

# APPLY FOR OPTIONAL PRACTICAL TRAINING STEM EXTENSION ONLINE

Updated April 2022

UNIVERSITYof **HOUSTON**

**International Student and Scholar Services**

# International Student and Scholar Services

Please note that this tutorial provides guided recommendations. All images used are samples.

Information contained within should not be considered legal advice.

Remember that it is ultimately your responsibility to ensure the application materials you submit to USCIS are completed correctly.

This tutorial may change over time; please do not download this document, and instead access it newly each time at our website [www.uh.edu/oisss](http://www.uh.edu/oisss)

**You can EITHER mail your application to USCIS OR apply online**

**Do NOT submit an application both ways!**

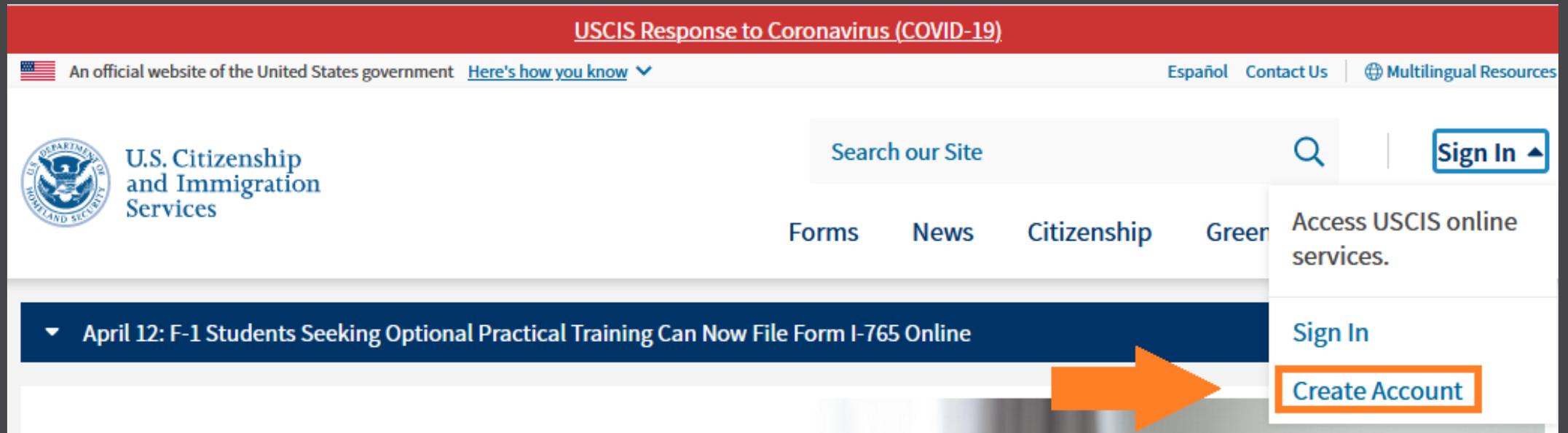
# International Student and Scholar Services

After you have your I-20 with the OPT STEM Recommendation on page 2 of your I-20. You will need to create an account with USCIS. Watch the video “How to Create a USCIS Online Account.”



If you have already created a USCIS account before, then you can skip to slide #10.

**Form I-765**: Our office highly recommends all OPT students to file form I-765 online with USCIS, although you can still choose to file the paper application – online filing is user-friendly and much more efficient than paper filing.



The image is a screenshot of the USCIS website. At the top, there is a red banner with the text "USCIS Response to Coronavirus (COVID-19)". Below this, the website header includes the text "An official website of the United States government" and "Here's how you know" with a dropdown arrow. On the right side of the header, there are links for "Español", "Contact Us", and "Multilingual Resources". The main navigation area features the USCIS logo and the text "U.S. Citizenship and Immigration Services". To the right of the logo is a search bar labeled "Search our Site" and a "Sign In" button. Below the search bar, there are navigation links for "Forms", "News", "Citizenship", and "Green". A dark blue banner across the middle of the page reads "April 12: F-1 Students Seeking Optional Practical Training Can Now File Form I-765 Online". On the right side, there is a dropdown menu with the text "Access USCIS online services." and a "Sign In" button. The "Create Account" button is highlighted with an orange box, and an orange arrow points to it from the right.

Begin by creating an account on the USCIS website:

[www.uscis.gov](http://www.uscis.gov)

# Form I-765

Confirm your email address to begin setting up your USCIS online account – it must be an email that you check frequently

 Official website of the Department of Homeland Security

 U.S. Citizenship and Immigration Services

You need to sign in or sign up before continuing.

## Sign Up

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Your USCIS account is only for you. Do not create a shared account with family or friends. Individual accounts allow us to best serve you and protect your personal information.

You must provide your email address below if you are the one who is filing a form online, submitting an online request, or tracking a case.

**Email**

**Email confirmation**

# Form I-765

After reading the acknowledgment, click “I Agree”.



U.S. Citizenship  
and Immigration  
Services

services fee, checking a case status online, requesting assistance with access, submitting technical configurations or programming interfaces, accessing specific end user data, or any technical issues associated with USCIS online electronic immigration system.

## VII. Acknowledgment

By clicking “**I agree**”, I acknowledge that I have read the **Terms** and understand and will comply with them. I agree to abide by the **Terms** and understand that if I do not accept the **Terms**, I am not eligible to access or use USCIS online electronic immigration system. I understand that any violations of these **Terms** and any criminal activity will result in immediate suspension and/or termination of my access to and use of USCIS online electronic immigration system and that I may be subject to administrative or civil action as allowed by law, or criminal prosecution.

I Agree





Your email address has been successfully confirmed.

## Two-Step Verification Method

Every time you log in, you will be given a verification code. What is your preferred method to receive your verification code?

- Use an Authentication App**  
Retrieve codes from an authentication app (such as Authy or Google Authenticator) on your mobile device.
- SMS Text Message**  
Receive a text message to your mobile device when signing in.
- Email**  
Receive an Email when signing in.

What is an  
Authentication  
App?

After establishing a password, you will choose a two-step verification method

Save your backup code, if applicable.

## Two-Step Verification Backup Code

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If you lose access to your authentication device (you get a new mobile device or change your phone number), you can use this backup code to login to your USCIS account. If you change and confirm a new two-step verification method preference, your old code will no longer work.

**Please print or save a copy of this code, and store it somewhere safe so that you are not locked out of your account.**

Your backup code is:



Export As PDF

Proceed

## Account Type

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**Select an account type:**

- I am an applicant, petitioner, or requestor.**
  - USCIS only offers certain benefit types for online filing. Please refer to [uscis.gov](https://uscis.gov) for further guidance.
  - You cannot file an H-1B Registration with this account type.
  
- I am a Legal Representative.**
  - I am an attorney eligible to practice law in the United States.
  - I am an accredited representative of a qualified organization that is recognized by the Department of Justice in accordance with 8 CFR part 1292.

Submit

Select, “I am an applicant, petitioner, or requestor...”

# Form I-765

 Official website of the Department of Homeland Security [Here's how you know](#) ▾



U.S. Citizenship  
and Immigration  
Services

 My Account

My Account ▾

Resources ▾

Sign Out

## Welcome To Your USCIS Account

Select What You Want To Do



Add a paper-filed case

View your case status and case history by adding your case to your account



File a form online

Start a new form, upload evidence, and pay and submit online



Enter a representative passcode

Review and sign forms prepared for you by your attorney or representative



Verify your identity

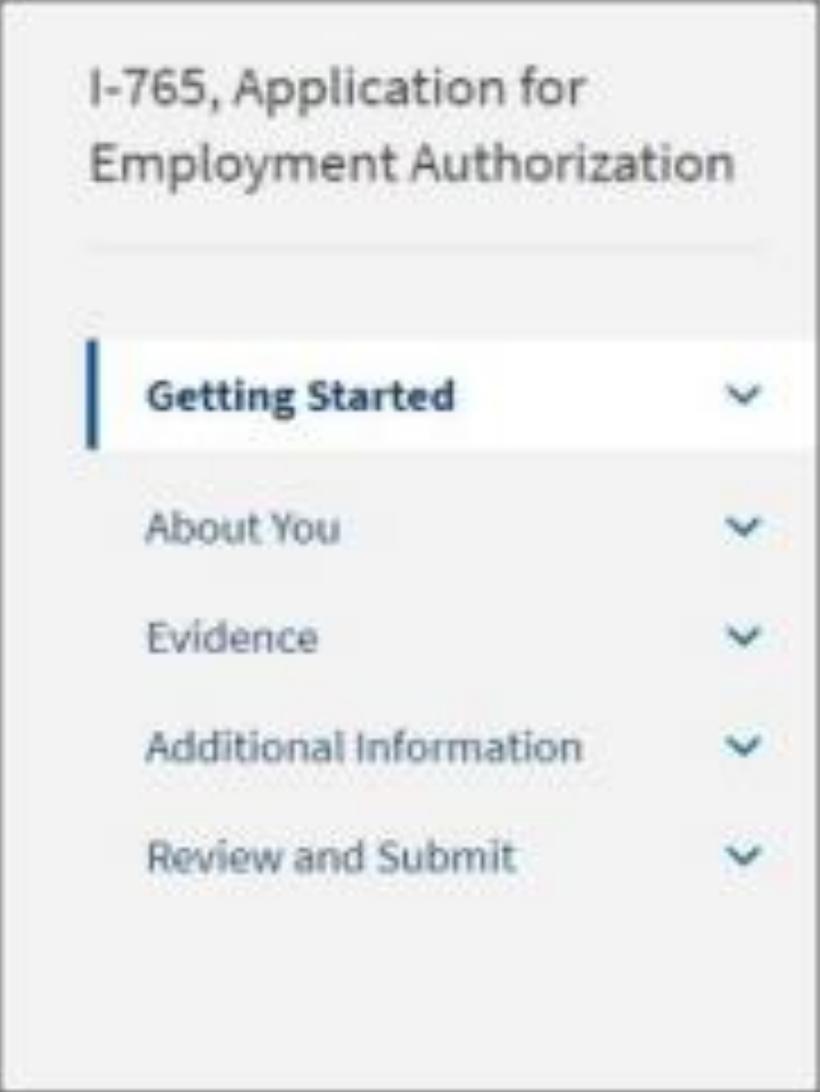
Answer questions about your immigration history to verify your personal identity

## Form I-765

The online application has multiple sessions to complete.

These sections are:

- Getting Started section
- About You section
- Evidence section
- Additional Information section
- Review and Submit section
  - Form Filing Fee section



I-765, Application for Employment Authorization

- Getting Started
- About You
- Evidence
- Additional Information
- Review and Submit

The screenshot shows a navigation menu for the I-765 application. The title is "I-765, Application for Employment Authorization". Below the title is a list of five sections, each with a downward-pointing chevron icon. The "Getting Started" section is highlighted with a blue vertical bar on the left side of the menu.



Select “Application  
for Employment  
Authorization (I-765)”

## File a Form

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

Select the form you want to file online.

- Application to Replace Permanent Resident Card (I-90)
- Request for a Hearing on a Decision in Naturalization Proceedings (N-336)
- Application for Naturalization (N-400)
- Application for Replacement Naturalization/Citizenship Document (N-565)
- Application for Certificate of Citizenship (N-600)
- Application for Citizenship and Issuance of Certificate Under Section 322 (N-600K)



- Application for Employment Authorization (I-765)

Only certain F-1 students seeking optional practical training (OPT) may file Form I-765 online. This includes:

- Pre-completion OPT - (c)(3)(A) eligibility category;
- Post-completion OPT - (c)(3)(B) eligibility category; or
- a 24-month extension for STEM students (students holding a degree in science technology, engineering, or mathematics) - (c)(3)(C) eligibility category.

For all other eligibility categories, you must submit a paper [Form I-765](#).

# Form I-765

From the drop down menu, select the correct employment eligibility category

[STEM Extension is \(c\) \(3\) \(C\)](#)

I-765, Application for Employment Authorization

Getting Started ^

- Basis of eligibility
- Reason for applying
- Prepare and interpret information

About You v

Evidence v

Additional Information v

Review and Submit v

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.

- A(12) Temporary Protected Status Granted
- c(3)(A) Student Pre-Completion OPT
- c(3)(B) Student Post-Completion OPT
- c(3)(C) STEM Extension**



Read the form description carefully, and note that the eligibility includes Post-Completion OPT for F-1 students

## 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

Only certain F-1 students seeking optional practical training (OPT) may file Form I-765 online. This includes:

- Pre-completion OPT - (c)(3)(A) eligibility category;
- Post-completion OPT - (c)(3)(B) eligibility category; or
- a 24-month extension for STEM students (students holding a degree in science technology, engineering, or mathematics) - (c)(3)(C) eligibility category.

For all other eligibility categories, you must submit a paper [Form I-765](#).

### Fee

**Fee:** \$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.

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.

Note the fee details carefully.

### 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](http://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.

Note the description of documents to prepare in advance of filing the application.



## Biometric services appointment

USCIS may require that you appear for an interview or provide biometrics (fingerprints, photograph, and/or signature) at any time to verify your identity, obtain additional information, and conduct background and security checks, including a check of criminal history records maintained by the Federal Bureau of Investigation (FBI), before making a decision on your application or petition. After USCIS receives your application and ensures it is complete, we will inform you in writing if you need to attend a biometric services appointment.

Note the Biometrics appointment details; USCIS will notify if applicable.

Note the overview of the application process, and then click “next”.



### After You Submit Your Form



#### Track your case online

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



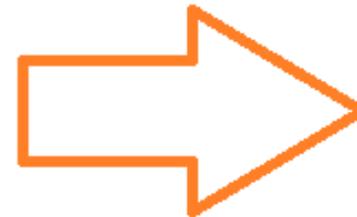
#### Respond to requests for information

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 online account.

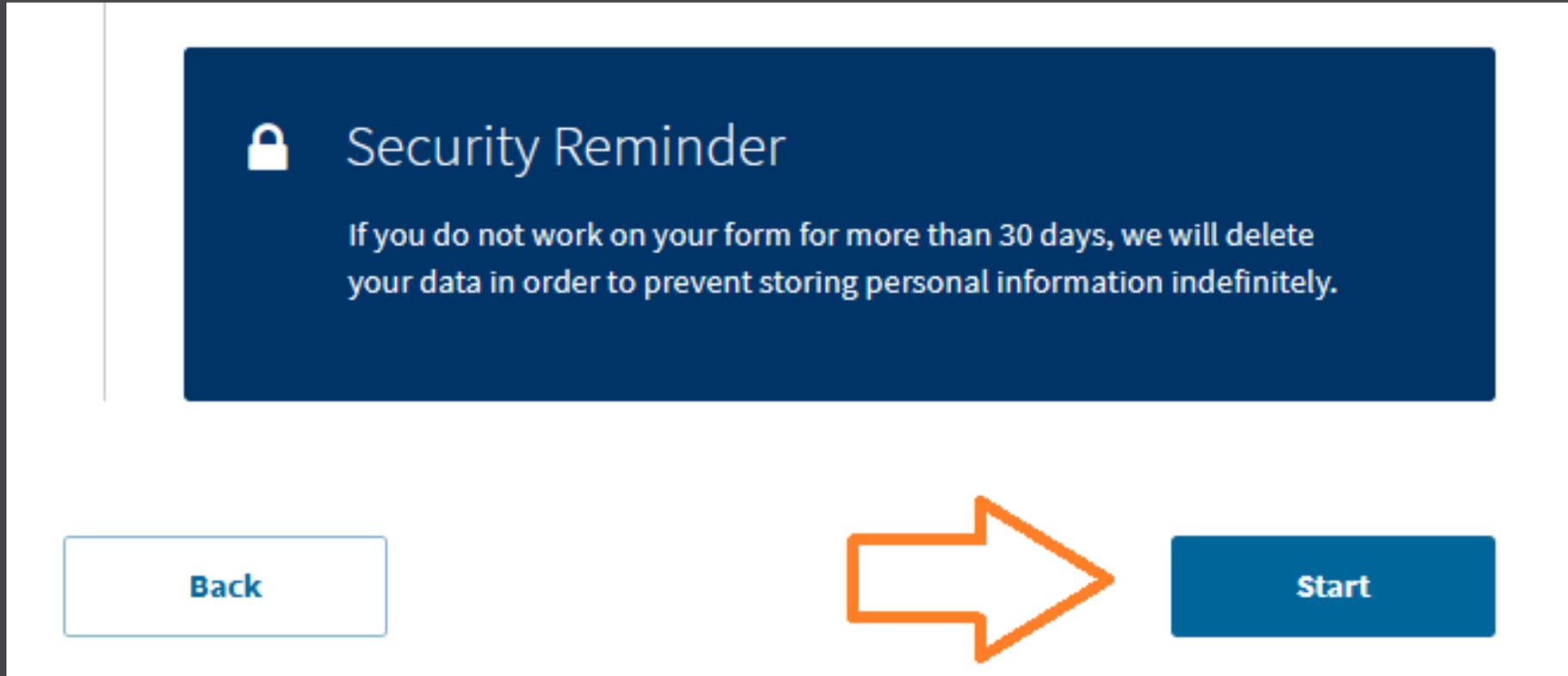


#### Receive your decision

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.



Next



The screenshot shows a dark blue rectangular box with a white padlock icon on the left. To the right of the icon, the text reads "Security Reminder" in a large white font. Below this, in a smaller white font, it says "If you do not work on your form for more than 30 days, we will delete your data in order to prevent storing personal information indefinitely." Below the blue box, there are three elements: a white button with a blue border and the text "Back" in blue; a large orange outline arrow pointing to the right; and a solid blue button with the text "Start" in white.

After reading the paperwork reduction notice, details, and security reminder, press “start” to proceed with the application

# Form I-765

As you begin the application, use the dropdown menu to select the eligibility category, **c(3)(C)** for STEM EXTENSION

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 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.

- A(12) Temporary Protected Status-Granted
- c(3)(A) Student Pre-Completion OPT
- c(3)(B) Student Post-Completion OPT
- c(3)(C) STEM Extension**

## Form I-765

Type the degree type and name, shortening if it does not all fit. You may also use the CIP Code for your degree and the degree level.

Type in the name of your employer's company name, **EXACTLY** as it is shown in E-Verify. The name of the company in E-Verify must exactly match the name you type on the STEM OPT application. Include any needed "LLCs" and punctuation (i.e. ABC Company LLC, Inc.)

Type the company's E-Verify number **NOTE: The E-Verify number is different from the EIN number required on the form I-983; E-Verify numbers are generally four to seven digits long**

The image shows a screenshot of a web form with three input fields and two buttons at the bottom. The first field is labeled "What is your degree?" and contains the text "MS Electrical and Computer Engineering". The second field is labeled "What is your employer's name as listed in E-Verify?" and contains the text "ABC Company". The third field is labeled "What is your employer's E-Verify company identification number or a valid E-Verify client company identification number?" and contains the text "1234567". At the bottom left is a "Back" button and at the bottom right is a "Next" button.

What is your degree?

MS Electrical and Computer Engineering

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

ABC Company

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

1234567

Back Next

## Form I-765

Select your reason for applying as “Renewal permission to accept employment”

Select yes to indicate whether you have previously filed the form I-765

Upload files of the front and back of your previous EAD card(s) and/or Denial notices in the “Additional Information” section

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

# Form I-765

Select “No”, unless you are retaining a lawyer or attorney to file the form on your behalf

U.S. Citizenship and Immigration Services

My Account ▾

I-765, Application for Employment Authorization

Is someone assisting you with completing this application?

Yes

No

Back

Next

**Getting Started** ^

Basis of eligibility

Reason for applying

**Preparer and interpreter information**

About You ▾

Evidence ▾

Additional Information ▾

Review and Submit ▾



## 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 ▼

Is someone assisting you with completing this application?

Yes

No

Is a preparer assisting you with completing this application?

A preparer is anyone who completes or helps you complete all or part of your application using information and answers that you provide.

Yes

No

Is an interpreter assisting you with completing this application?

An interpreter is anyone who translates or helps you translate all or part of your application using information and answers that you provide.

Yes

No

Is someone assisting you with completing this application?  
ONLY select “Yes” if you are hiring your attorney or lawyer, or you have an interpreter to fill the form.

Most applicants should select “No”

ISSSO is NOT completing the form for you.



## 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 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

Fill your full legal name, matching your passport name exactly; answer “No”, unless you have legally changed your name on an identity document

# Form I-765

Fill all requested contact information, although you may check the box and leave the 2<sup>nd</sup> telephone number blank; at least one telephone and one email address are required.

U.S. Citizenship and Immigration Services

My Account ▾

## 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 ▾

### How may we contact you?

**Daytime telephone number**

**Mobile telephone number (if any)**

This is the same as my daytime telephone number.

**Email address**

# Form I-765

Provide a U.S. address which you have carefully verified, and which will **NOT** change in the next 3-5 months

Check “Yes”, unless the address you provided is not a physical address (e.g., Post Office box address)

Additional Information

Review and Submit

## 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)

Address line 1

Street number and name

Address line 2

Apartment, suite, unit, or floor

City or town

State

ZIP code

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

Yes

No

Back

Next

Generally, allow the website to verify the address per U.S. postal service formatting standards

 **Verify your address**

We are unable to verify your address with the U.S. Postal Service. To avoid delays, please use the recommended address.

**Original address:**  
4465 University Dr., Suite N203  
Houston, TX, 77204

**Recommended address:**  
4465 UNIVERSITY DR, RM N203  
HOUSTON, TX, 77204-3024

[Use selected address](#) [Edit original address](#)



## 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

Answer the gender  
and marital status  
questions

# Form I-765



## 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?

Back

Next

Answer all questions  
related to your birth  
location and date of birth

# Form I-765

Answer the citizenship, I-94, and arrival questions.

To view and print your I-94 go to:

<https://i94.cbp.dhs.gov/>

## 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 ▾

scroll down after answering these questions



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

## Form I-765

Provide your most recent date of arrival in the U.S., place of arrival, and visa status at last arrival;

If you entered the U.S. on another status other than F-1 and completed a change of status with USCIS, write your last entered status for “Status at last arrival”

Your current immigration status should be “F-1 student”

Provide your passport number, but do not answer the travel document question

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

---

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

---

What is your travel document number (if any)?

## Form I-765

Provide your passport expiration date;

Provide the country that issued your passport (which country's government issued your passport)

Select F-1 Student for your current immigration status

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

MM/DD/YYYY

What country issued your passport or travel document?



What is your current immigration status or category?



## Form I-765

Fill your SEVIS number, except the “N” which is already filled; your SEVIS number is on your form I-20, page 1, at the top

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](#)

# Form I-765

Enter the USCIS # from your EAD card into the “What is your A-Number?” question

**You will only have a USCIS Online Account Number if you previously filed an online application with USCIS. Enter it here. Check “I do not have or know my USCIS Online Account Number” if you never filed online before.**

USCIS online account number: you would have this number only if USCIS sent an account access notice to you (most students do not have this when filing for OPT)



U.S. Citizenship  
and Immigration  
Services

My Account ▾

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.

## Form I-765

Answer the Social Security Number questions. Most students already have the SSN when applying for OPT; however, if you do not have the SSN, you may use this section to request the SSN, by giving consent for USCIS to forward your request to the Social Security Administration (SSA), and by providing your parents' names. If you already have the SSN, you will not answer those questions.

Answers shown here are for a student who already has the SSN.

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

Yes

No

What is your Social Security number (if known)?

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

Yes

No

Back

Next

## I-765, Application for Employment Authorization

Getting Started ▾

About You ▾

**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 the Department of State's [photo composition tools](#). Please note that we cannot approve your application without your photos.

## 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**

In this section, you will upload your new, recent passport photo; be sure that it meets the format requirements (e.g., 2x2 inches square, etc.) Do not use an old photo

# Form I-765

Upload your most recent I-94 – which you may download from [www.cbp.gov/I-94](http://www.cbp.gov/I-94) - click “Get most recent I-94” and enter the data from your U.S. visa page

If you have a paper I-94, you must obtain a clear image of it and upload to the application NOTE - if you changed your status to F-1 while inside the United States (through a USCIS I-539 form), then your I-94 will be located on the bottom of your I-797 F-1 approval notice

## I-765, Application for Employment Authorization

Getting Started ▼

About You ▼

**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

Back

Next

# Form I-765

Upload the following:

- Image of your most recent passport
- Image of your F-1 Visa If you do not have a F-1 visa, upload your I-797 F-1 approval notice. *Canadian and Bermudian students will not have F-1 visas.*
- All previous EAD CARDS front and back

## I-765, Application for Employment Authorization

Getting Started ▼

About You ▼

**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

[Back](#)

[Next](#)

# Form I-765

Upload images of page 1 and 2 of the a new signed I-20 with OPT STEM recommendation.

Do not submit this form without the proper I-20 with the OPT STEM Recommendation on page 2

## I-765, Application for Employment Authorization

Getting Started 

About You 

**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-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.
- 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

Upload images of your diploma/degree and transcripts on this page

## 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, .TIFF, 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

Back

Next

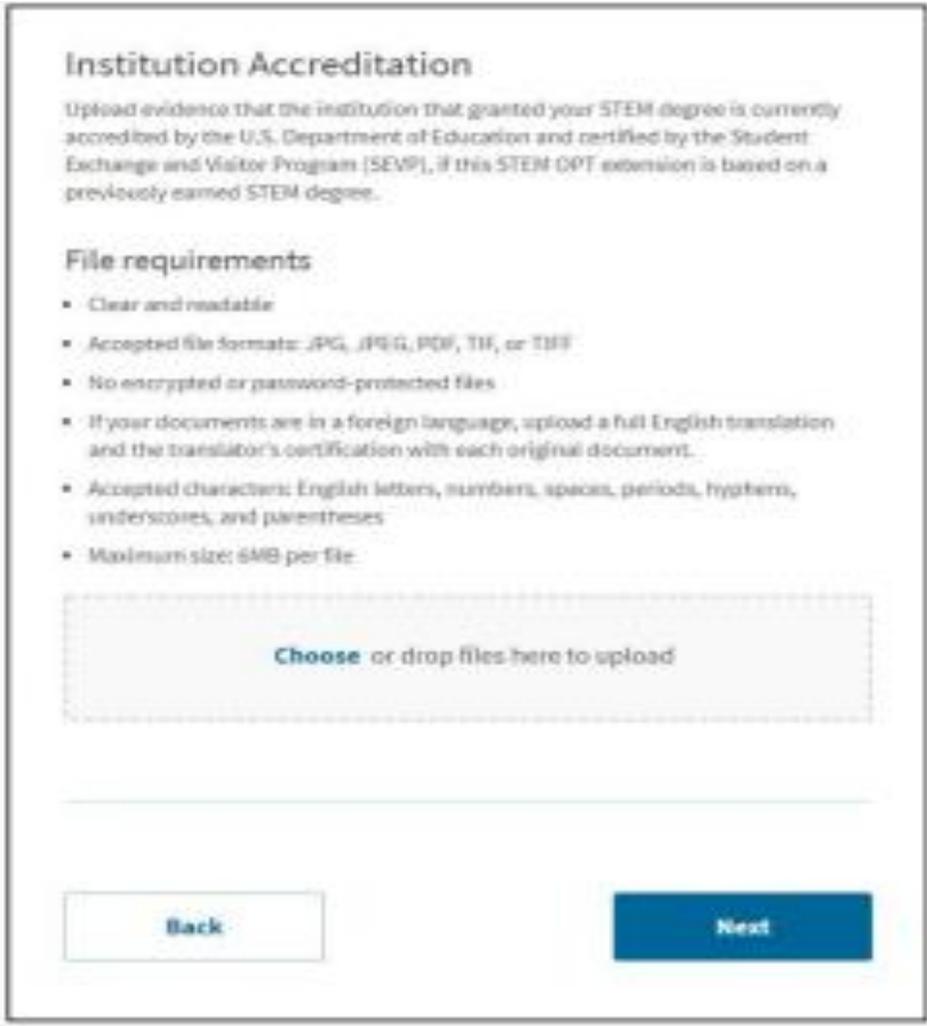
## Form I-765

### Institution Accreditation

For students applying for the STEM OPT Extension based upon their most recent degree awarded you do not need to complete this section

If you are applying for STEM based on a prior degree (i.e. a degree that is different from the one you used to apply for your most recent post-completion OPT), you will need to provide 1) proof of the institutional educational accreditation and 2) proof of the institutional SEVP accreditation of the school that awarded you that diploma. This is very rare.

*For Example: for example: if you are on your first year of Post Completion OPT is based upon your History Master's degree which is not STEM OPT Extension eligible, but want to apply for the STEM OPT Extension based upon your bachelor's degree in Math you will need to upload proof of accreditation of the institution where you received that degree. You will be responsible for reaching out the institution. If UH is the institution please reach out to the advisor who processed your OPTX*



**Institution Accreditation**

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.

**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: 5MB per file

[Choose](#) or drop files here to upload

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

# Form I-765

If you need to provide any additional information for any of your answers to the questions on the application, enter it into the “Additional Information” section. You should include the questions that you are referencing (Section, Page, Question, etc). If you do not need to provide any additional information, you may leave this section blank.

The screenshot shows the CIS portal interface. At the top left is the U.S. Department of Homeland Security logo and the text "U.S. Citizenship and Immigration Services". At the top right is a "My Account" dropdown menu. The main heading is "I-765, Application for Employment Authorization". A left-hand navigation menu includes "Getting Started", "About You", "Evidence", "Additional Information" (which is expanded to show "Additional information"), and "Review and Submit". The "Additional Information" section contains the following text: "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 this text is a "+ Add a response" button. At the bottom of the section are "Back" and "Next" buttons, with the "Next" button highlighted by a red rectangular border.

This screenshot shows a close-up of the "Additional Information" input form. It features a title "Additional Information" and two paragraphs of instructional text: "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 are three dropdown menus labeled "Section", "Page", and "Question". At the bottom of the form is a large text area for entering the response, with a "0/500" character count indicator. At the very bottom are two buttons: "Save response" and "Cancel".

# Form I-765

Carefully note the application refund policy before continuing

Check your application for accuracy and completeness before submitting

Check for any alerts that may be showing, and correct them as needed

**WARNING** - alerts are not always shown! It is your responsibility to ensure your application is correct

## I-765, Application for Employment Authorization

Getting Started 

About You 

Evidence 

Additional Information 

**Review and Submit** 

**Review your application**

Your application summary

Your statement

### 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

Back

Next

# Form I-765

You may review your I-765 answers as a draft snapshot, prior to final submission of the application.

Official website of the Department of Homeland Security [Here's how you know](#) ▾

 **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)(B) Student Post-Completion OPT**

# Form I-765

Read and acknowledge the applicant's statement, then continue.

Official website of the Department of Homeland Security [Here's how you know](#) ▾

 **U.S. Citizenship and Immigration Services** My Account ▾

### I-765, Application for Employment Authorization

- Getting Started ▾
- About You ▾
- Evidence ▾
- Additional Information ▾
- Review and Submit** ▲

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

### 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](#)

# Form I-765

Read the entire applicant's declaration and certification.

Official website of the Department of Homeland Security [Here's how you know](#) ▾

 U.S. Citizenship and Immigration Services My Account ▾

## I-765, Application for Employment Authorization

- Getting Started ▾
- About You ▾
- Evidence ▾
- Additional Information ▾
- Review and Submit** ▲
  - Review your application
  - Your application summary
  - Your statement
  - Your signature**

### Applicant's Declaration and Certification

You must read and agree to the certification below. If you knowingly and willfully falsify or conceal a material fact or submit a false document with your application, we can deny your application and may deny any other immigration benefit. You may also face criminal prosecution and penalties provided by the law.



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.

Check the box, and then type your name as your digital signature.

I have read and agree to the applicant's statement

## Applicant's signature

You must provide your digital signature below by typing your full legal name. We may deny your application if you do not completely fill out this application or fail to submit required documents. We will record the date of your signature with your application.

[Back](#)

[Next](#)

## Form I-765

Note the fee  
payment overview

**WARNING:** Do not submit an STEM OPT application online from outside of the US and/or without an INK SIGNED STEM OPT recommendation I-20

Once you pay the online application fee, the I-765 is considered filed immediately and can result in a denial if you applied from outside the US and without the STEM OPT I-20

### Pay for and submit your application

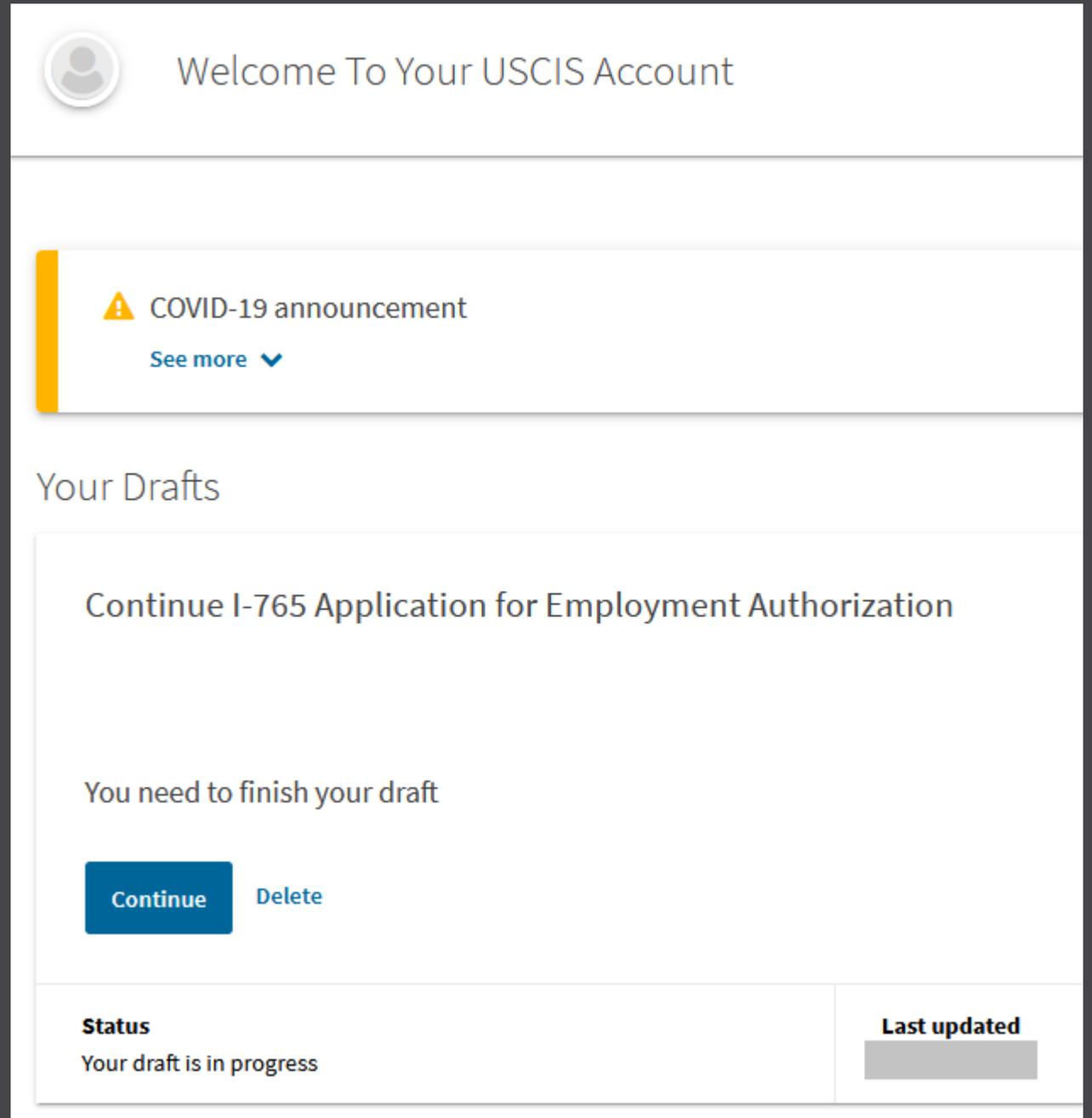
The final step to submit your Form I-765, Application for Employment Authorization, is to pay the required fee.

Your application fee is: **\$410.**

**Refund Policy:** By continuing this transaction, you agree that you are paying for a government service and that the filing fee, biometric services fee and all related financial transactions are final and not refundable, regardless of any action USCIS takes on an application, petition or request, or how long USCIS takes to reach a decision. You must submit all fees in the exact amounts.

## Form I-765

Be sure that you have uploaded all required evidence before submitting your application – prior to submission, your application will be saved as a draft, up to 30 days maximum.



The screenshot shows a user interface for a USCIS account. At the top, there is a profile icon and the text "Welcome To Your USCIS Account". Below this is a notification bar with a yellow warning icon and the text "COVID-19 announcement", with a "See more" link and a dropdown arrow. The main section is titled "Your Drafts" and contains a single draft entry: "Continue I-765 Application for Employment Authorization". Below the title, it says "You need to finish your draft". There are two buttons: a blue "Continue" button and a grey "Delete" button. At the bottom, there is a table with two columns: "Status" and "Last updated". The "Status" column shows "Your draft is in progress" and the "Last updated" column shows a greyed-out date field.

Welcome To Your USCIS Account

COVID-19 announcement  
[See more](#) ▾

### Your Drafts

Continue I-765 Application for Employment Authorization

You need to finish your draft

[Continue](#) [Delete](#)

Status	Last updated
Your draft is in progress	

## Form I-765

As you finish the application, you will be redirected to Pay.gov for application payment, and then redirected back to USCIS for your receipt number (case number). When you have the receipt number, you have finished the application.



We will send you to Pay.gov — our safe and secure payment website — to pay your fees and submit your form online.

Here are 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
3. Submit your payment

When you have paid your fee, your form will be submitted.

Pay.gov will redirect you to a uscis.gov confirmation screen, which will include your receipt number. Please keep a copy of your receipt number for your records. You can track the status of your application through your USCIS online account.

[Pay and submit](#)

You can **EITHER** mail your application to USCIS **OR** apply online

Do **NOT** submit an application both ways!

You can only submit your OPT application through 1 method

Please decide if you will mail your application, **OR** if you will submit it online