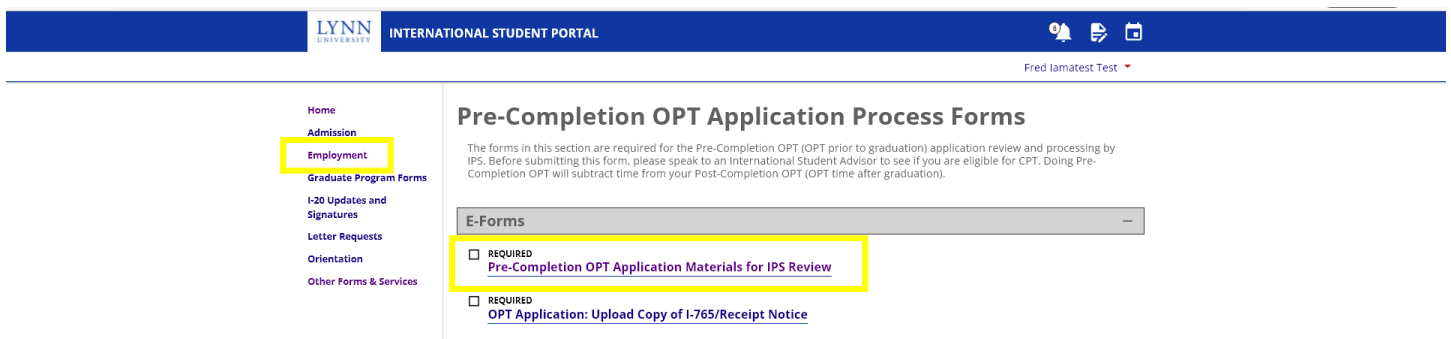
**Step 1:** Take a photo using your mobile phone. Make sure you have a solid white background. Your photo needs to be clear and in color, reproduces skin tones accurately, and is properly exposed with no shadows. Here are some acceptable and unacceptable examples from the [Travel.State.Gov](https://travel.state.gov) website:



Step 2: You can use the Travel.State.Gov [Photo Tool](#) to crop your photo to the right size or use the following free website <https://www.passportphotoapp.com/>.



Once you have your documents saved to your computer, upload a copy on the [International Student Portal](#)



# STOP

WAIT FOR IPS TO SEND YOU THE STEM Extension OPT I-20 BEFORE MOVING ON TO THE STEP BELOW. Please note that it can take 2-3 business days for IPS to review your documents and issue your OPT I-20.

Below is a complete guide with step by step instructions on how to fill the I-765 form online for OPT, including screenshots.

### Step 3 – Create USCIS Portal Account and Submit Your Application if you do not already have one.

Create an USCIS account online at [myaccount.uscis.gov](https://myaccount.uscis.gov). During the signup process and login process, you need to select account type.

**Account Type:** If you are applying as F1 student by yourself, select “I am an applicant, petitioner or requestor”—see below screenshot.

The left screenshot shows the USCIS 'Sign In' page. It has a header with the USCIS logo and the text 'U.S. Citizenship and Immigration Services'. Below the header, there's a 'Sign In' section with fields for 'Email' and 'Password'. A 'Forgot your Password?' link is next to the password field. A 'Show Password' link is to the right. A blue 'Sign In' button is below the fields. At the bottom, it says 'One account for all of your USCIS needs.' and a yellow box highlights the 'Create an account.' link.

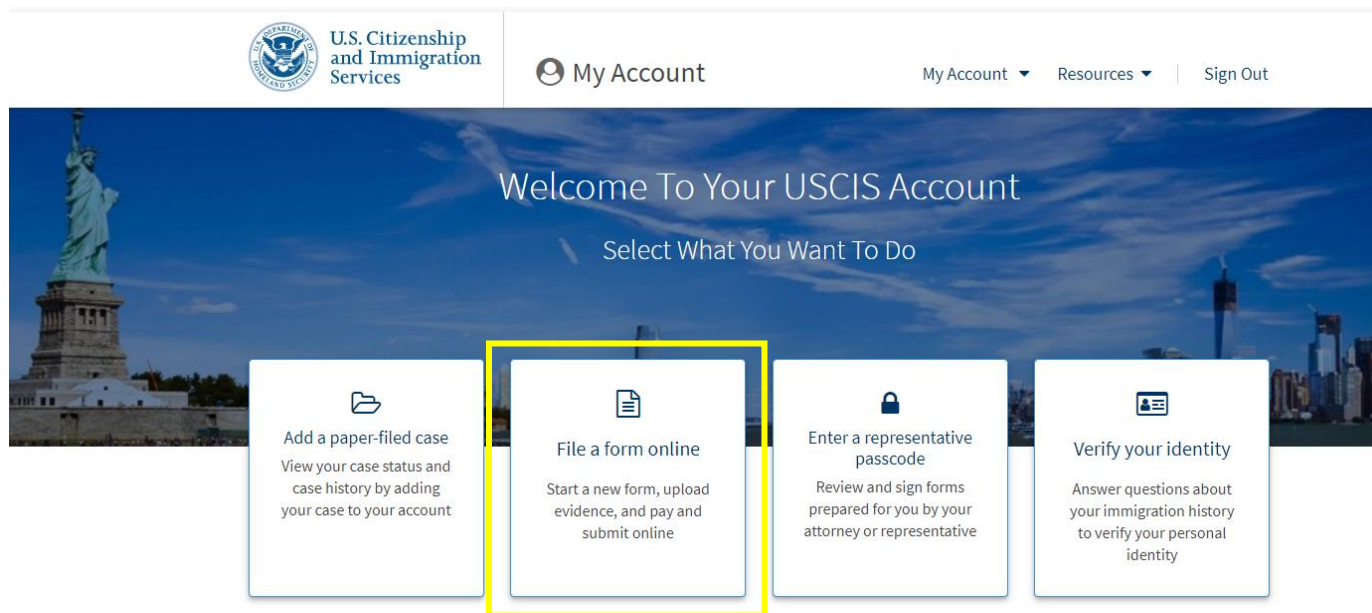
The right screenshot shows the 'Account Type' selection page. It has a header with the USCIS logo and the text 'U.S. Citizenship and Immigration Services'. Below the header, there's a 'Select an account type:' section. There are three radio button options: 'I am an applicant, petitioner, or requestor.', 'I am a Legal Representative.', and 'I am an attorney eligible to practice law in the United States.' The first option is highlighted in yellow and includes sub-points: 'USCIS only offers certain benefit types for online filing. Please refer to [uscis.gov](https://uscis.gov) for further guidance.' and 'You cannot file an H-1B Registration with this account type.' Below the options is a blue 'Submit' button, which is also highlighted in yellow.

Login to USCIS Service: You need to select *MyUSCIS* icon under “Login to a USCIS Service” and select the one that says “Apply for immigration benefit, find tools...” See below screenshot.

The screenshot shows the 'Welcome to your USCIS Account' page. It has a header with the text 'Welcome to your USCIS Account'. Below the header, there's a 'Select what you want to do' section. There are three main sections: 'Edit My Profile', 'Login to a USCIS Service', and 'FIRST'. The 'Login to a USCIS Service' section has three options: 'myUSCIS', 'FIRST', and 'myE-Verify'. The 'myUSCIS' option is highlighted in yellow and includes the text 'Apply for immigration benefit, find tools and resources to assist in preparation for naturalization, and search for doctors in your local community.' Below the options is a blue 'Submit' button.

## Select File a form Online

After you create an account and have logged in, you will see a few options like in the below screenshot. If you are applying for OPT by yourself online, then you should select “File a form online” as shown below.



## Select Application for Employment Authorization(I-765)

You will get an option to select the type of form. In this section, you need to select “*Application for Employment Authorization (I-765)*” as show in below screenshot and click on “Start Form” button.

### File a Form

Select the form you want to file online. Once you start, we will automatically save your information for 30 days, or from the last time you worked on the form.

🔗 Concurrent filing available

Select the form you want to file online.

- ☐ I-90, Application to Replace Permanent Resident Card
- ☐ I-130, Petition for Alien Relative
- ☐ I-539, Application To Extend/Change Nonimmigrant Status
- ☒ I-765, Application for Employment Authorization
- ☐ I-821, Application for Temporary Protected Status (TPS)
- ☐ N-336, Request for a Hearing on a Decision in Naturalization Proceedings
- ☐ N-400, Application for Naturalization
- ☐ N-565, Application for Replacement Naturalization/Citizenship Document
- ☐ N-600, Application for Certificate of Citizenship
- ☐ N-600K, Application for Citizenship and Issuance of Certificate Under Section 322

Start formCancel



## Info on Eligibility, Fee, Documents, Tracking, Validity

You will get an information page with details on eligibility requirements, how much the application fee is, all documents you will need, and what happens after you submit the form. After reading the details, click on [Next](#).

### I-765, Application For Employment Authorization

Certain foreign nationals who are in the United States may file Form I-765, Application for Employment Authorization, to request employment authorization and an Employment Authorization Document (EAD). Other foreign nationals whose immigration status authorizes them to work in the United States without restrictions may also use Form I-765 to apply for an EAD that shows such authorization.

Foreign nationals may also apply for a Social Security number and card on Form I-765.

If you are a lawful permanent resident, a conditional permanent resident, or a nonimmigrant only authorized for employment with a specific employer under 8 CFR 274a.12(b), do not use Form I-765.

Learn more about [employment authorization](#).

#### Before You Start Your Application

##### Eligibility

You may apply online if your eligibility category is:

- (c)(3)(A) - F-1 student, pre-completion OPT;
- (c)(3)(B) - F-1 student, post-completion OPT;
- (c)(3)(C) - F-1 student, 24-month extension for STEM students (students holding a degree in science, technology, engineering, or mathematics); or
- (a)(12) - Temporary Protected Status (You are submitting an initial Form I-821 or you have an approved Form I-821);

**Note:** You may submit Form I-765 online as an (a)(12) applicant only if you are:

- A national of Burma, Haiti, Somalia, Syria, Venezuela, or Yemen, or a person without nationality who last habitually resided in one of these six countries;
- Filing an initial application for TPS; and
- Applying for an initial request to accept employment or renewing permission to accept employment.

All other applicants must submit a paper [Form I-765](#).

**F1 Students Seeking Optional Practical Training (OPT)**

##### Fee

**Fee:** \$410. If you are requesting an EAD as an initial TPS applicant, you must pay the Form I-765 filing fee, unless you are younger than 14 or older than 65. If you are re-registering for TPS and requesting an EAD, you must pay the Form I-765 filing fee.

**Note:** If you are submitting this form with Form I-821, your total application fee will reflect the fees for Form I-821, Form I-765, and biometric services (if required). You will pay for all three at the end of this form.

**Refund Policy:** USCIS does not refund fees, regardless of any action we take on your application, petition or request, or how long USCIS takes to reach a decision. By continuing this transaction, you acknowledge that you must submit fees in the exact amount and that you are paying the fees for a government service.

Please refer to the instructions for the form(s) you are filing for additional information or you may call the USCIS Contact Center at 800-375-5283. For TTY (deaf or hard of hearing) 800-767-1833.

##### Documents you may need

Most applicants must upload:

- A copy of your Form I-94, Nonimmigrant Arrival-Departure Record (front and back), a printout of your electronic Form I-94 from [www.cbp.gov/i94](#), passport, or other travel document.
- A copy of your last EAD (front and back). If you were not previously issued an EAD, you must submit a copy of a government-issued identity document (such as a passport) showing your picture, name, and date of birth; a birth certificate with photo ID; a visa issued by a foreign consulate; or a national ID document with photo and/or fingerprint. The identity document photocopy must clearly show your facial features and contain your biographical information.
- A color passport-style photograph of yourself taken recently.

We will automatically inform you which documents and additional evidence you may need to provide as you fill out your application. These recommendations for additional information will be based on the information you provide in the application, such as your personal history and circumstances.

Any document containing foreign language submitted to USCIS must be accompanied by a full English language translation that the translator has certified as complete and accurate, and by the translator's certification that he or she is competent to translate from the foreign language into English.

#### After You Submit Your Application

##### Track your case online

After you submit your form, you can track its status through your USCIS account. Sign in to your account often to check your case status and read any important messages from USCIS.

##### Respond to requests for information

If we need more information from you, we will send you a Request for Evidence (RFE) or Request for Information (RFI). You can respond to our request and upload your documents through your USCIS account.

##### Receive your decision

The decision on Form I-765 involves a determination of whether you have established eligibility for the immigration benefit you are seeking. USCIS will notify you of the decision in writing. If your application is approved, we will either mail your EAD to you or we may require you to visit your local USCIS office to pick it up. If USCIS cannot approve your application, you will receive a written notice explaining the basis of your denial.

#### Completing Your Form Online

##### Filing online

Submitting your application online is the same as mailing in a completed paper form. They both gather the same information.

##### Complete the Getting Started section first

You should answer all questions in the Getting Started section first so we can best customize the rest of your online form experience.

##### Provide as many responses as you can

You should provide as many responses as you can. Incomplete fields or sections and missing information can slow down the process after you submit your form.


##### We will automatically save your responses

Next

## Getting Started – Eligibility, Reason, Preparer & Interpreter

In the getting started section, you will fill out your eligibility, reason for applying and preparer information. The below pages appear in sequence as listed and you need to click next after completing each page to go to the next section.

### Select OPT Eligibility Category



U.S. Citizenship  
and Immigration  
Services

My Account ▾ Res

I-765, Application for  
Employment Authorization

Getting Started ▴  
Basis of eligibility  
Reason for applying  
Preparer and interpreter  
information  
About You ▾  
Evidence ▾  
Additional Information ▾  
Review and Submit ▾

What is your eligibility category?

⚠ You can file your request online only for certain eligibility categories  
If your eligibility category does not appear on the drop-down list, you must file a paper [Form I-765](#). If you submit online and are not eligible for one of the listed categories, your application may be denied.

(c)(3)(C) STEM Extension ▾

What is your degree?

What is your employer's name as listed in E-Verify?

What is your employer's E-Verify company identification number or a valid E-Verify client company identification number?

BackNext



You need to select if you are applying for OPT for the first time, renewing your OPT employment, or if you have lost or damaged your OPT card. Also, you need to select if you have previously filed I-765 or not.

I-765, Application for Employment Authorization

**Getting Started** ^

- Basis of eligibility
- Reason for applying**
- Preparer and interpreter information

About You v

Evidence v

Additional Information v

Review and Submit v

What is your reason for applying?

☐ Initial permission to accept employment

☐ Replacement of lost, stolen, or damaged employment authorization document or correction of my employment authorization document NOT DUE to US Citizenship and Immigration Services error

☒ Renewal of permission to accept employment

Have you previously filed Form I-765?

☒ Yes

☐ No

[Back](#) [Next](#)

## Preparer or interpreter Information

You will be asked to answer if you are completing the application by yourself, or if someone is helping you. If you answer 'No', no other questions need to be filled out.

I-765, Application for Employment Authorization

**Getting Started** ^

- Basis of eligibility
- Reason for applying
- Preparer and interpreter information**

About You v

Evidence v

Additional Information v

Review and Submit v

Is someone assisting you with completing this application?

☐ Yes

☒ No

[Back](#) [Next](#)

## Step 6 – About You – Name, Contact, Immigration Info

In this section you will need to fill out your name, contact info, description about you, your birth information, immigration status, and other information. You need to click on next button after completing each of the pages.

### Your Name

You need to fill out your legal name as it appears on your passport. If you have more than one surname or middle name on your passport, write it out exactly this way here. If you have used other names, you need indicate the same here too and click on 'Next' button. See below screenshot on how it looks.

The screenshot shows a web form with a sidebar on the left and a main content area on the right. The sidebar has a menu with the following items: 'Getting Started' (with a downward arrow), 'About You' (with an upward arrow), 'Your name', 'Your contact information', 'Describe yourself', 'When and where you were born', 'Your immigration information', 'Other information', 'Evidence' (with a downward arrow), 'Additional Information' (with a downward arrow), and 'Review and Submit' (with a downward arrow). The 'About You' section is expanded, showing the 'Your name' sub-section. The main content area has the title 'What is your current legal name?' followed by a paragraph: 'Your current legal name is the name on your birth certificate, unless it changed after birth by a legal action such as marriage or court order. Do not provide any nicknames here.' Below this are three input fields: 'Given name (first name)', 'Middle name', and 'Family name (last name)'. Below these fields is a horizontal line. The next question is 'Have you used any other names since birth?' followed by a paragraph: 'Other names used may include nicknames, aliases and maiden names.' Below this are two radio buttons: 'Yes' and 'No'. Below the radio buttons is another horizontal line. At the bottom of the form are two buttons: 'Back' and 'Next'. The 'Next' button is highlighted with a yellow box.

**Getting Started** ✓

**About You** ^

**Your name**

Your contact information

Describe yourself

When and where you were born

Your immigration information

Other information

**Evidence** ✓

**Additional Information** ✓

**Review and Submit** ✓

**What is your current legal name?**

Your current legal name is the name on your birth certificate, unless it changed after birth by a legal action such as marriage or court order. Do not provide any nicknames here.

**Given name (first name)**

**Middle name**

**Family name (last name)**

**Have you used any other names since birth?**

Other names used may include nicknames, aliases and maiden names.

☐ Yes

☐ No

**Back** **Next**

## Your contact info

You need to enter your contact information such as daytime phone number, mobile number, email address and mailing address. Also, if you are living in a different physical address, then you need to add those details as well. See below screenshot on how it looks.

The screenshot shows a web form for contact information. On the left is a sidebar with a menu: 'Getting Started' (with a dropdown arrow), 'About You' (with an up arrow), 'Your name', 'Your contact information' (highlighted), 'Describe yourself', 'When and where you were born', 'Your immigration information', 'Other information', 'Evidence' (with a dropdown arrow), 'Additional Information' (with a dropdown arrow), and 'Review and Submit' (with a dropdown arrow). The main form area has the title 'How may we contact you?'. It contains three input fields: 'Daytime telephone number', 'Mobile telephone number (if any)' (with a checkbox 'This is the same as my daytime telephone number.'), and 'Email address'. Below these is a section titled 'What is your current U.S. mailing address?' with a note: 'We will use your current mailing address to contact you throughout the application process. We may not be able to contact you if you do not provide a complete and valid address. Please provide a U.S. address only.' This section includes an 'In care of name (if any)' field (filled with 'Int'l Programs and Services'), an 'Address line 1' field (filled with '3601 North Military Trail'), an 'Address line 2' field, and a section for 'Apartment, suite, unit, or floor' with three sub-fields: 'City or town' (filled with 'Boca'), 'State' (a dropdown menu showing 'Florida'), and 'ZIP code' (filled with '33431'). At the bottom of the form is a question 'Is your current mailing address the same as your physical address?' with two radio button options: 'Yes' (selected) and 'No'. A callout box on the right side of the form contains the text: 'If you live on campus, select "YES"; if you live off-campus select "NO" and enter your current local US address.'

Getting Started ▾

About You ▲

Your name

**Your contact information**

Describe yourself

When and where you were born

Your immigration information

Other information

Evidence ▾

Additional Information ▾

Review and Submit ▾

How may we contact you?

**Daytime telephone number**

**Mobile telephone number (if any)**

☐ This is the same as my daytime telephone number.

**Email address**

What is your current U.S. mailing address?

We will use your current mailing address to contact you throughout the application process. We may not be able to contact you if you do not provide a complete and valid address. Please provide a U.S. address only.

**In care of name (if any)**

Int'l Programs and Services

**Address line 1**

3601 North Military Trail

Street number and name

**Address line 2**

Apartment, suite, unit, or floor

**City or town** **State** **ZIP code**

Boca Florida 33431

Is your current mailing address the same as your physical address?

☒ Yes

☐ No

If you live on campus, select "YES"; if you live off-campus select "NO" and enter your current local US address.

## Describe Yourself

You need to describe your gender and marital status. Select accordingly as per your gender and marital status. See below screenshot.

I-765, Application for Employment Authorization

Getting Started ▾

About You ▲

Your name

Your contact information

**Describe yourself**

When and where you were born

Your immigration information

Other information

Evidence ▾

Additional Information ▾

Review and Submit ▾

What is your gender?

☐ Male

☐ Female

What is your marital status?

☐ Single

☐ Married

☐ Divorced

☐ Widowed

Back Next

## When and where you were born

You need to share details of your date of birth, place of your birth like city, town, or village where you were born and state or province, including country. It looks like in below screenshot.

I-765, Application for Employment Authorization

Getting Started ▾

About You ▲

Your name

Your contact information

Describe yourself

**When and where you were born**

Your immigration information

Other information

Evidence ▾

Additional Information ▾

Review and Submit ▾

What is your city, town, or village of birth?

What is your state or province of birth?

What is your country of birth?

What is your date of birth?

MM/DD/YYYY

Back Next

## Your Immigration Information

You need to fill out your country of citizenship, US immigration details like I-94 info, arrival and departure information, status at arrival into US, your passport info, your current immigration status, SEVIS Number that appears on your form I-20. If you had multiple SEVIS numbers, you need add them in additional information section. See below screenshot on how it looks.

Getting Started

About You

Evidence

Additional Information

Review and Submit

What is your country of citizenship or nationality?

List all countries where you are currently a citizen or national.

+ Add country

What is your Form I-94 Arrival-Departure Record Number (if any)?

When did you last arrive in the United States?

List your arrival date, place of arrival, and status at arrival.

Date of arrival

MM/DD/YYYY

Place of arrival

Status at last arrival

F1 – Student, Academic OR Language Program

What is the passport number of your most recently issued passport?

What is your travel document number (if any)?

N/A

What is the expiration date of your passport or travel document?

MM/DD/YYYY

What country issued your passport or travel document?

U.S. Customs and Border Protection

Securing America's Borders

Most Recent I-94

Admission (I-94) Record Number:

Most Recent Date of Entry: 2016 August 10

Class of Admission: F1

Admit Until Date: D/S

Details provided on the I-94 Information form:

Last/Surname:

First (Given) Name:

Birth Date:

Passport Number:

Country of Issuance:

What is your current immigration status or category?

F1 - Student, Academic Or Language Program.

What is your Student and Exchange Visitor Information System (SEVIS) Number (if any)?

Use the "Additional Information" section to include all previously used SEVIS numbers.

N-

Back

Next

Department of Homeland Security

U.S. Immigration and Customs Enforcement

SEVIS ID: N0004720633

SURNAME/PRIMARY NAME

PREFERRED NAME

COUNTRY OF BIRTH

DATE OF BIRTH

FORM ISSUE REASON

GIVEN NAME

PASSPORT NAME

COUNTRY OF CITIZENSHIP

ADMISSION NUMBER

LEGACY NAME

Class of Admission

F-1

ACADEMIC AND LANGUAGE

## Other Information A-Number, SSN, USCIS Online Number

If you have an Alien Registration Number (A-Number) or USCIS Online Account number based on previous filings with USCIS, you should enter them. Also, if you worked before in an On-Campus Job as international Student, then you may have SSN and need to enter that info as well. It looks like in below screenshot.

I-765, Application for Employment Authorization

Getting Started

About You

Your name

Your contact information

Describe yourself

When and where you were born

Your immigration information

Other information

Evidence

Additional information

Review and Submit

What is your A-Number?

☐ I do not have or know my A-Number.

A-

What is your USCIS Online Account Number?

Providing your unique USCIS Online Account Number (OAN) helps us manage your account. You may already have an OAN if you previously filed certain paper forms and received an Account Access Notice in the mail. You can find the OAN at the top of the notice; it is not the same as an A-Number.

☐ I do not have or know my USCIS Online Account Number.

Has the Social Security Administration (SSA) ever officially issued a Social Security card to you?

☐ Yes

☐ No

Do you want the SSA to issue you a Social Security card?

☐ Yes

☐ No

Back

Next

If you already have a social security number, say "YES"; if not, say "NO"

If you do not yet have a social security number say "YES" to receive one with your EAD (OPT) Card; if you already have a SSN, say "NO"

## Evidence – Photo, I-94, EAD, I-20 Info

In this section you will need to submit evidence related to OPT, passport size photo, previous EAD, I-20, and other information.

### 2 x 2 Photo of You

This is where you will upload the copy of the 2x2 size photo you created.

Evidence

2 x 2 photo of you

Form I-94

Employment Authorization Document

Previously authorized CPT or OPT

Form I-20

Additional information

Review and Submit

2 X 2 Photo Of You

Upload a recent color photograph of yourself that measures 2 inches by 2 inches, with your face measuring 1 inch to 1 3/8 inch from your chin to the top of your head. Your eyes should be between 1 1/8 inch and 1 3/8 inch from the bottom of the photo.

Make sure your whole face is visible, you are facing the camera directly, and the background is white or off-white. Your head must be bare, unless contrary to your religious beliefs.

If you need help understanding the photo requirements or want to resize, rotate, or crop your photo, you can use to the Department of State's [photo composition tools](#). Please note that we cannot approve your application without your photo.

File requirements

- Clear and readable
- Accepted file formats: JPG, JPEG, or PNG
- No encrypted or password-protected files
- If your documents are in a foreign language, upload a full English translation and the translator's certification with each original document.
- Accepted characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 6MB per file

Choose or drop files here to upload

Back

Next



# Form I-94, Arrival and Departure Record

You need to upload an electronic copy of the [I-94 record](#) online.

Evidence

2 x 2 photo of you

Form I-94

Employment Authorization Document

Previously authorized CPT or OPT

Form I-20

Additional Information

Review and Submit

I-94, Arrival And Departure Record

Upload a copy of one of the following:

- Your Form I-94, Arrival-Departure Record (front and back);
- A printout of your electronic Form I-94; or
- Your passport or other travel document.

If you were admitted to the United States by CBP at an airport or seaport after April 30, 2013, CBP may have issued you an electronic Form I-94 instead of a paper Form I-94. You may visit the [CBP website](#) to obtain a paper version of an electronic Form I-94. CBP does not charge a fee for this service. Some travelers admitted to the United States at a land border, airport, or seaport, after April 30, 2013, with a passport or travel document, who were issued a paper Form I-94 by CBP, may also be able to obtain a replacement Form I-94 from the CBP website without charge.


If your Form I-94 cannot be obtained from the CBP website, it may be obtained by filing [Form I-102, Application for Replacement/Initial Nonimmigrant Arrival-Departure Record](#), with USCIS. USCIS does charge a fee for this service.

File requirements

- Clear and readable
- Accepted file formats: JPG, JPEG, PDF, TIF, or TIFF
- No encrypted or password-protected files
- If your documents are in a foreign language, upload a full English translation and the translator's certification with each original document.
- Accepted characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 6MB per file

Choose or drop files here to upload

BackNext



U.S. Customs and Border Protection

Securing America's Borders

Most Recent I-94

Admission (I-94) Record Number:

Most Recent Date of Entry: 2016 August 10

Class of Admission: F1

Admit Until Date: D/S

Details provided on the I-94 Information form:

Last/Surname:

First (Given) Name:

Birth Date:

Passport Number:

Country of Issuance:

# Government ID

Upload a copy of your [Passport Biographical Page](#) (must be valid at least 6 months into the future).

Evidence

2 x 2 photo of you

Form I-94

Employment Authorization Document

Previously authorized CPT or OPT

Form I-20

Additional Information

Review and Submit

Employment Authorization Document Or Government ID

Upload a copy of your last Employment Authorization document (EAD) (front and back). If you were not previously issued an EAD, you must upload a copy of a government-issued identity document (such as a passport) showing your picture, name, and date of birth; a birth certificate with photo ID; a visa issued by a foreign consulate; or a national ID document with photo and/or fingerprint. The identity document photocopy must clearly show your facial features and contain your biographical information.

File requirements

- Clear and readable
- Accepted file formats: JPG, JPEG, PDF, TIF, or TIFF
- No encrypted or password-protected files
- If your documents are in a foreign language, upload a full English translation and the translator's certification with each original document.
- Accepted characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 6MB per file

Choose or drop files here to upload

BackNext

## STEM Extension OPT I-20

Upload a copy of your STEM Extension OPT form I-20 with the (c)(3)(C) eligibility category. **Please note that you MUST print the I-20s and sign/date them at the bottom of page 1 with a pen (no electronic signatures).**

I-765, Application for Employment Authorization

Getting Started

About You

Evidence

2 x 2 photo of you

Form I-94

Employment Authorization Document

Form I-20

College degree

Institution accreditation

Additional Information

Review and Submit

I-20, Certificate Of Eligibility For Nonimmigrant Student Status

Upload a copy of the Form I-20, Certificate of Eligibility for Nonimmigrant Student Status endorsed by the Designated School Official (DSO). For the (c)(3)(B) eligibility category, your DSO must have entered the recommendation for OPT into your SEVIS record within 30 days of you submitting Form I-765. If you fail to do so, we will deny your OPT request. For the (c)(3)(C) eligibility category, the Form I-20 must have been endorsed by the DSO within 60 days of submitting Form I-765.

File requirements


- Clear and readable
- Accepted file formats: JPG, JPEG, PDF, TIF or TIFF
- No encrypted or password-protected files
- If your documents are in a foreign language, upload a full English translation and the translator's certification with each original document.
- Upload no more than five documents at a time
- Accepted file name characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 6MB per file

Choose or drop files here to upload

BackNext

## College Degree – Official Transcript

Upload evidence the degree is the basis for the STEM extension is on of the degree programs currently listed on the [STEM Designated Degree Program List](#) or a copy of your prior STEM degree.

 U.S. Citizenship and Immigration Services

My Account Resou

I-765, Application for Employment Authorization

Getting Started

About You

Evidence

2 x 2 photo of you

Form I-94

Employment Authorization Document

Form I-20

College degree

Institution accreditation

Additional Information

Review and Submit

College Degree

Upload evidence the degree that is the basis for the STEM OPT extension is in one of the degree programs currently listed on the [STEM Designated Degree Program List](#) or a copy of your prior STEM degree.

File requirements

- Clear and readable
- Accepted file formats: JPG, JPEG, PDF, TIF or TIFF
- No encrypted or password-protected files
- If your documents are in a foreign language, upload a full English translation and the translator's certification with each original document.
- Upload no more than five documents at a time
- Accepted file name characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 6MB per file

Choose or drop files here to upload

BackNext

## Institution Accreditation

In this section, you need to upload evidence that the institution that granted your STEM degree is currently accredited by the U.S. Department of Education and certified by the Student and Exchange Visitor Program **ONLY if this STEM OPT extension is based on a previously earned STEM degree—if it is now you can skip this step.**

The screenshot shows the 'Institution Accreditation' section of the I-765 application. On the left is a sidebar with a menu: 'Getting Started', 'About You', 'Evidence', 'Institution accreditation' (highlighted), 'Additional Information', and 'Review and Submit'. The main content area is titled 'Institution Accreditation' and includes a sub-header 'Upload evidence that the institution that granted your STEM degree is currently accredited by the U.S. Department of Education and certified by the Student Exchange and Visitor Program (SEVP), if this STEM OPT extension is based on a previously earned STEM degree.' Below this is a 'File requirements' section with a bulleted list: 'Clear and readable', 'Accepted file formats: JPG, JPEG, PDF, TIF or TIFF', 'No encrypted or password-protected files', 'If your documents are in a foreign language, upload a full English translation and the translator's certification with each original document.', 'Upload no more than five documents at a time', 'Accepted file name characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses', and 'Maximum size: 6MB per file'. A dashed box contains the text 'Choose or drop files here to upload'. At the bottom are 'Back' and 'Next' buttons, with the 'Next' button highlighted by a yellow rectangle.

## Additional Information (you may not have anything to add in this section—that is ok!)

In this section, you can submit additional information related to the application. You have various options to add additional information related to any previous section. If you want to add anything, you need to first click on “+ Add a Response” button as shown in below screenshot.

The screenshot shows the 'Additional Information' section of the I-765 application. The left sidebar menu is the same as the previous screenshot, but 'Additional Information' is highlighted. The main content area is titled 'Additional Information' and includes instructions: 'If you need to provide any additional information for any of your answers to the questions in this form, enter it into the space below. You should include the questions that you are referencing.' and 'If you do not need to provide any additional information, you may leave this section blank.' Below the text is a button labeled '+ Add a response'. At the bottom are 'Back' and 'Next' buttons, with the 'Next' button highlighted by a yellow rectangle.

## Step 9 – Review and Submit

In this section, you will get the option to review and submit the form and pay the filing fee.

### Review your application

On this page, the system will automatically check for incompleteness of the application and give alerts, if you are missing any information by showing errors. If everything is filled, it will say “We found no alerts or warnings in your application”. It is important to note, the system only checks if you filled everything or not. It does not check for accuracy of information entered or validity of the data you entered. It is your responsibility to upload correct files and fill out everything correctly. It also shows the \$410 filing fee amount and clarifies that there is no refund. See below screenshot on how it looks.

#### Check your application before you submit

We will review your application to check for accuracy and completeness before you submit it.

We encourage you to provide as many responses as you can throughout the application, to the best of your knowledge. Missing information can slow down the review process after you submit your application.

You can return to this page to review your application as many times as you want before you submit it.

#### Your fee

 Your form filing fee is: \$410 

Refund Policy: USCIS does not refund fees, regardless of any action we take on your application, petition or request, or how long USCIS takes to reach a decision. By continuing this transaction, you acknowledge that you must submit fees in the exact amount and that you are paying the fees for a government service.

#### Alerts and warnings

 We found no alerts or warnings in your application

## Your application Summary

On this page, you will have an option to review all the information that you filled online. Also, the system will give you an option called “View draft snapshot” to download electronic copy of the form I-765 that you would typically fill out on paper-based form. It is good to save a copy of the same or print a hard copy for your records. See screenshot below on how it looks.

### Check your application before you submit

We will review your application to check for accuracy and completeness before you submit it.

We encourage you to provide as many responses as you can throughout the application, to the best of your knowledge. Missing information can slow down the review process after you submit your application.

You can return to this page to review your application as many times as you want before you submit it.

#### Your fee

**!** Your form filing fee is: \$410

Refund Policy: USCIS does not refund fees, regardless of any action we take on your application, petition or request, or how long USCIS takes to reach a decision. By continuing this transaction, you acknowledge that you must submit fees in the exact amount and that you are paying the fees for a government service.

#### Alerts and warnings

**✓** We found no alerts or warnings in your application



U.S. Citizenship  
and Immigration  
Services

My Account ▾ Resources ▾ | Sign Out

### I-765, Application for Employment Authorization

- Getting Started ▾
- About You ▾
- Evidence ▾
- Additional Information ▾

#### Review and Submit ▴

- Review your application
- Your application summary**
- Your statement

### Review the I-765 form information

Print

Here is a summary of all the information you provided in your application.

Make sure you have provided responses for everything that applies to you before you submit your application. You can edit your responses by going to each application section using the site navigation.

We also prepared a draft case snapshot with your responses, which you can download below.

[View draft snapshot](#)

#### Getting Started

Basis of eligibility

What is your eligibility category?

(c)(3)(C) STEM Extension

What is your degree?

Back

Next

## Applicant's Statement

In this page, you need to agree to terms saying that you can read English and understand every question. See below screenshot on how it looks.

### I-765, Application for Employment Authorization

- Getting Started ▾
- About You ▾
- Evidence ▾
- Additional Information ▾

#### Review and Submit ▴

- Review your application
- Your application summary**

### Applicant's statement

You must read and agree to the statement below.

- ☒ I can read and understand English, and have read and understand every question and instruction on this application, as well as my answer to every question.

Back

Next

## Applicant Declaration and Signature

On this page, you will be asked to agree and certify that all the info you submitted is true and your documents are correct, and you are not willfully falsifying information. You need to check the box and then type your name agreeing to the same. See below screenshot on how it looks.

The screenshot shows the 'Applicant's Declaration and Certification' section of the USCIS I-765 application. On the left is a sidebar with a menu: 'Employment Authorization' (expanded), 'Getting Started', 'About You', 'Evidence', 'Additional Information', 'Review and Submit' (selected), 'Review your application', 'Your application summary', 'Your statement', 'Your signature', and 'Pay and submit'. The main content area has the heading 'Applicant's Declaration and Certification' and a paragraph stating that the applicant must read and agree to the certification, providing true information and understanding that USCIS may require original documents. Below this is a box with the USCIS seal and a statement: 'Copies of any documents I have submitted are exact photocopies of unaltered, original documents, and I understand that USCIS may require that I submit original documents to USCIS at a later date. Furthermore, I authorize the release of any information from any and all of my records that USCIS may need to determine my eligibility for the immigration benefit that I seek.' To the right is a blue box with a checked checkbox 'I have read and agree to the applicant's statement' and a text input field containing 'Jon Doe'. At the bottom are 'Back' and 'Next' buttons, with the 'Next' button highlighted by a yellow rectangle.

## Pay and Submit I765 OPT application

On this page, the system will show the OPT filing fee of \$410 USD and then give a notice that you will be redirected to Pay.gov to make the payment. You need to click on Pay and Submit to go to the next step. See below screenshots.

The screenshot shows the 'Pay for and submit your application' section of the USCIS I-765 application. The sidebar is identical to the previous screenshot. The main content area has the heading 'Pay for and submit your application' and a paragraph stating that the final step is to pay the required fee of \$410. Below this is a box with the USCIS seal and a statement: 'We will send you to Pay.gov — our safe and secure payment website — to pay your fees and submit your form online.' It then lists the steps in the payment and submission process: 1. Provide your billing information on Pay.gov, 2. Provide your credit card or U.S. bank account information, and 3. Submit your payment. At the bottom is a 'Pay and submit' button. To the right is a dark blue box with a 'Cancel' button. Below this is a large heading 'USCIS I-765' and a section 'Payment Information' showing 'Payment Amount \$410.00'. Under 'I want to pay with my', there are two radio button options: 'Bank account (ACH)' and 'Debit or credit card'. A red arrow points to the 'Bank account (ACH)' option. At the bottom are 'Continue' and 'Cancel' buttons, with the 'Continue' button highlighted by a yellow rectangle.



## Receipt Notice, Tracking of OPT application Online

The biggest advantage of filing the OPT application online is that you will get receipt notice right away and you can use that for paperwork and tracking. Once you go to “my cases”, you will have the option to see your submitted I-765 OPT form online. If you navigate to Document’s tab, you will see a section called “USCIS Notices”. This is where you can download a copy of your I-765 receipt notice. See below screenshot. Also, you can track the status in case history and also upload unsolicited evidence, if you have missed anything and want to send it to USCIS as additional information.

### Your Cases

Copy of I-765 →

#### I-765 Application for Employment Authorization

Submitted on September 20, 2021    Receipt # IOE9001091735

[View PDF](#)

Case status    Case history    **Documents**

#### USCIS Notices




File	Date Sent	Action
<a href="#">Receipt Notice.pdf</a>	September 21, 2021	N/A

Copy of OPT Application Receipt Notice →

**Step 4: Please submit a copy of your OPT Receipt Notice and I-765 form on the International Student Portal to save in your student record**

**LYNN UNIVERSITY**

INTERNATIONAL STUDENT PORTAL



Fred Iamatest Test

[Home](#)  
[Admission](#)  
[Employment](#)  
[Graduate Program Forms](#)  
[I-20 Updates and Signatures](#)  
[Letter Requests](#)  
[Orientation](#)  
[Other Forms & Services](#)

### OPT STEM Extension Request Forms

The forms in this section are required for the OPT STEM Extension documents review and processing by IPS.

**E-Forms**

☐ **REQUIRED**  
[STEM Extension OPT: Application Materials for IPS Review](#)

☐ **REQUIRED**  
[STEM Extension: Upload Copy of I-765/Receipt Notice](#)

