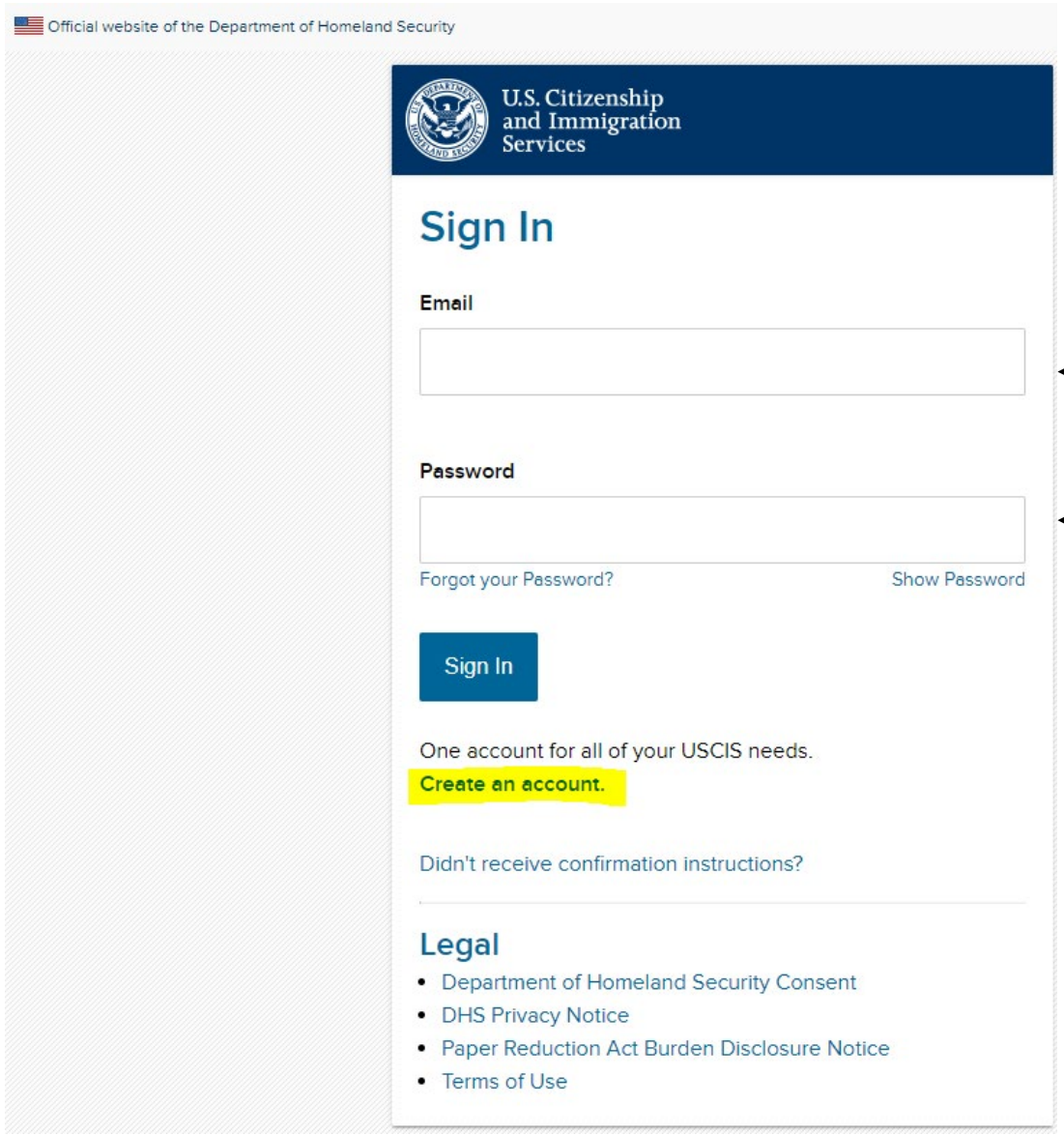
Electronic Form I-765

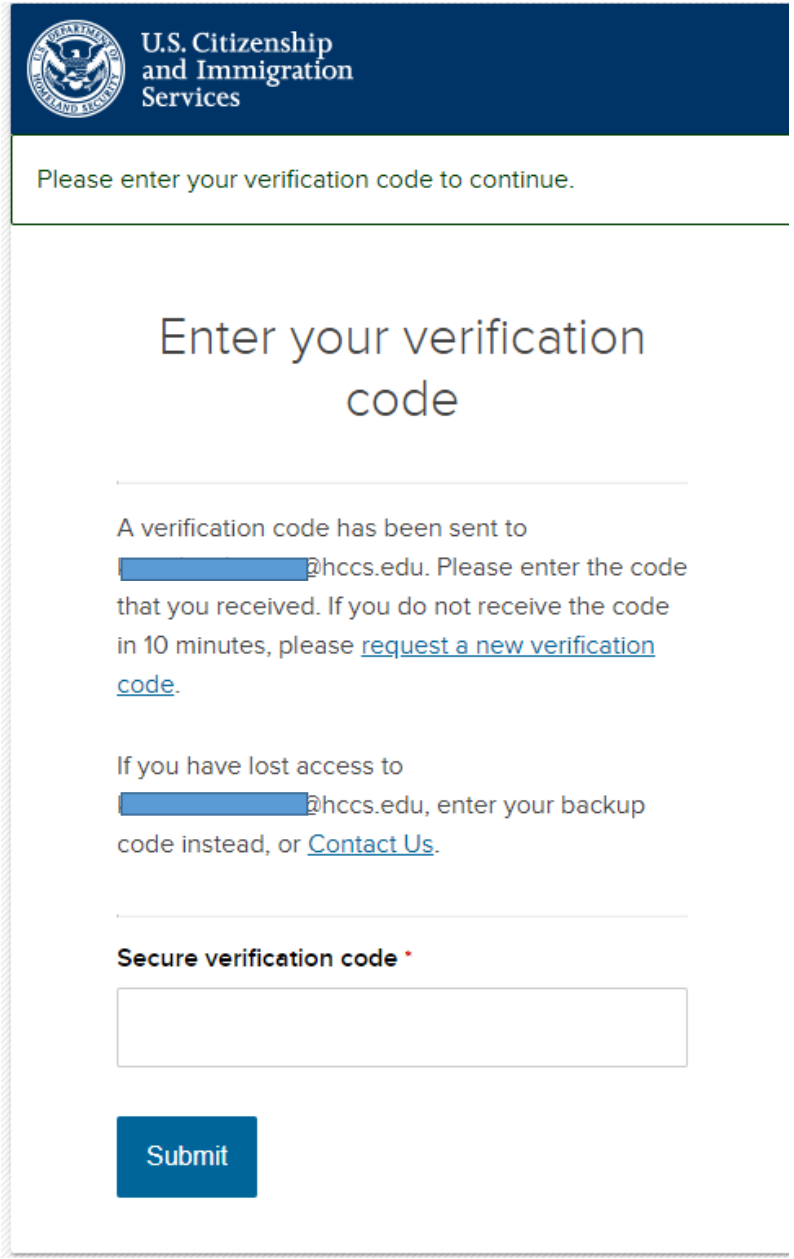
for c (3) (B) Student Post-Completion OPT

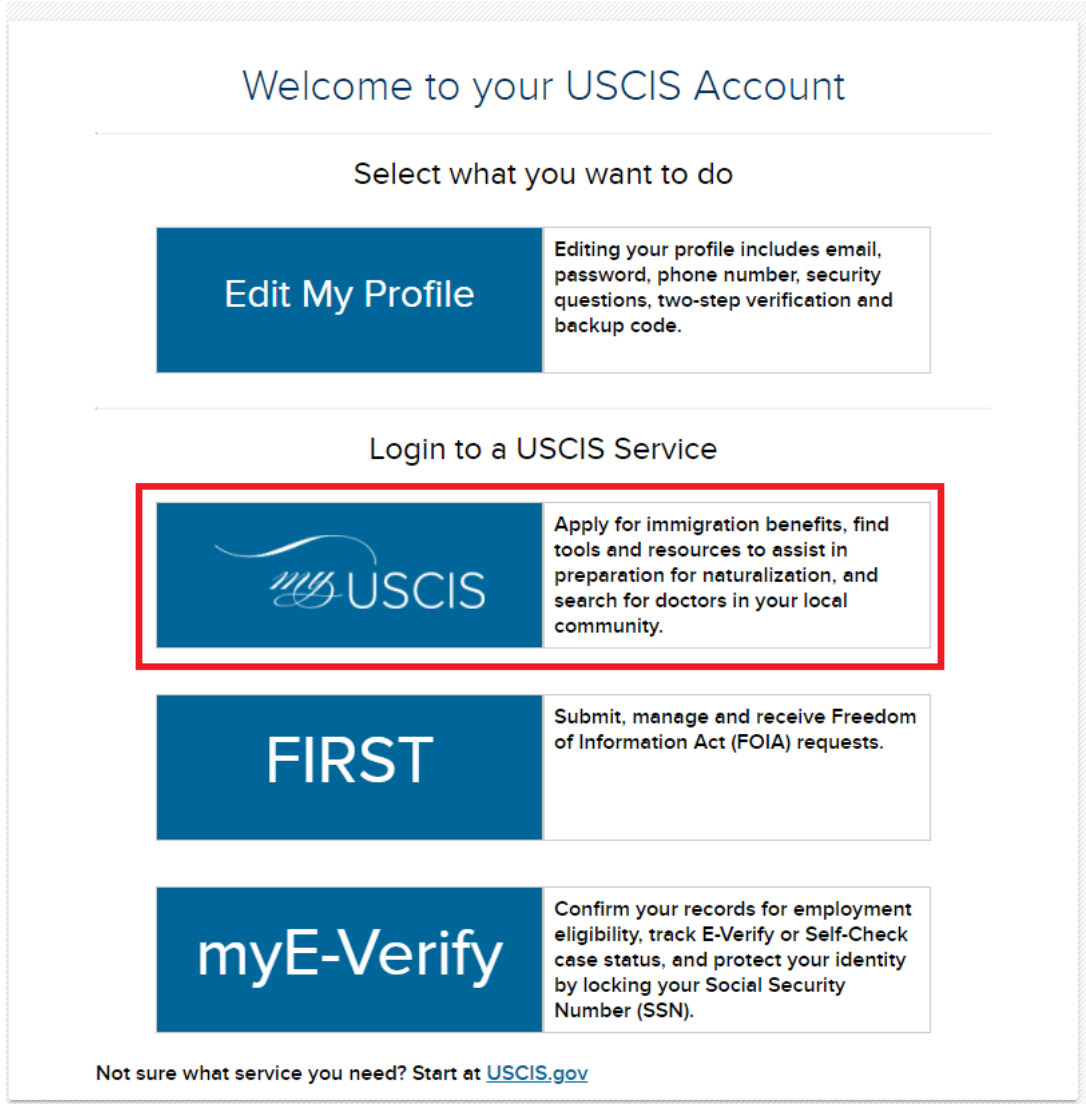
Create an account by visiting USCIS website: https://myaccount.uscis.gov/



Enter your email address

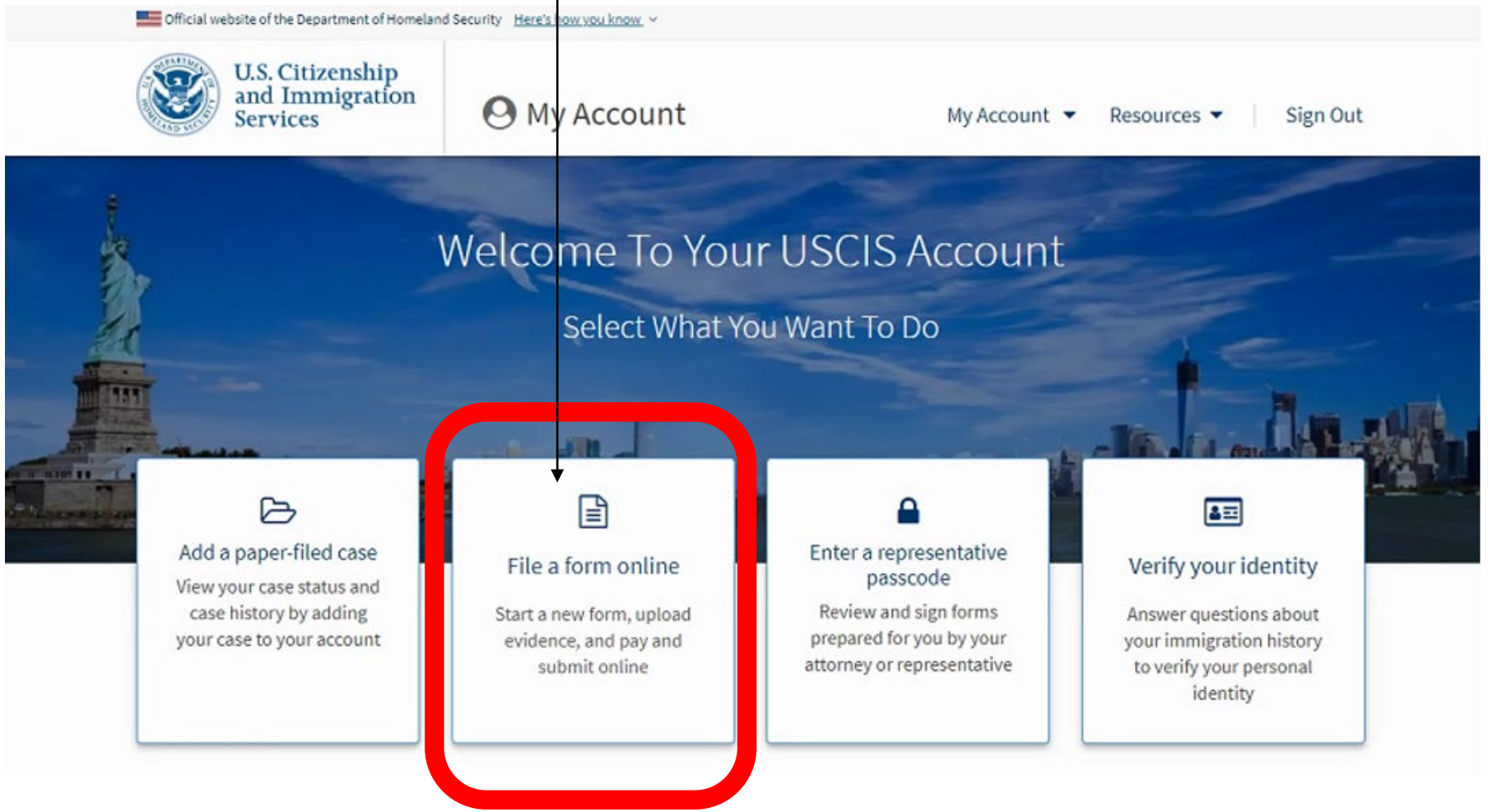
Enter your password

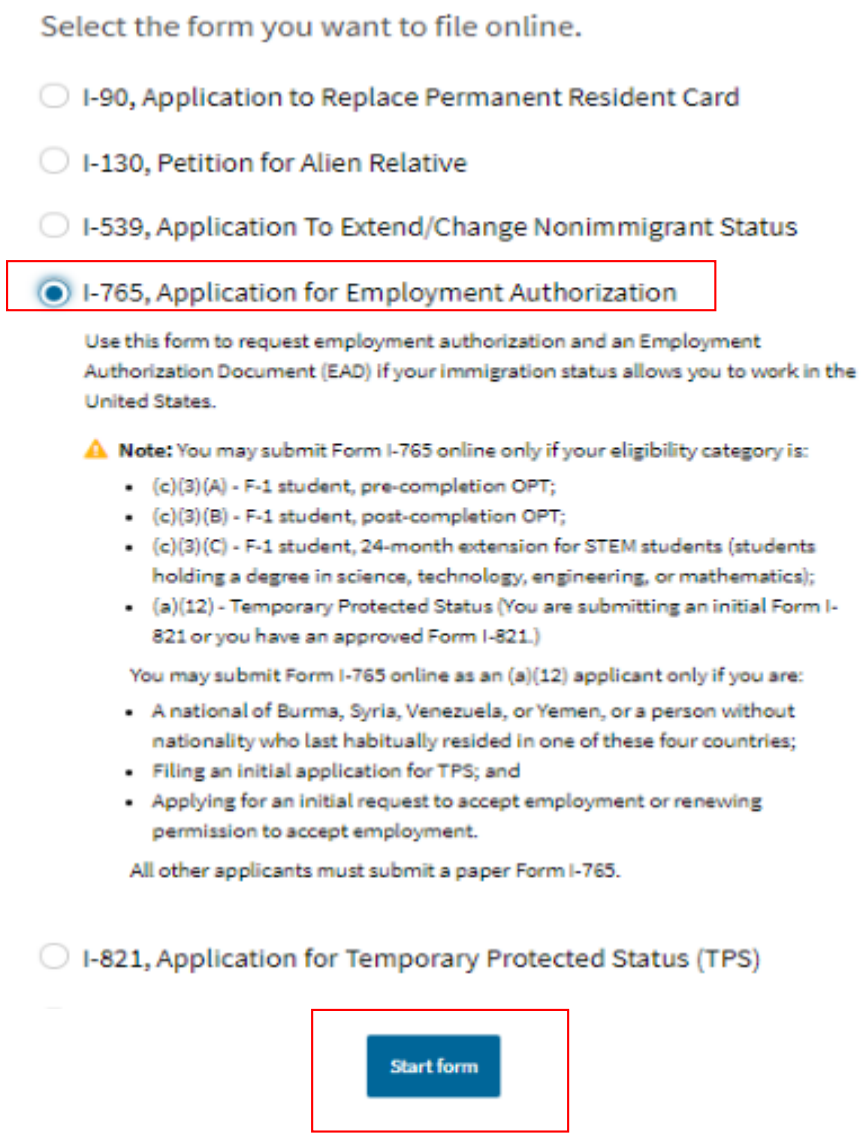

U.S. Citizenship and Immigration Services
Please enter your verification code to continue.
Enter your verification code
A verification code has been sent to [redacted]@hccs.edu. Please enter the code that you received. If you do not receive the code in 10 minutes, please request a new verification code.
If you have lost access to [redacted]@hccs.edu, enter your backup code instead, or Contact Us.
Secure verification code *
Submit



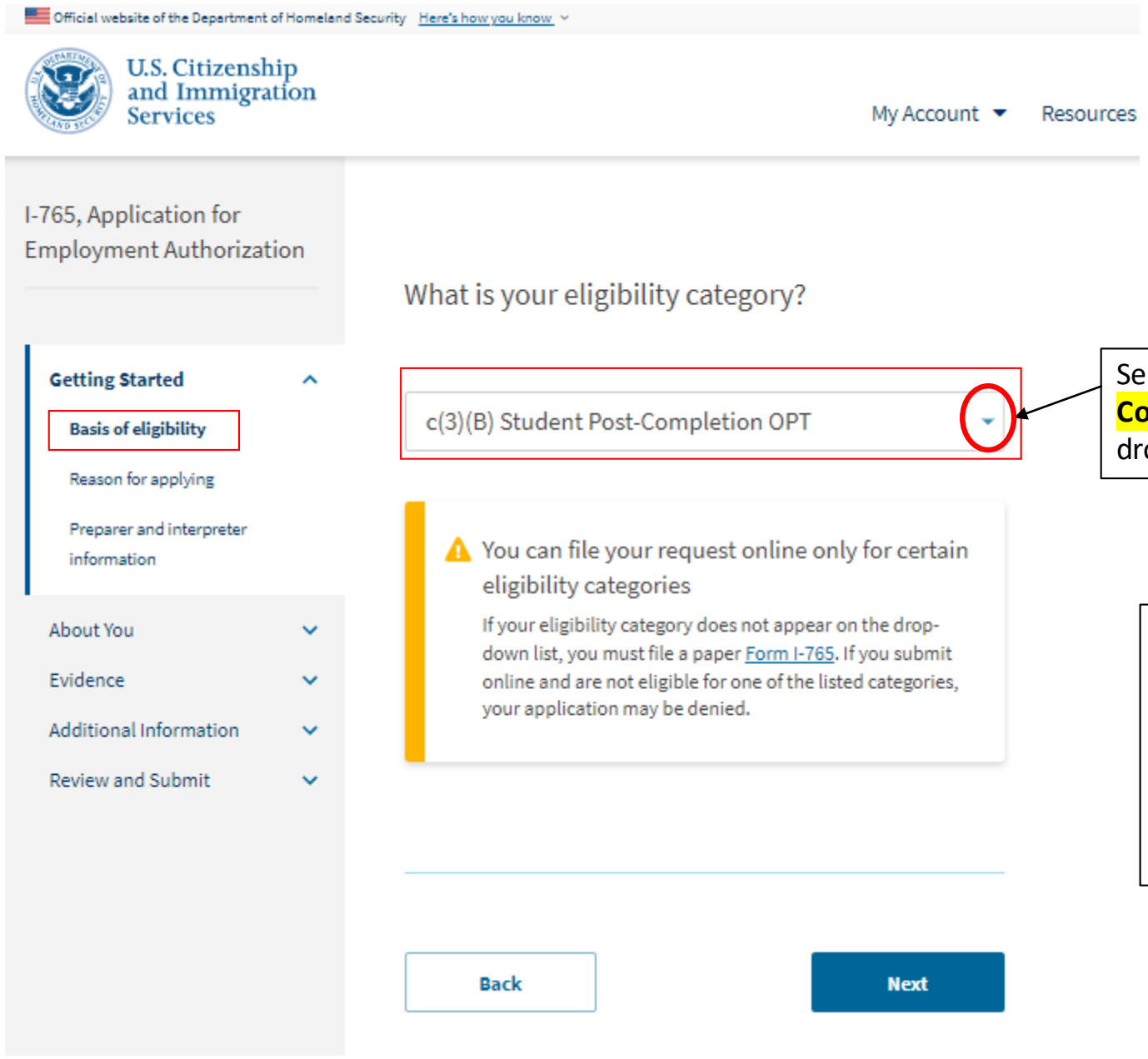
Click my USCIS tab

Click “**File a form online**”
read and follow the instructions



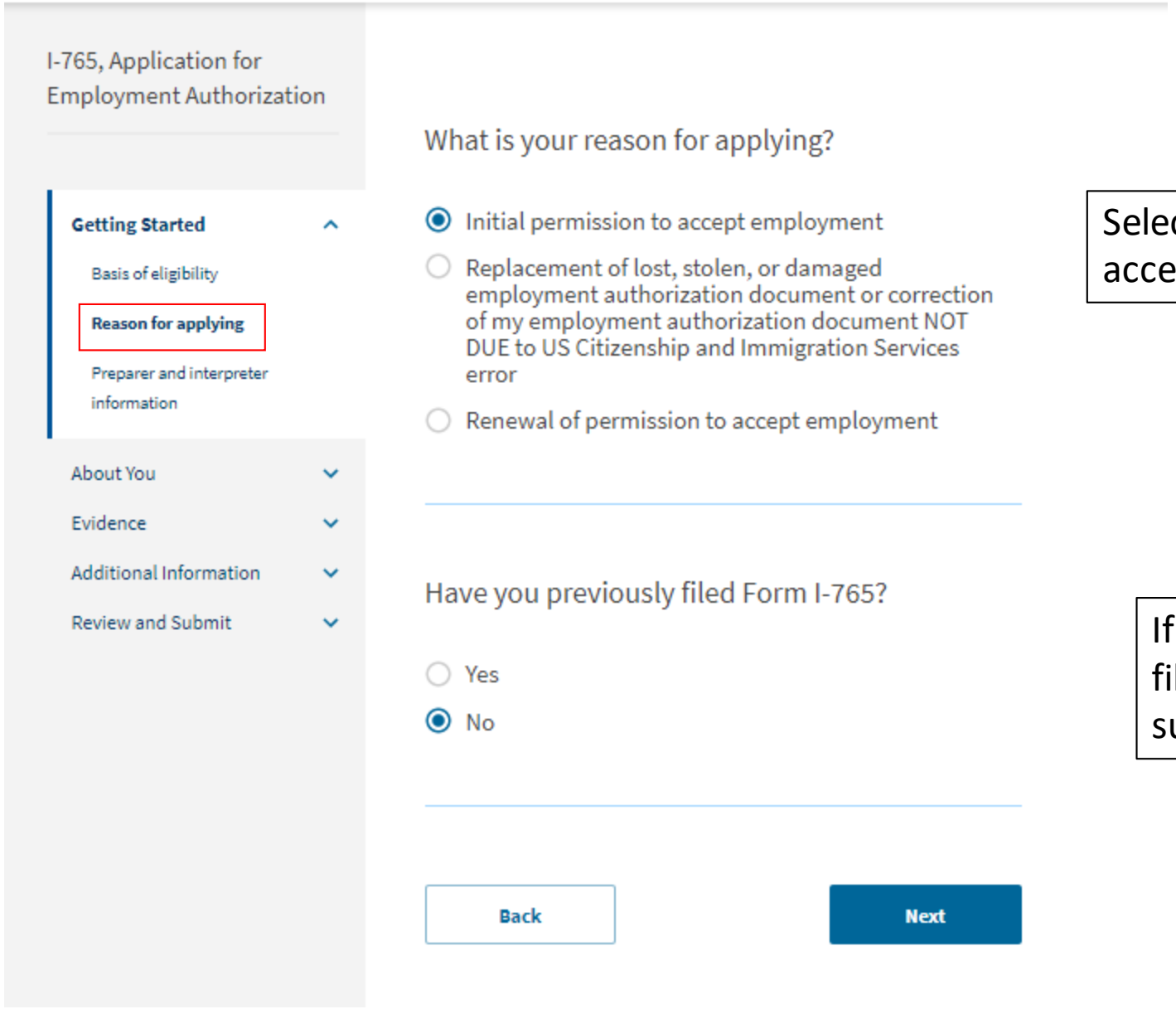


Select the **Form I-765** and click on "Start form"



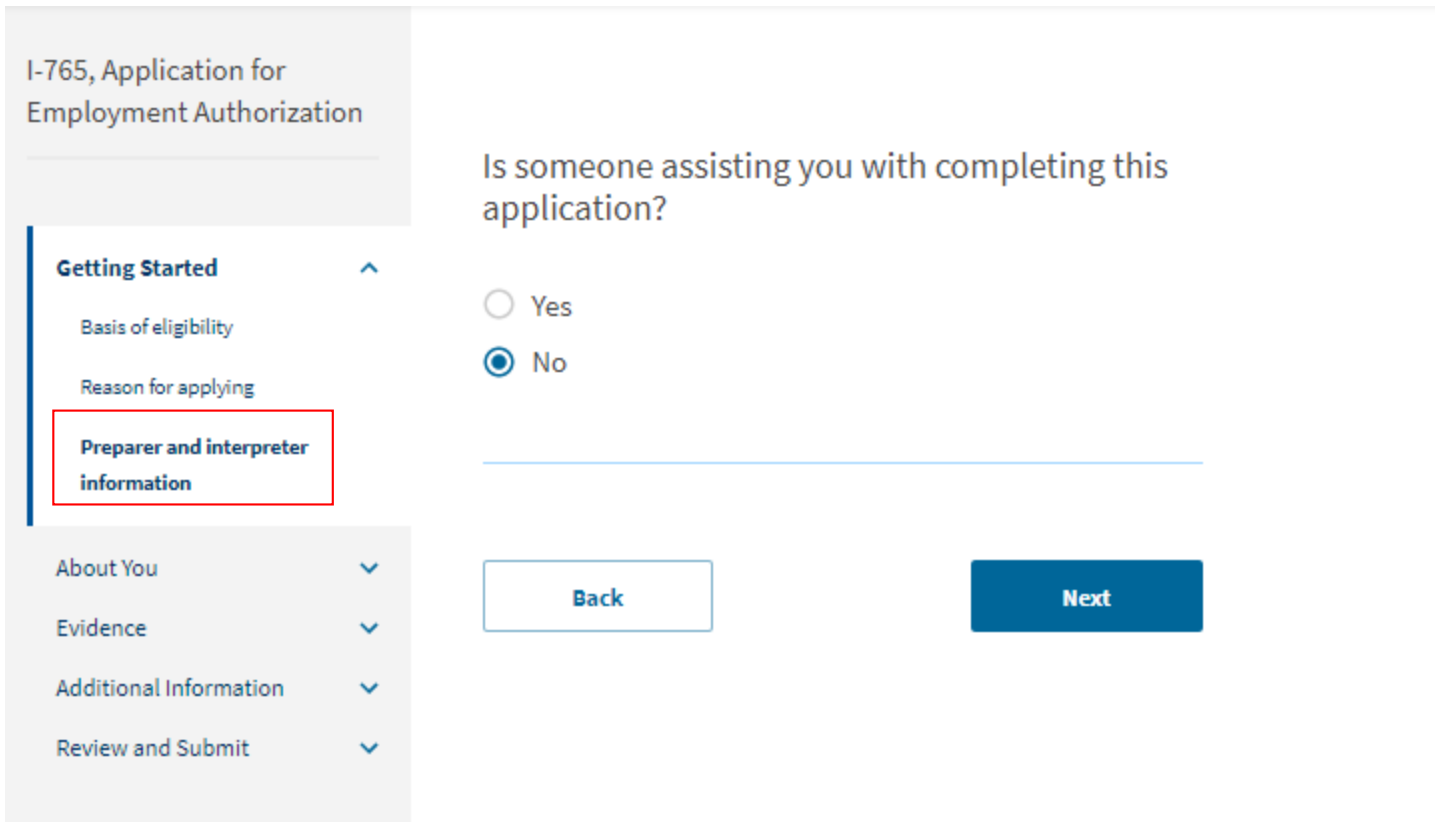
Select **c (3) (B) Student Post-Completion OPT** category from the drop down menu

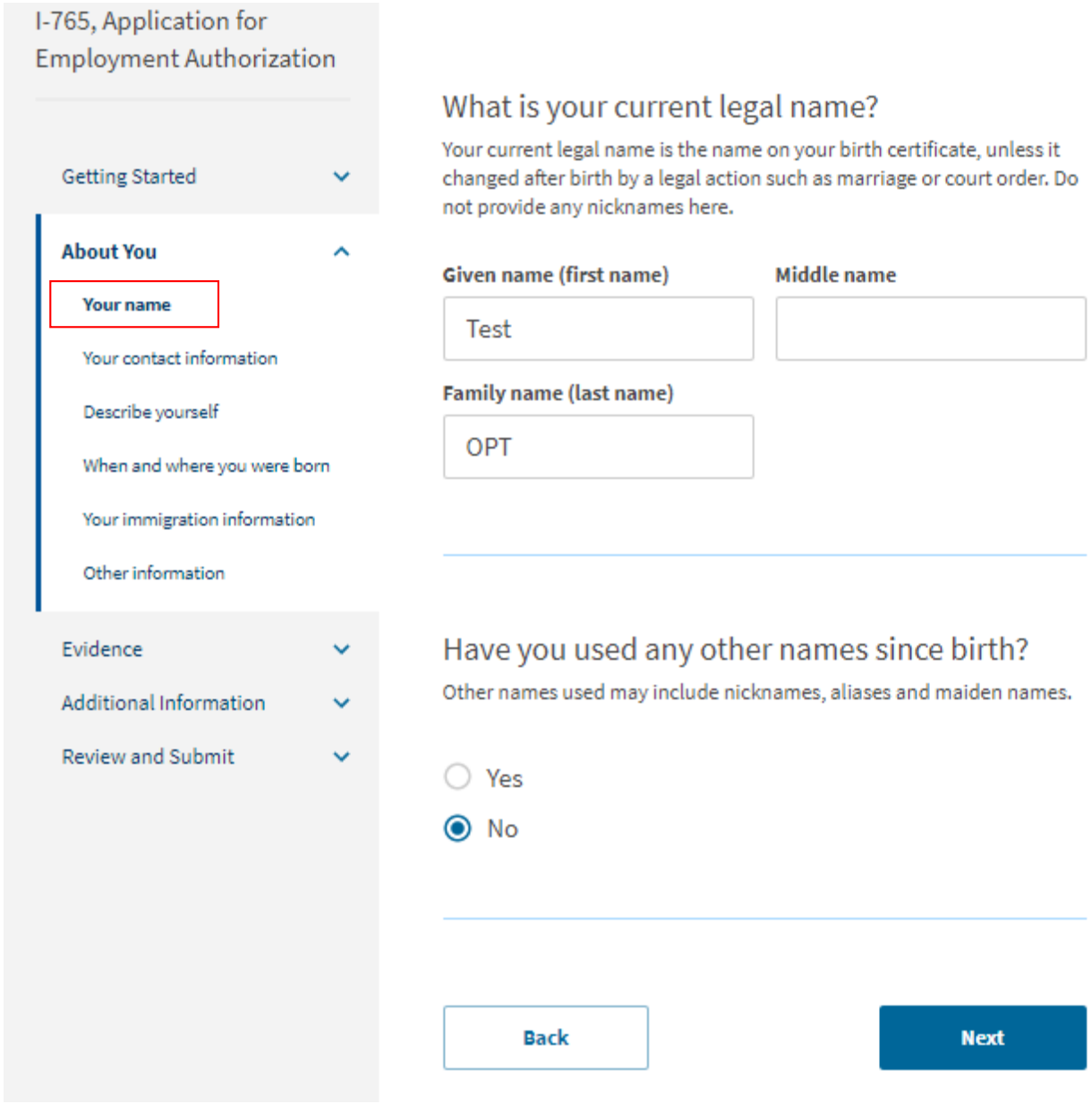
Although the menu on the left allows you to skip to any section of the I-765, it is recommended that you **complete the form in order** to ensure no responses are missed.



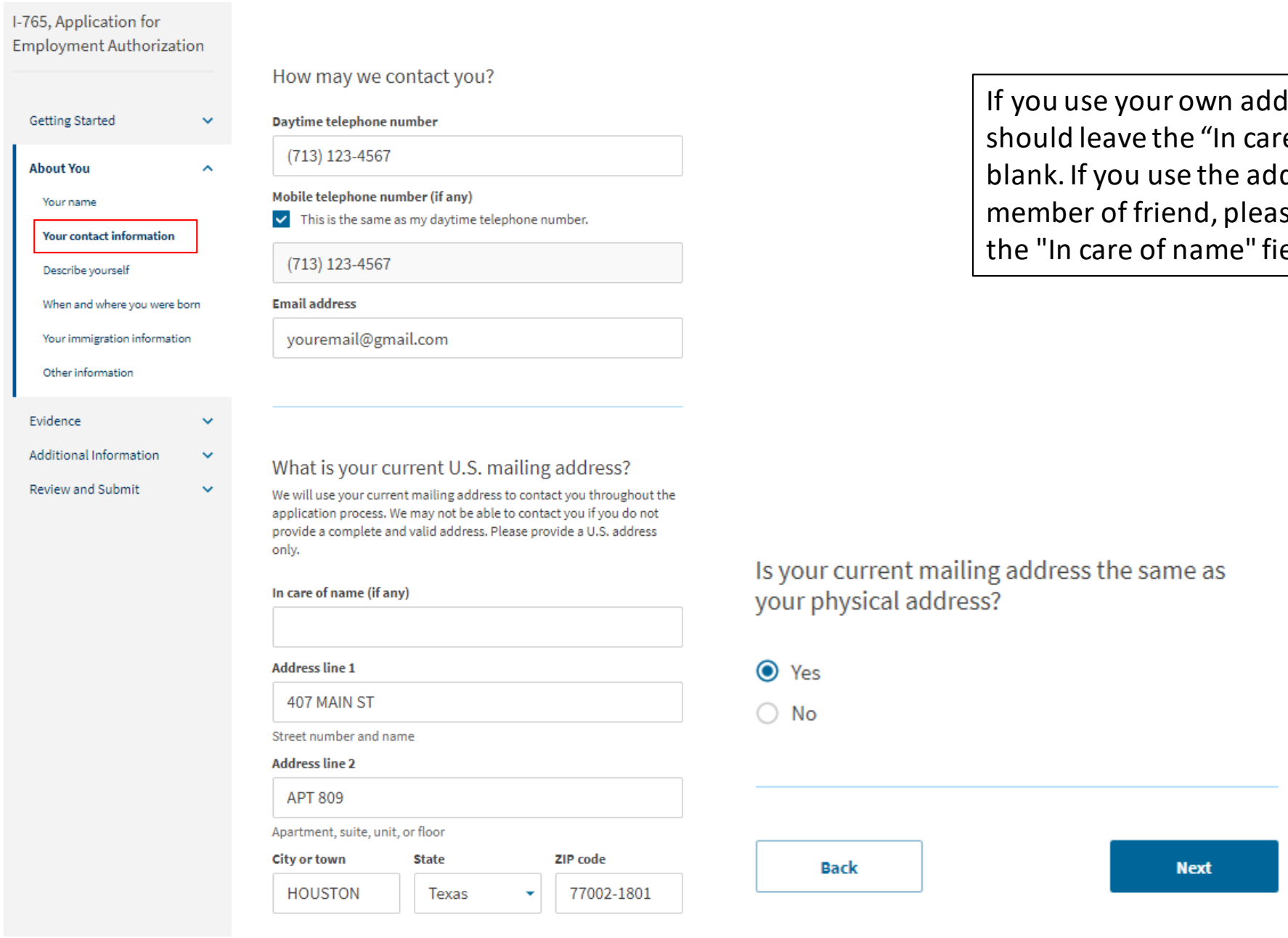
Select “Initial permission to accept employment”

If you have previously filed for I-765, make sure to report it.


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
Back
Next

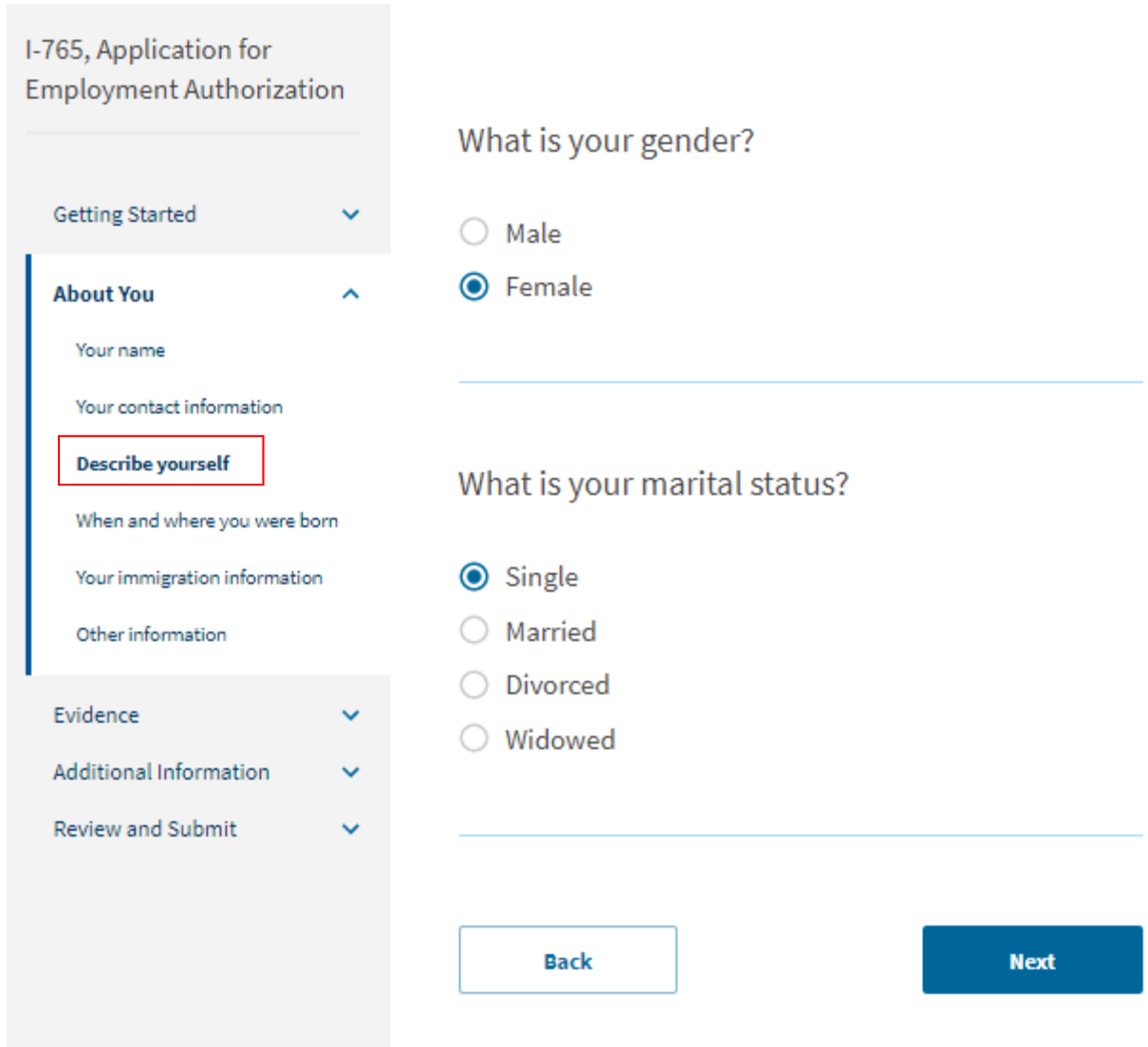


Enter your name exactly as it is listed on your Form I-20. List other names you may have used in the U.S., alternate spellings, and any alternate order in which your names may sometimes be listed, if applicable.

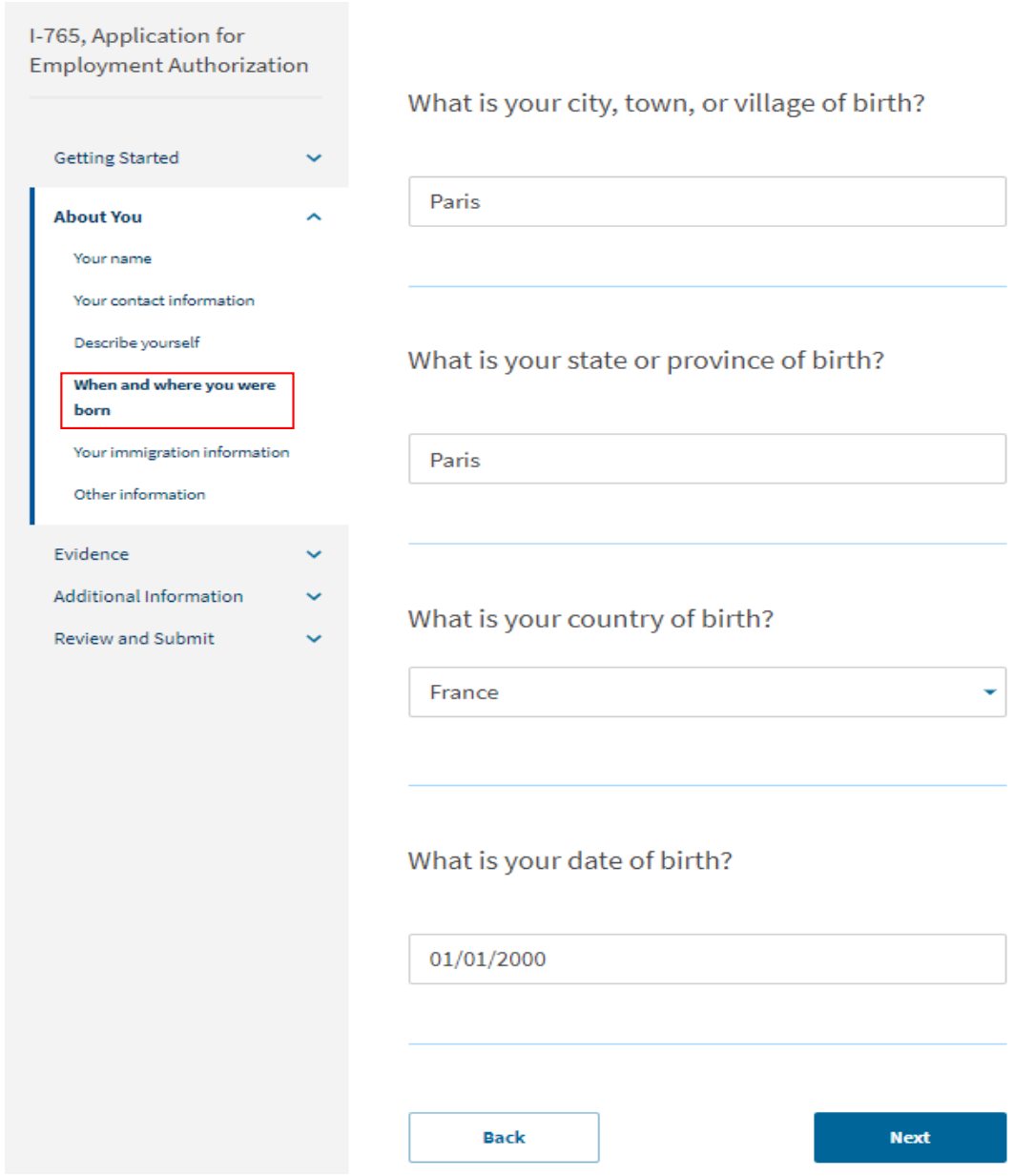


If you use your own address for mailing, you should leave the “In care of name” field blank. If you use the address of a family member of friend, please enter their name in the "In care of name" field.

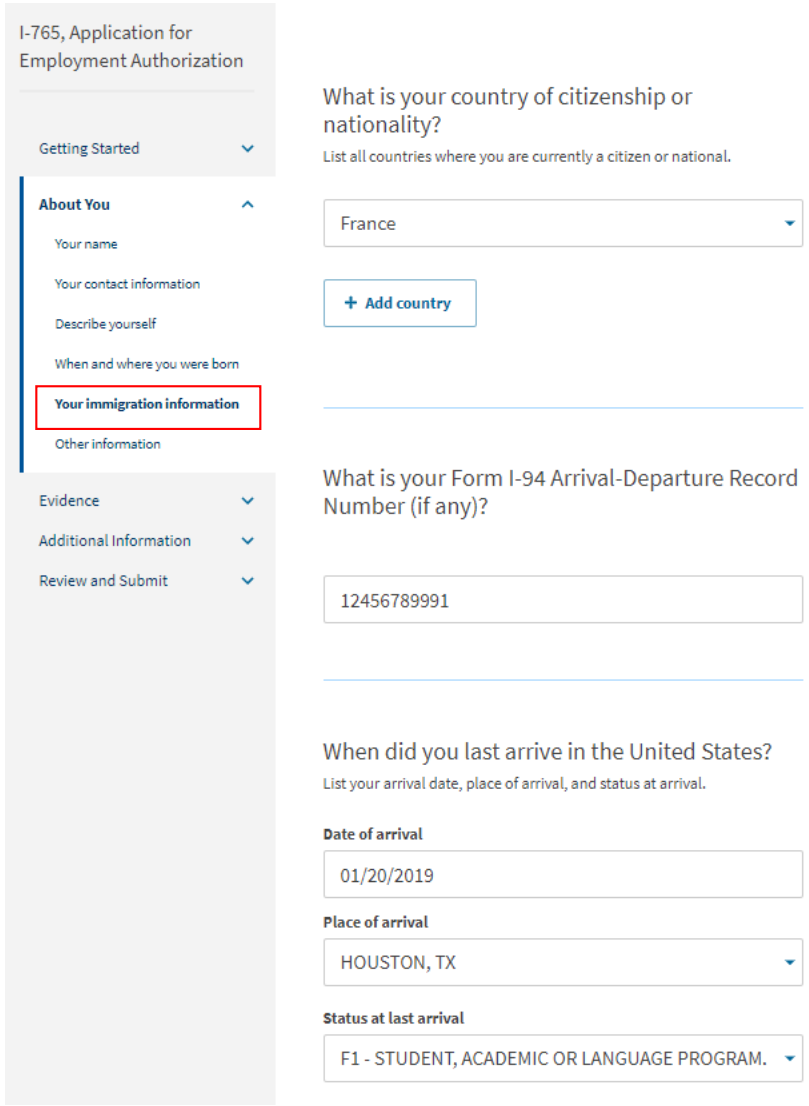
If your mailing address is different from the address where you currently physically live, you MUST report your physical address separately. This address should match what is reported as your physical address in SEVIS, so please make sure your address is current in your Eagle account before submitting your OPT application.



Please select the options that best apply to you.



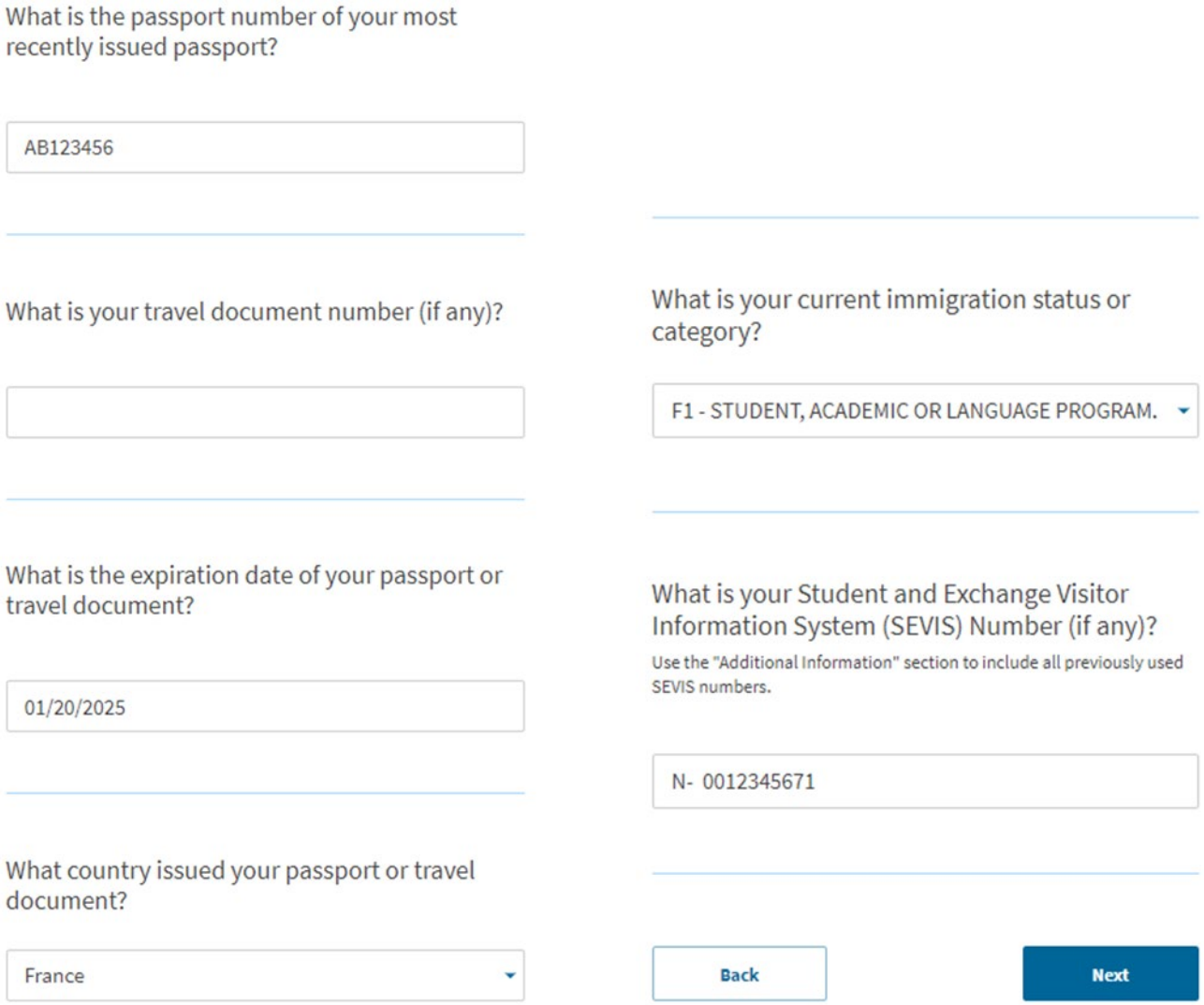
Respond to all questions carefully and accurately. All dates should be listed in the MM/DD/YYYY format.



If you are a citizen of more than one country, report them all by selecting "+ Add country" as needed.

Your I-94 number is listed at the top of your I-94 record as “Admission (I-94) Record Number.”

Your Status at last arrival is most likely F-1, so select “F-1 - F-1 - Student, Academic or Language Program” from the dropdown. Exception: If you originally entered the U.S. in a different visa status, filed and were approved by USCIS for a change of status to F-1, and have not traveled internationally since then, please make sure to select the correct **status at last arrival**.



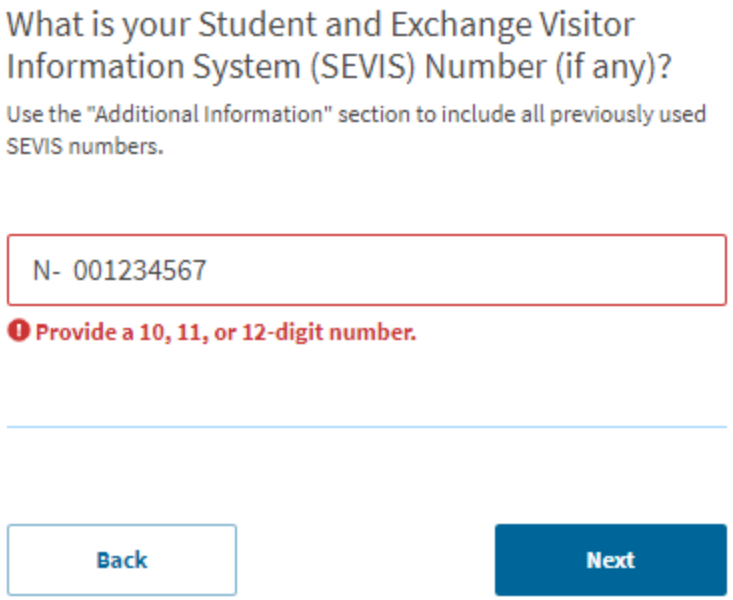
List the passport number of your **most recently issued passport.**

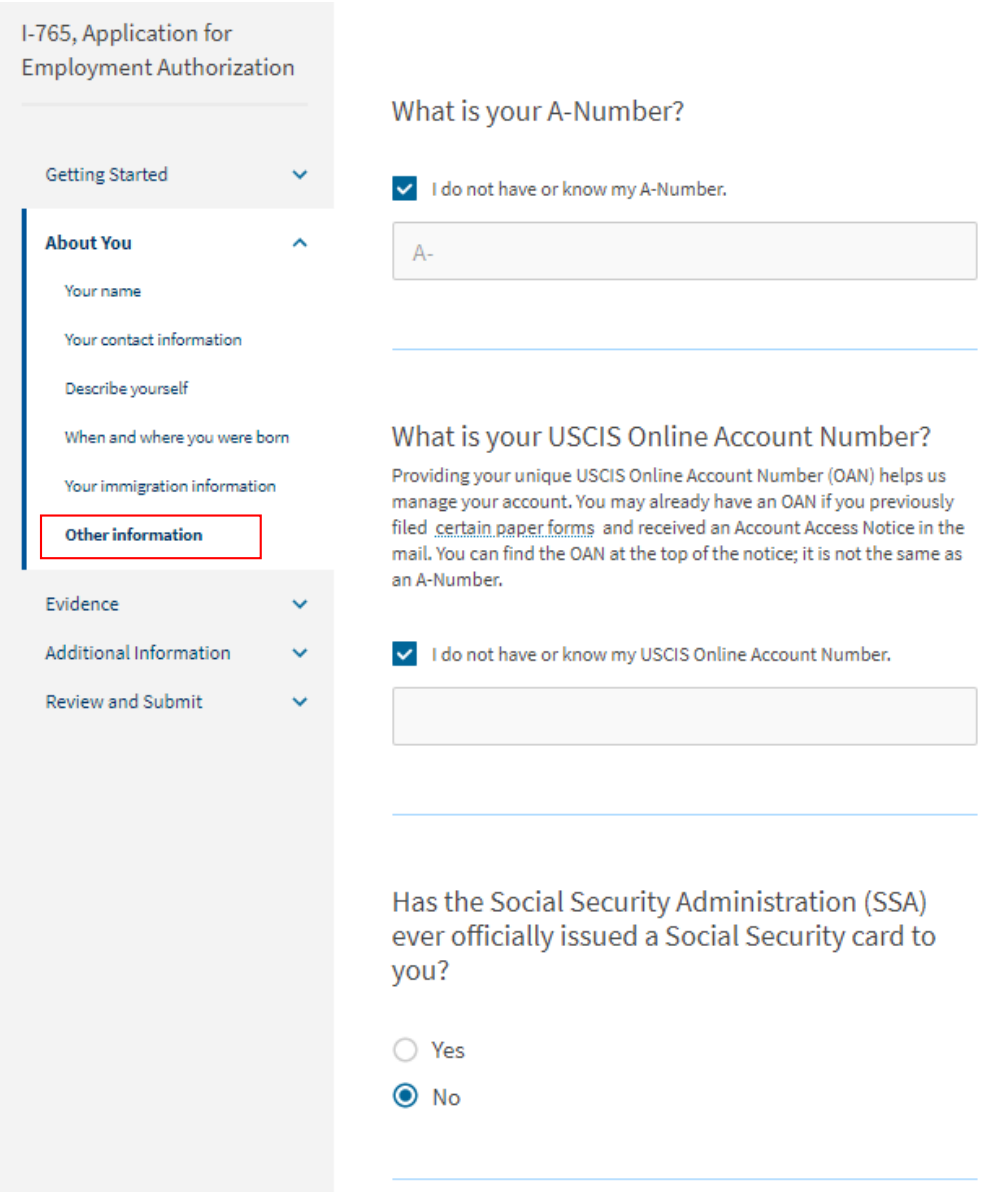
Most F-1 students do not have a travel document, so you may leave that question blank.

In order to qualify for OPT, your current immigration status must be F-1. Please select “F-1 - F-1 - Student, Academic or Language Program” from the dropdown.

Your SEVIS Number is available at the top of your Form I-20.

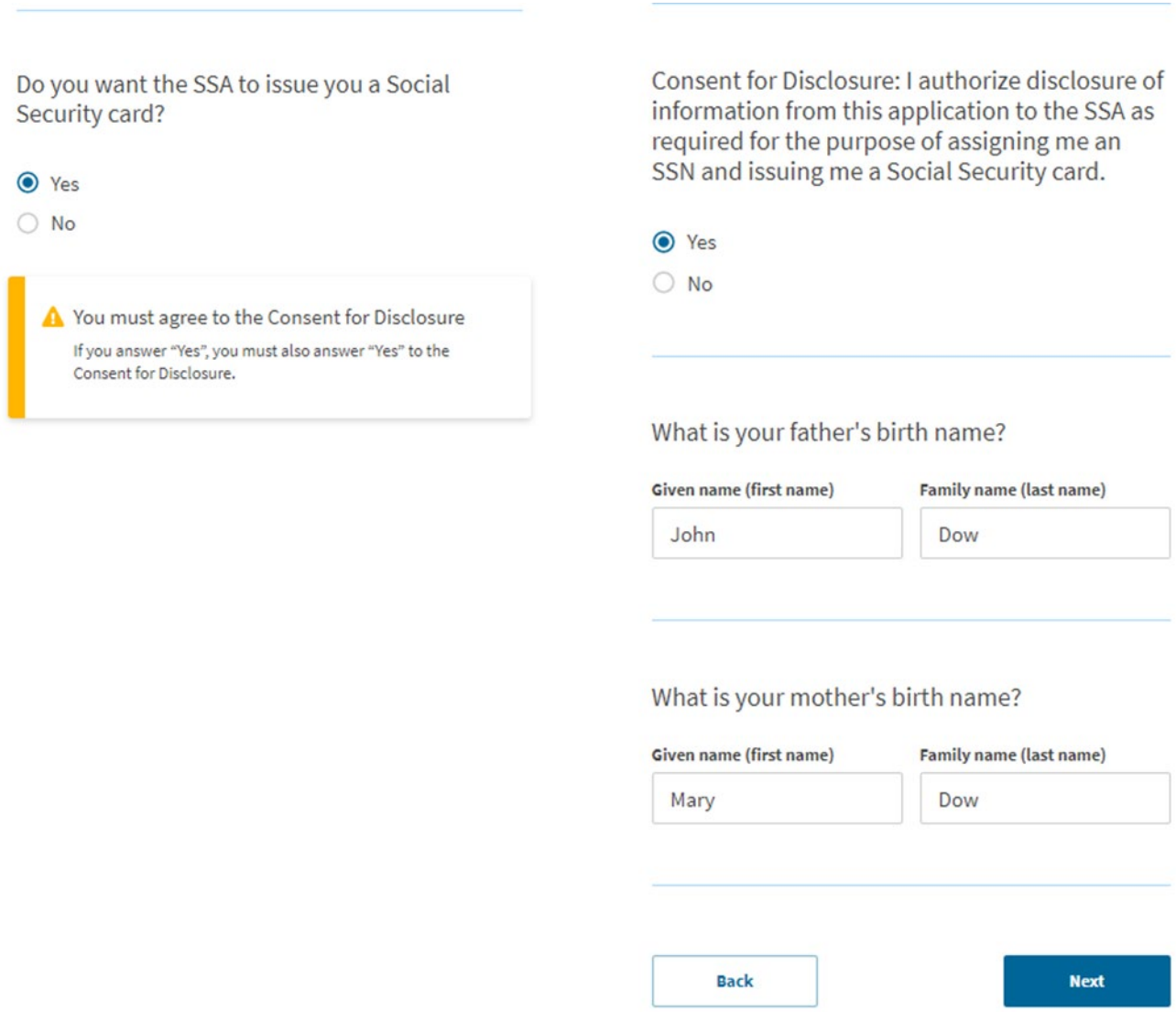
Example of system alert for areas with incorrect formatting.



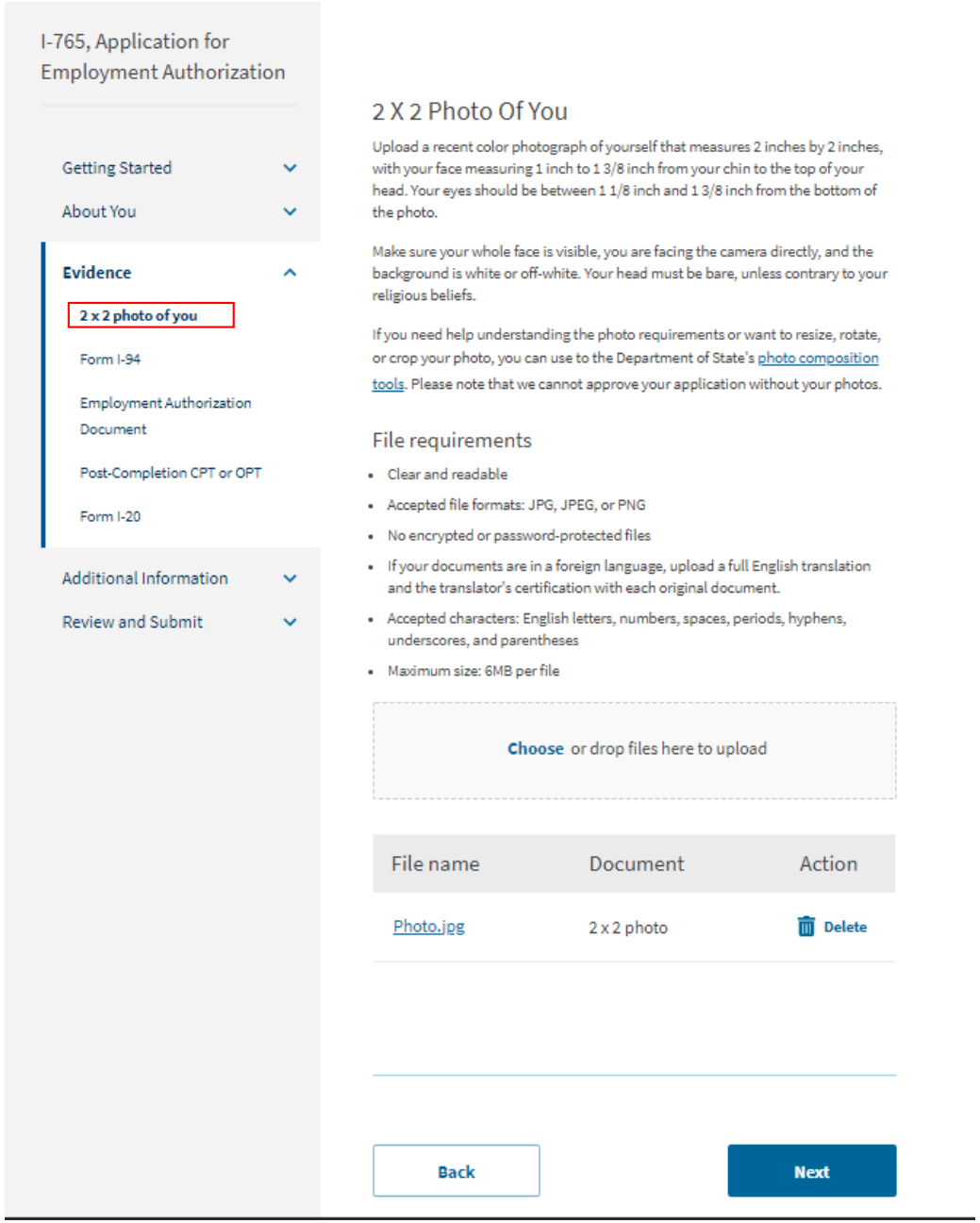


Unless you specifically have and know your A-Number and/or your USCIS Online Account Number, you may select that you do not have or know these numbers.

Please respond to all questions accurately. If you have a SSN, you will be asked to provide it

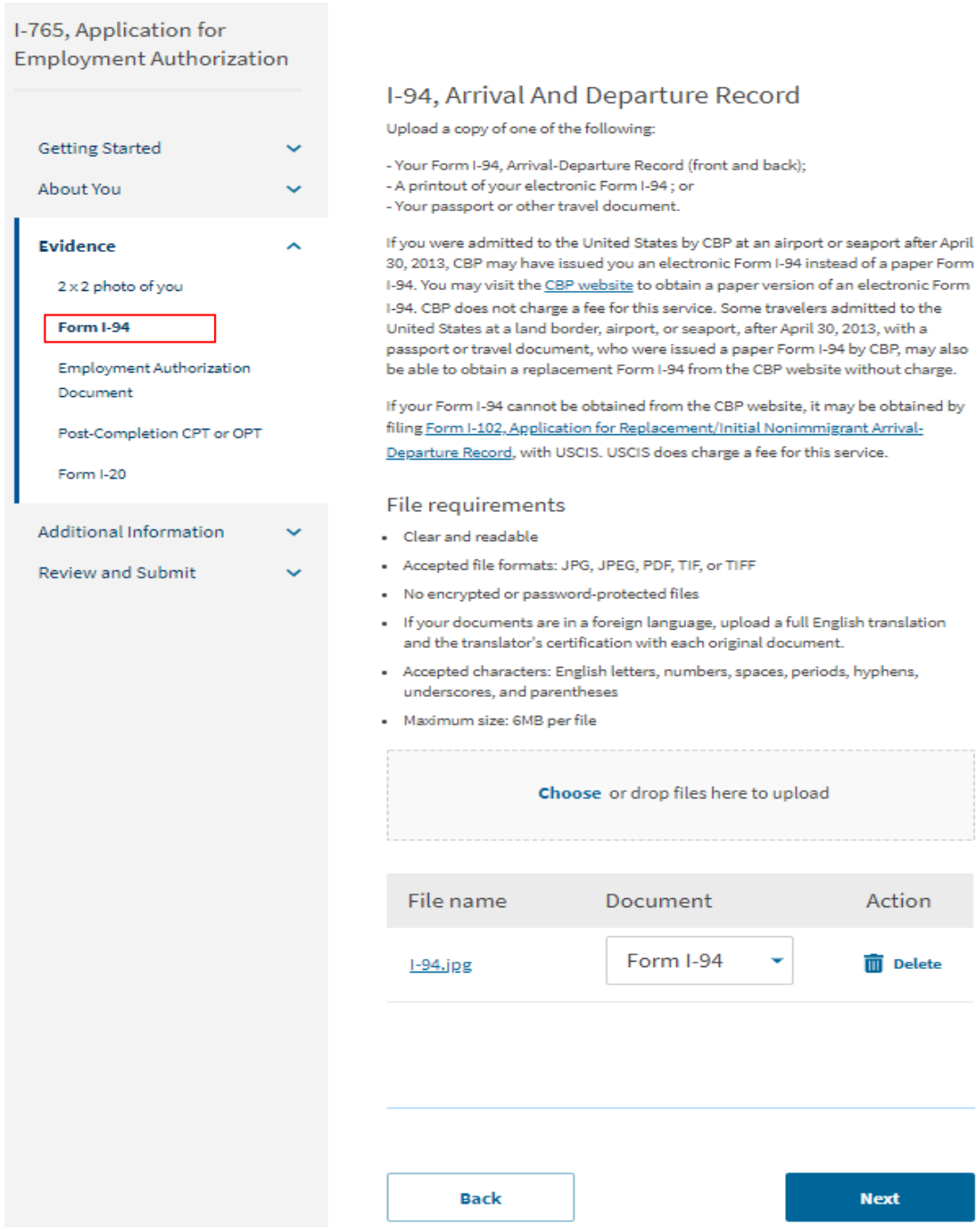


If you do not have an SSN, you have the option of requesting for a Social Security card to be issued on the Form I-765. In that case you must give USCIS consent to disclose your information to SSA, and you will be asked a few additional questions related to the Social Security Number application.



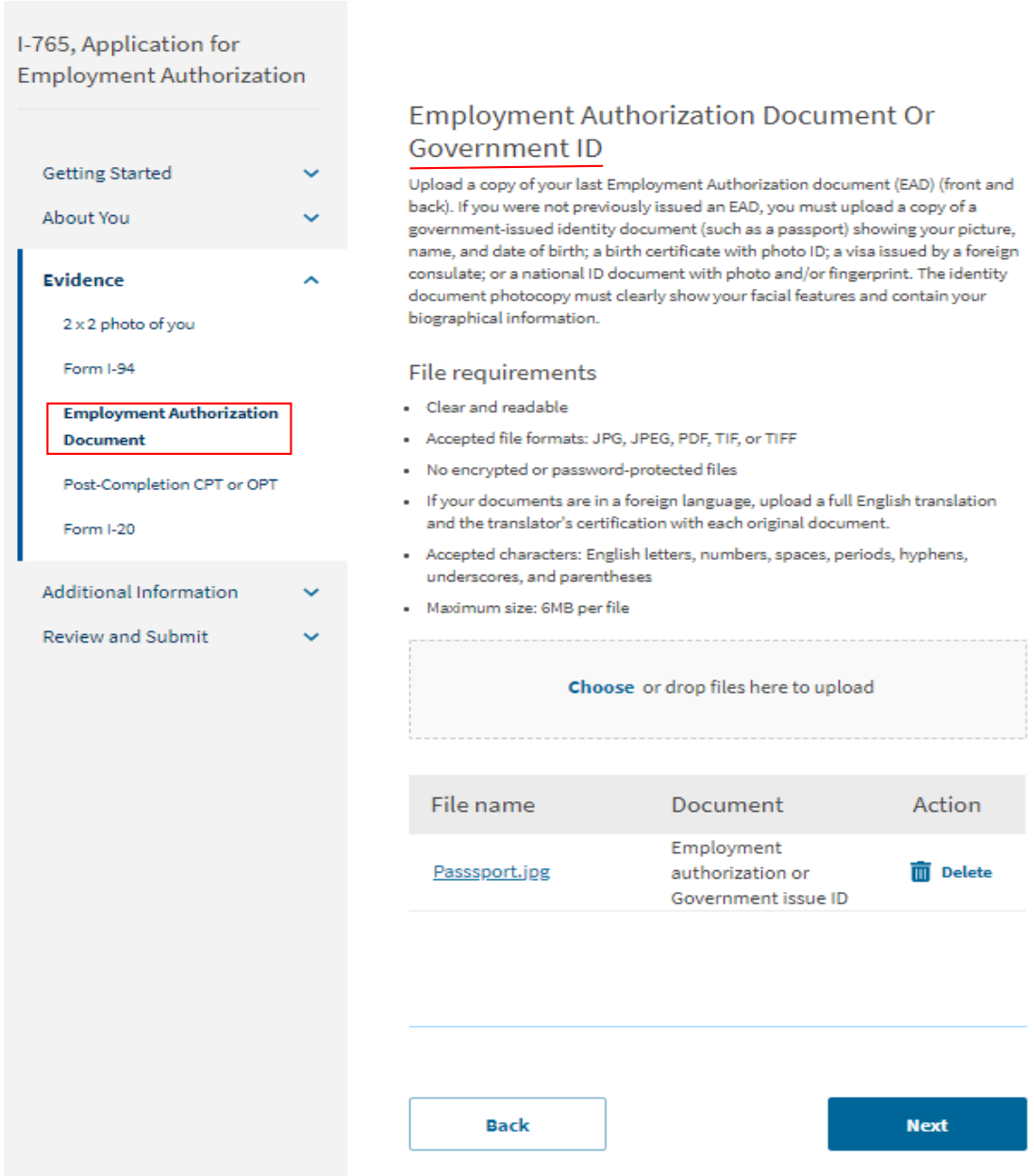
Please read through the photo requirements carefully. Use the link to access the Department of State's photo composition tools if you need to resize or otherwise adjust your photo to meet the requirements.

Pay attention to the file requirements, including accepted file formats, file names, and maximum file size.



Please upload a copy of your I-94 record (available at https://i94.cbp.dhs.gov/I94), or a copy of your USCIS I-797A Approval Notice if you have changed status to F-1 inside the U.S. and have not traveled internationally since then.

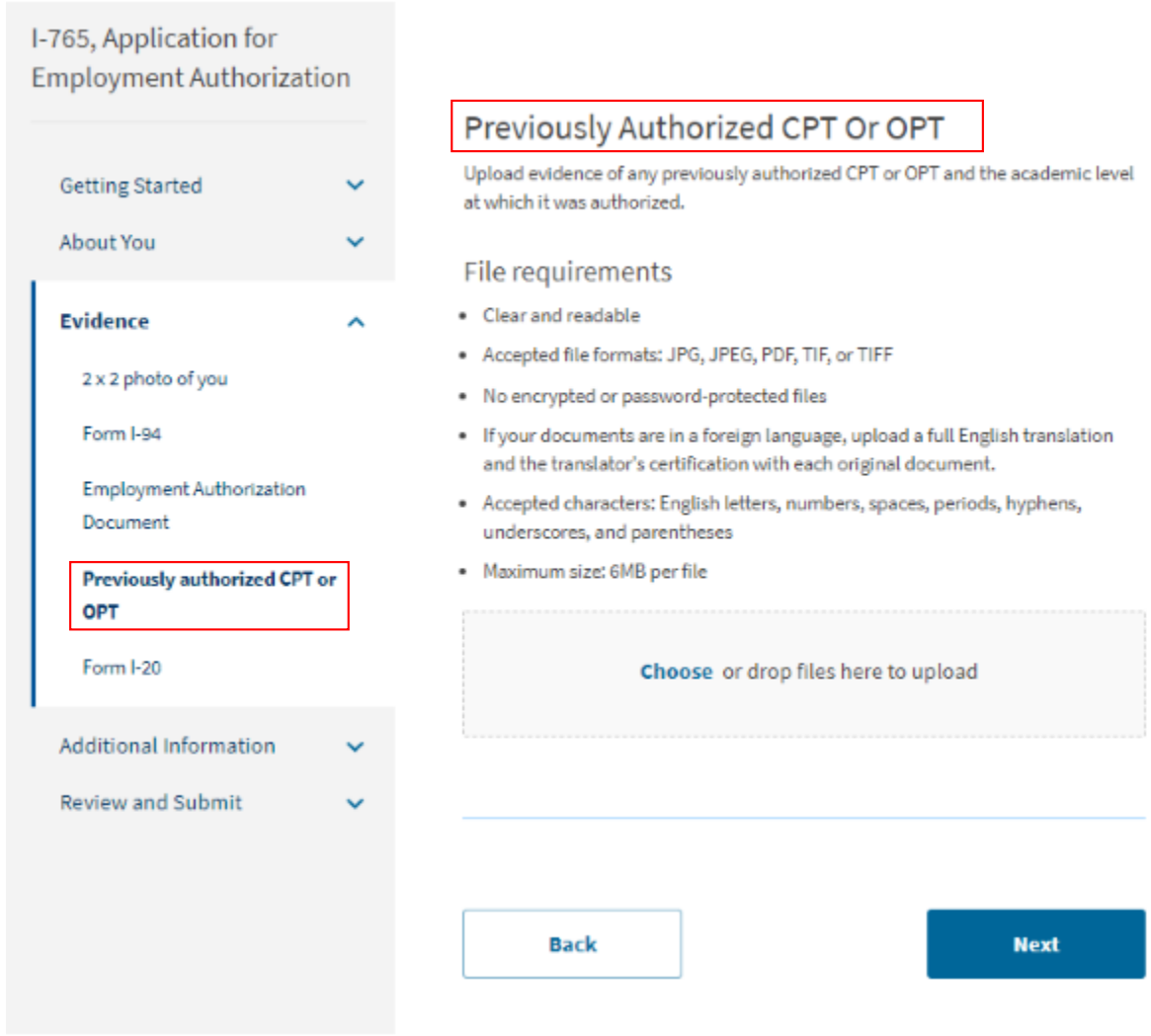
Pay attention to the file requirements, including accepted file formats, file names, and maximum file size.



We strongly recommend that you upload all of the following:

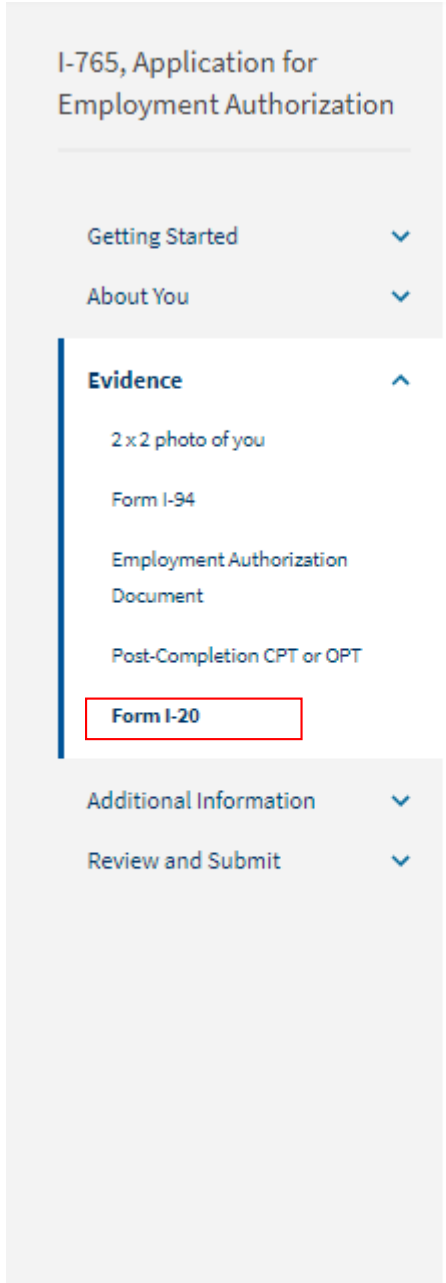
1. **Most recent passport biographical page**
2. If passport is expired or going to expire, include a receipt for extension or renewal. Students from Venezuela can submit expired passports.
3. Previous EAD card(s) (if applicable)

Pay attention to the file requirements, including accepted file formats, file names, and maximum file size.



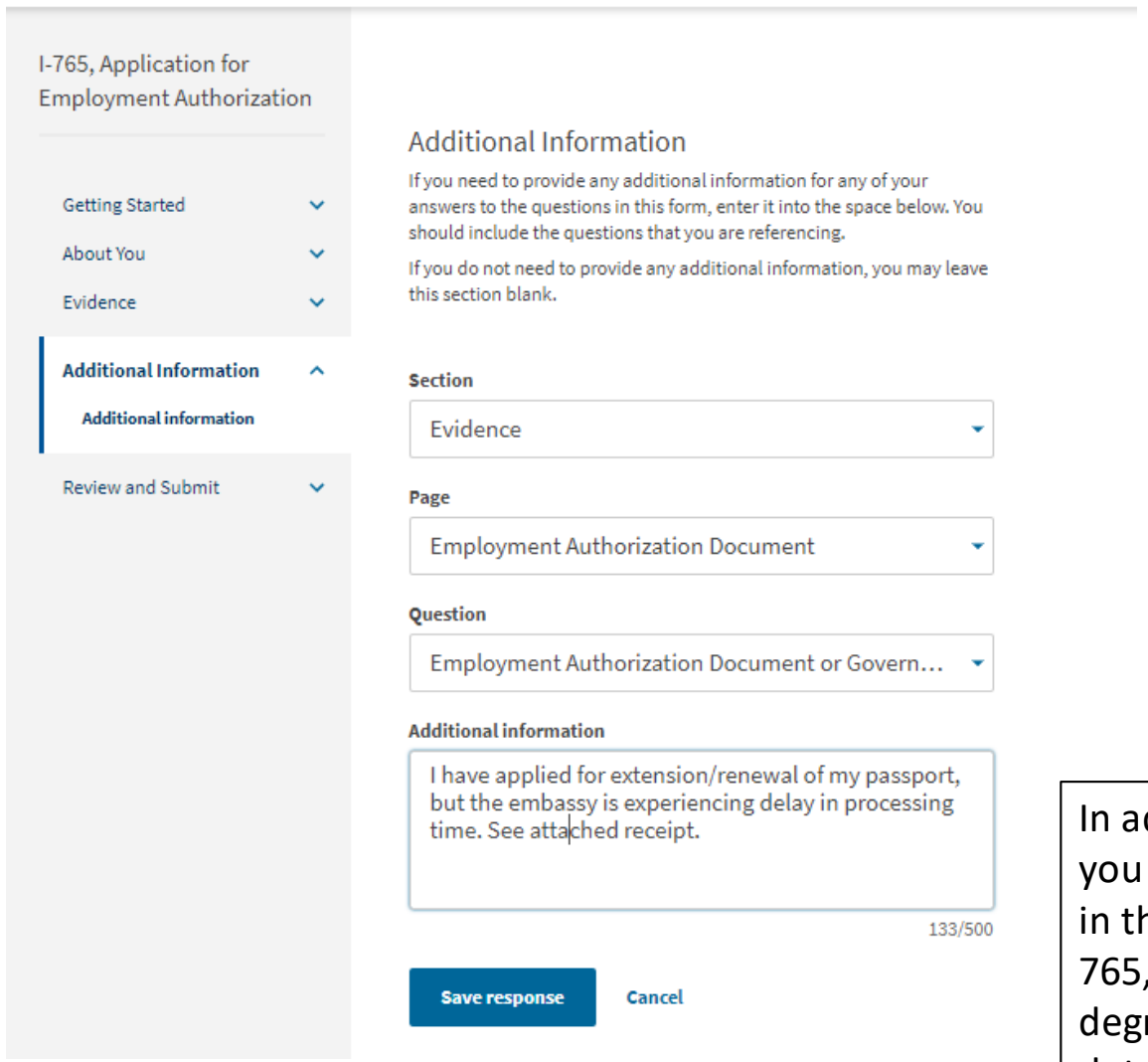
Upload the screenshot provided by your DSO of your employment history in SEVIS in case you had **previous** CPT, Economic Hardship or other authorizations. We strongly recommend that you also upload copies of all previous I-20s that contain CPT and/or OPT authorizations, if any.

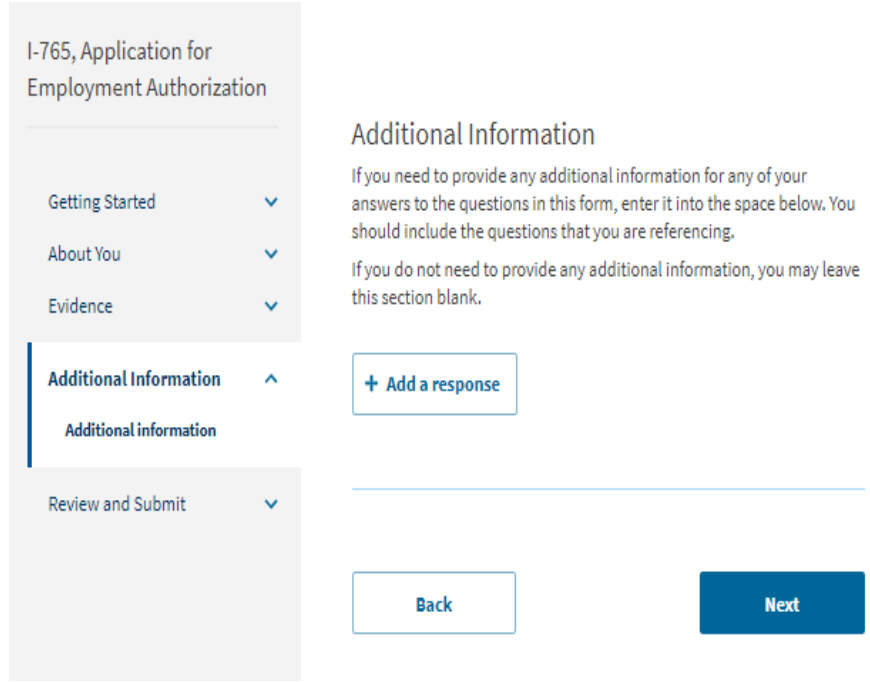
Please note that in addition to uploading the supporting evidence, you must also report any previous CPT and OPT authorizations in the **Additional Information section.** See below for more information.



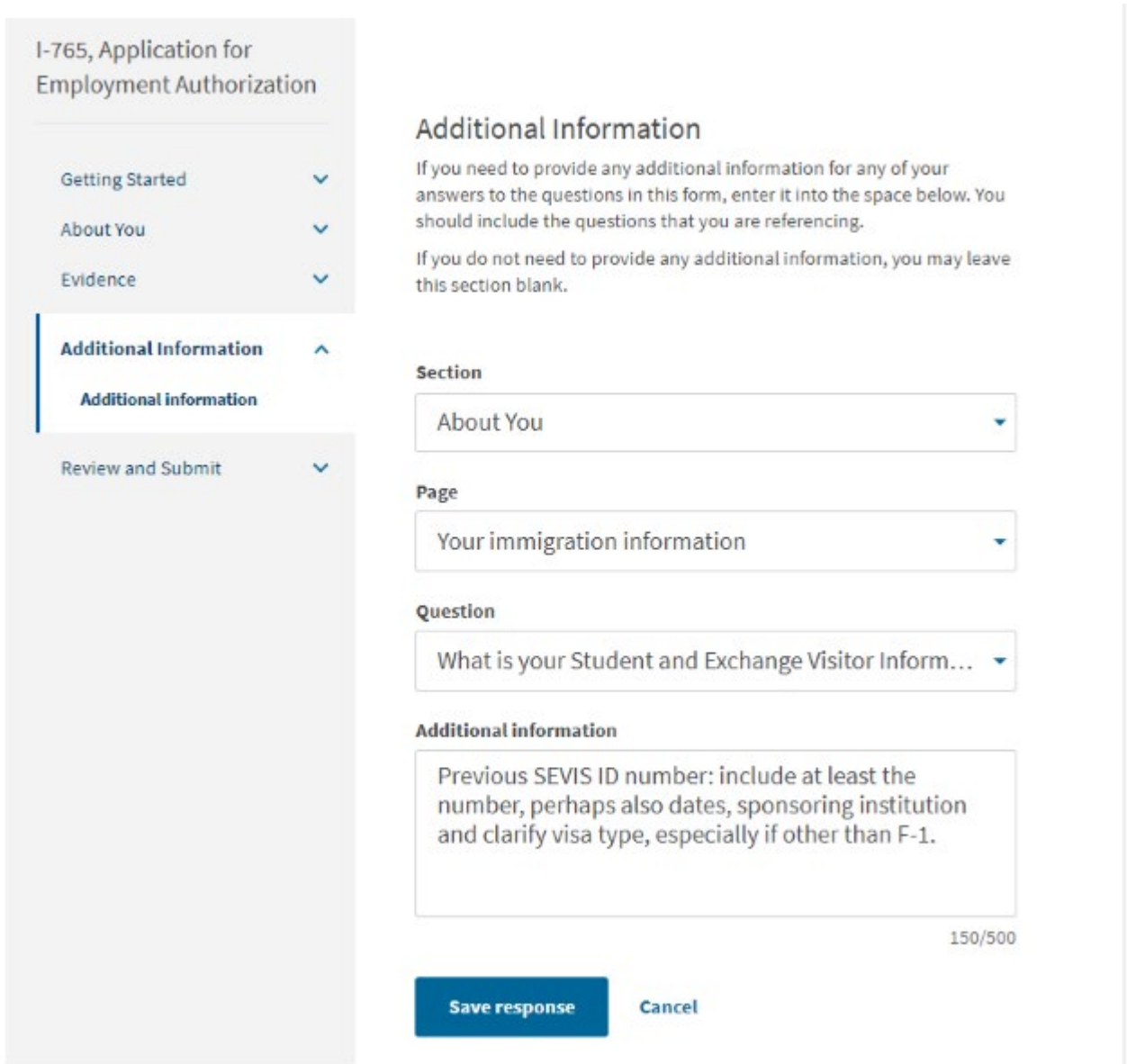
Upload a **copy of the new OPT I-20** provided by your DSO. No other I-20 copies should be uploaded in this section. Make sure you have **signed** the I-20 **(by hand in ink,** electronic signatures from students are not accepted).

The online application must be submitted to USCIS within 30 days of the issue date of your OPT I-20!

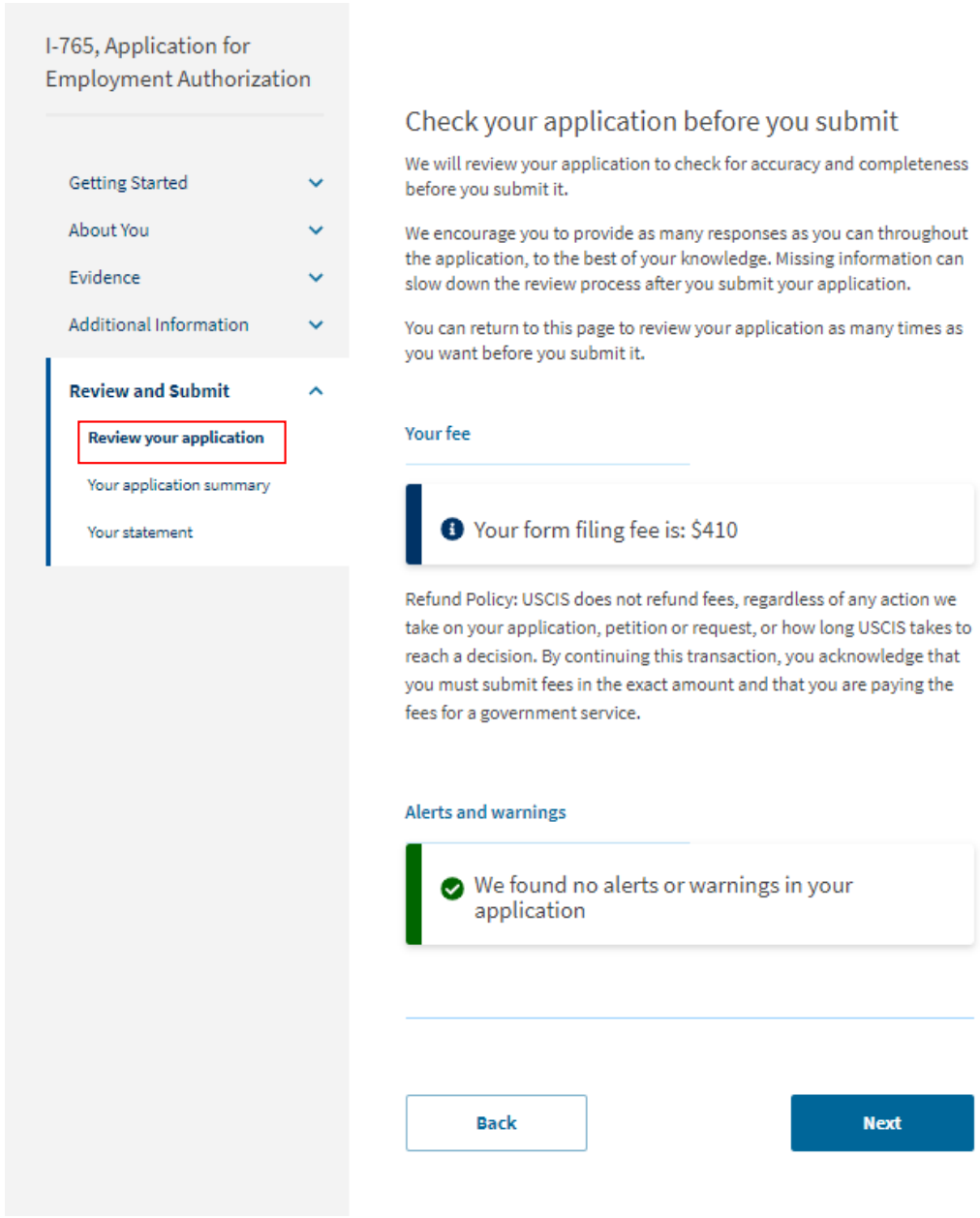




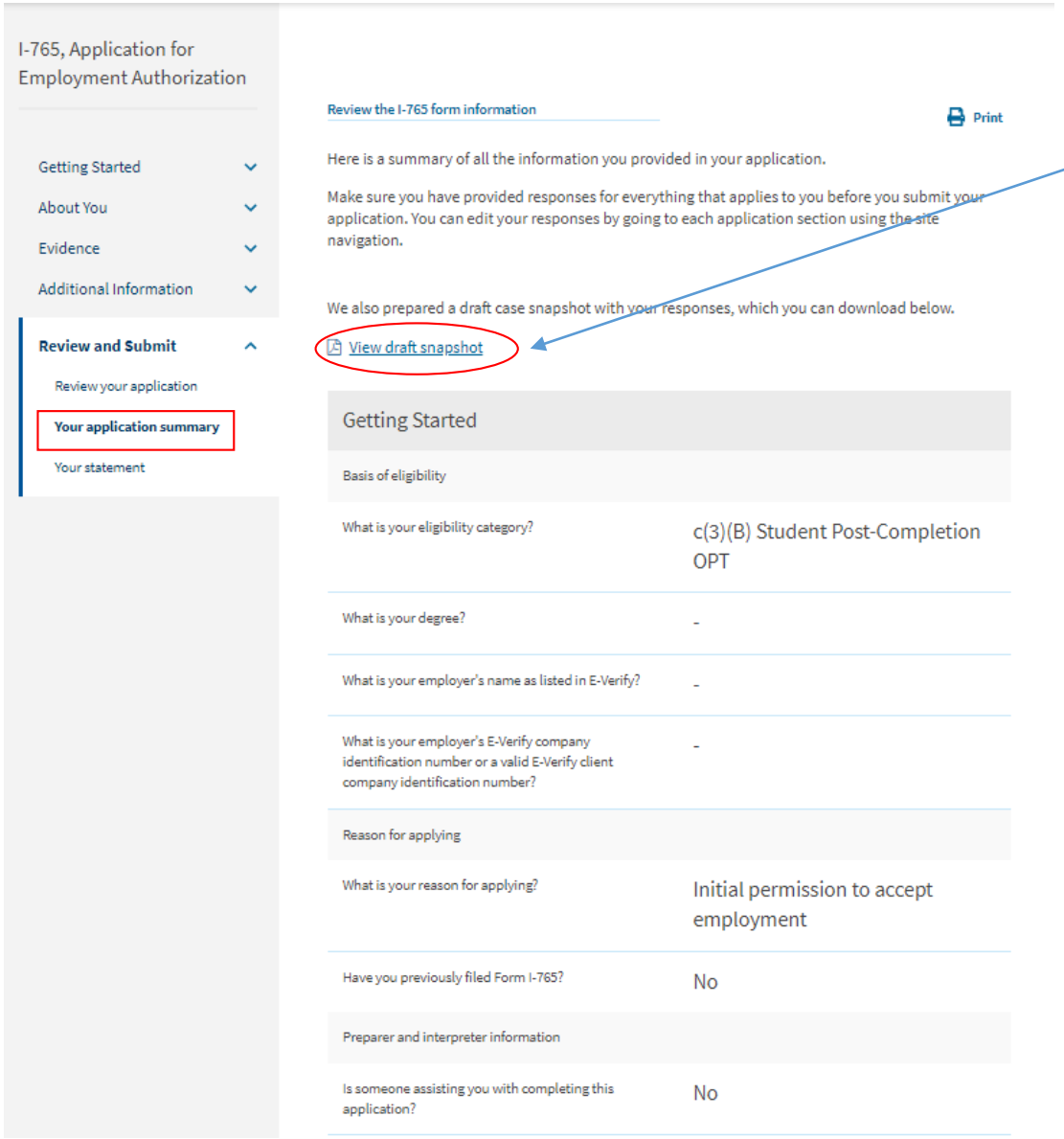
In addition to uploading the supporting evidence, you must also report any previous CPT authorizations in the Additional Information section of the online I-765, if applicable. Please make sure to include the degree level at which the CPT was granted, as that detail is specifically listed as required in the official USCIS I-765 Instructions.



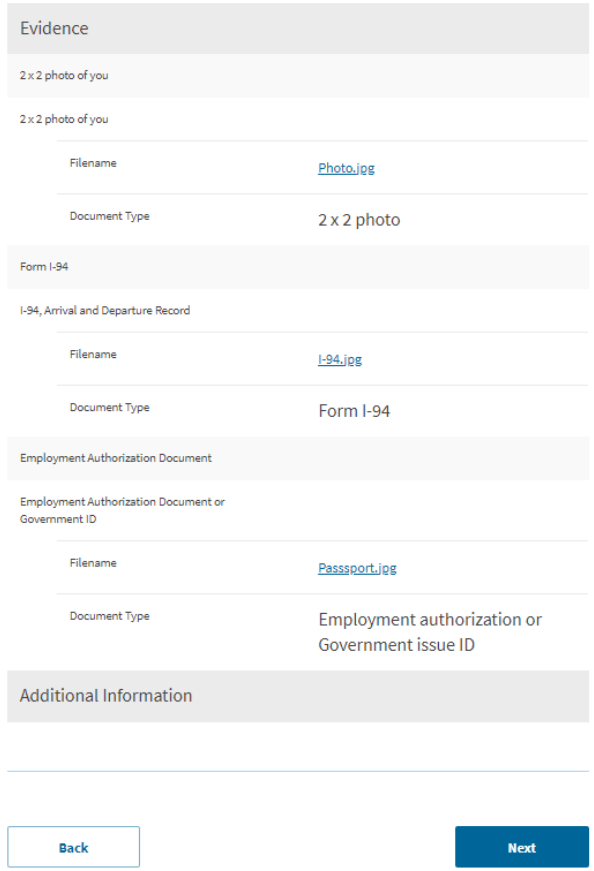
You must also report any previous SEVIS IDs in the Additional Information section of the online I-765, if applicable. Visa types that have a SEVIS record are F-1, F-2, J-1, J-2, M-1 and M-2.

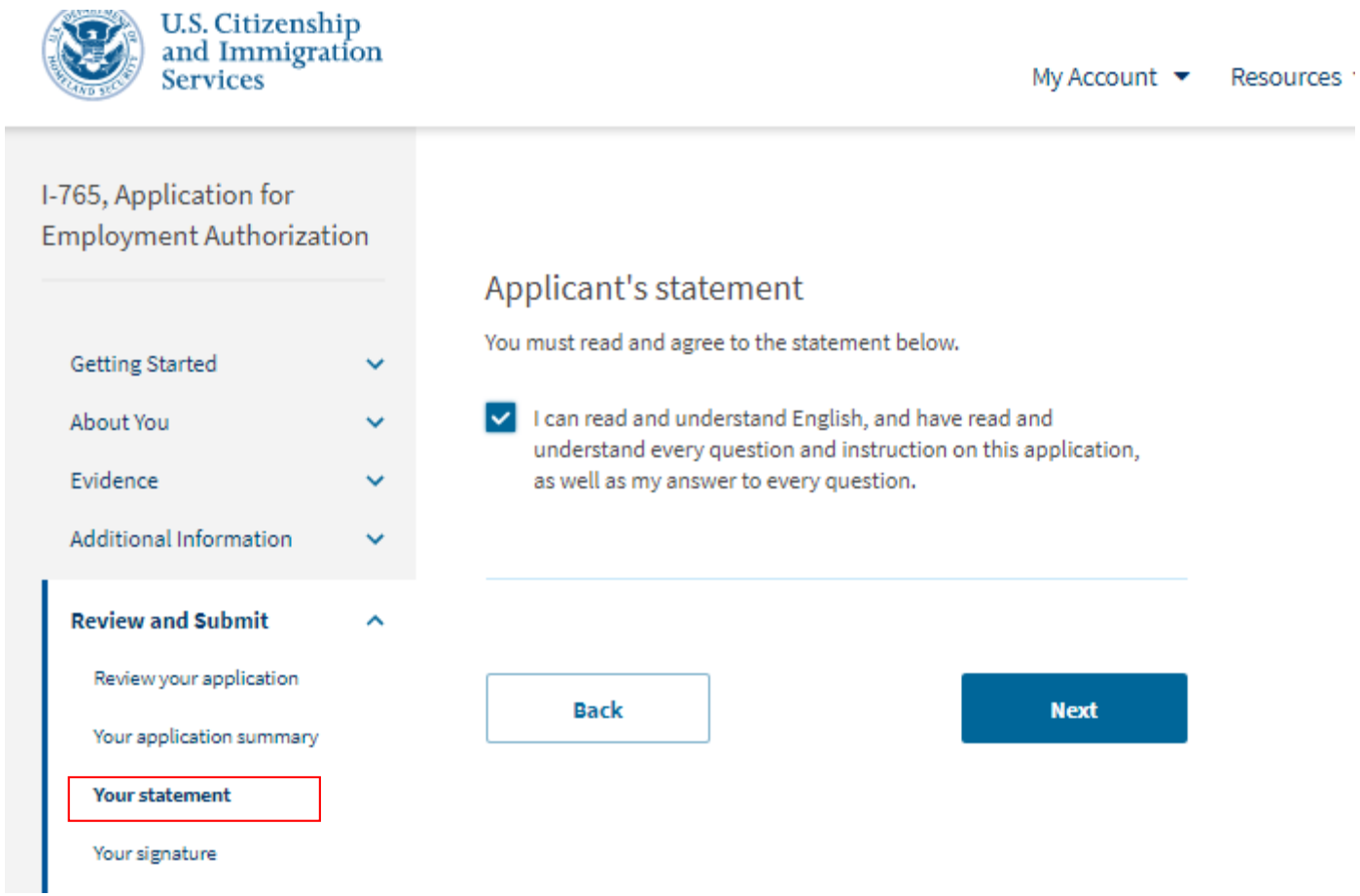


Check your application for accuracy and review any alerts and warnings. Although USCIS allows you to add documents in case of Request for Evidence, the application itself cannot be changed after submission.

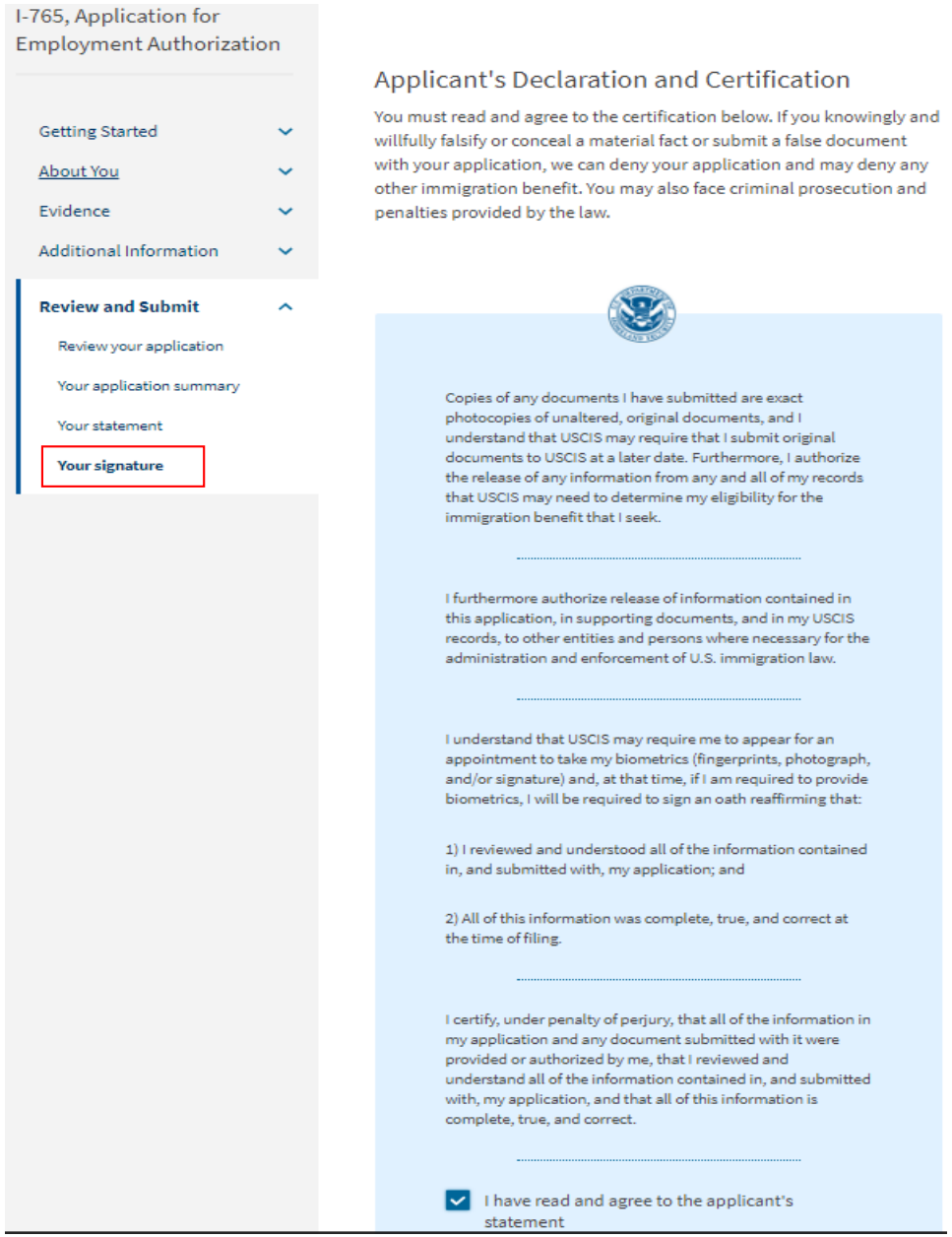


At this stage, you can download the **draft snapshot** as evidence of completion the form for uploading on your OPT checklist. Remember**, you need to receive the I-20 with OPT authorization, before you proceed with payment/filing the Form I-765**.

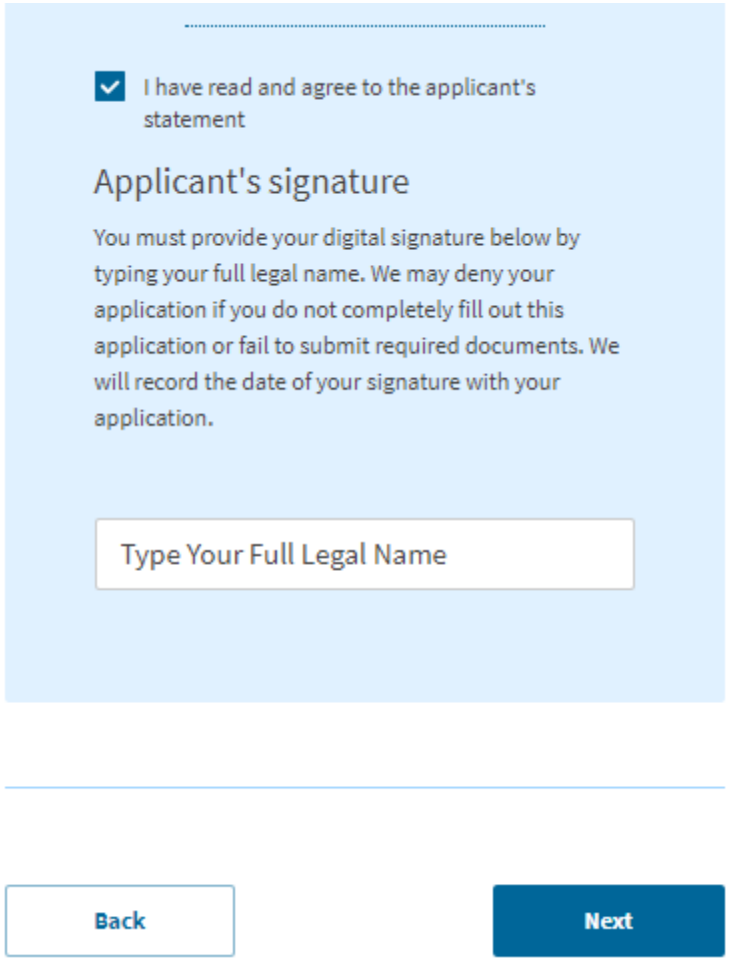




You must attest to having read and understood every question and instructions related to the Form I-765.



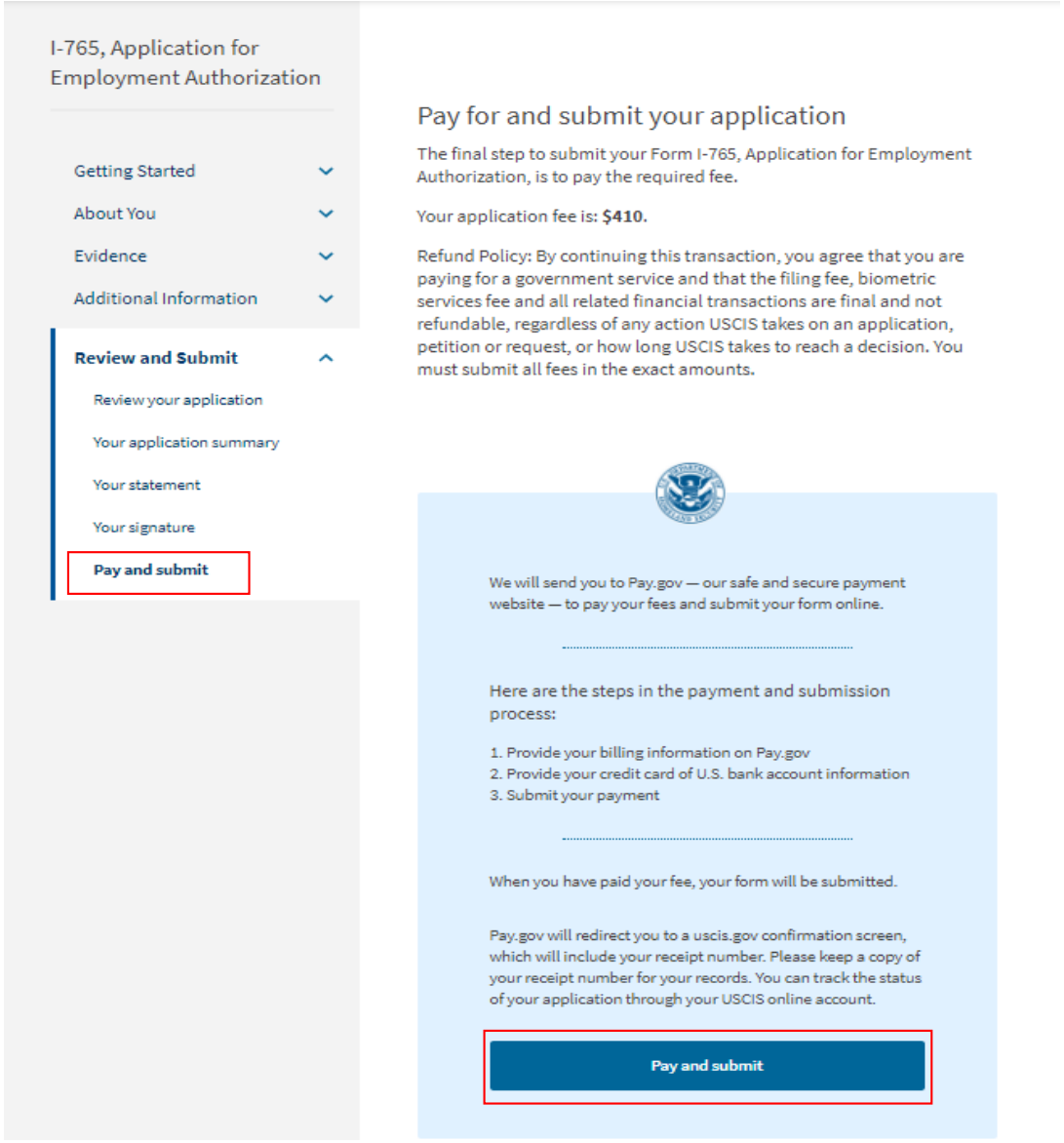
Please read the declaration and sign the online I-765 digitally by **typing your full legal name** where requested.



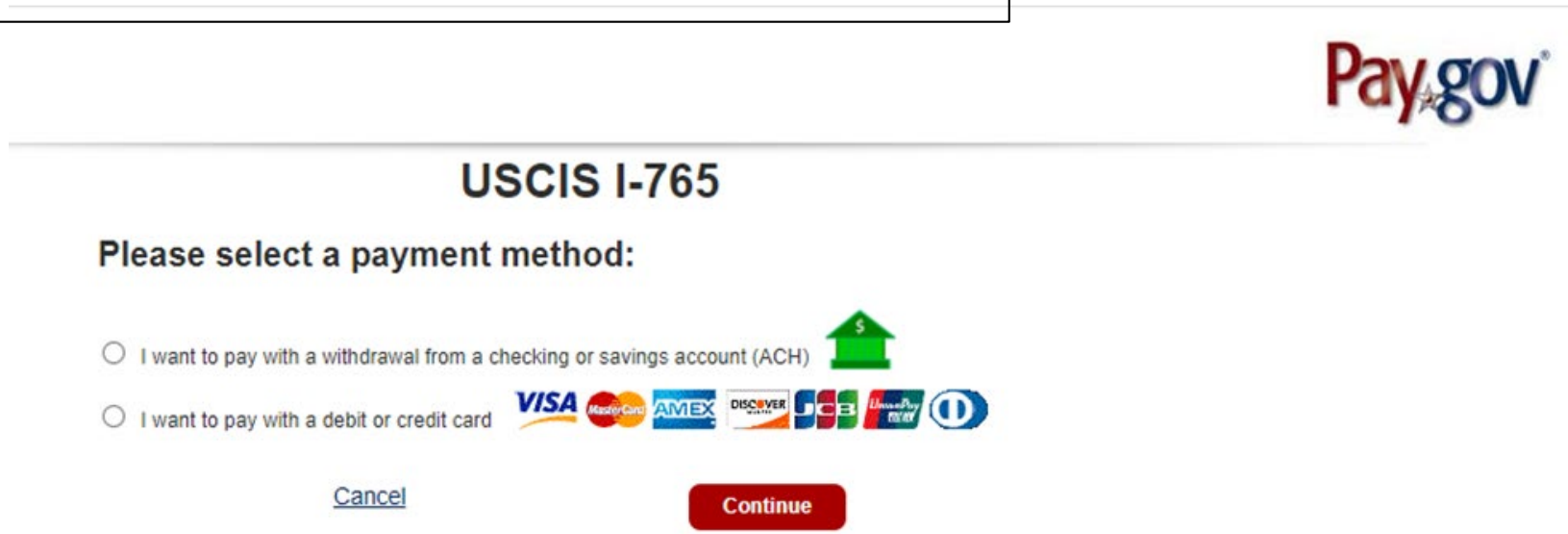
You can prepare your application in advance up to this point. USCIS will keep your draft application for up to 30 days, so you can return to finish it once you receive the I-20 with OPT recommendation (valid for 30 days only) and upload it as I-20 evidence.

DO NOT SUBMIT THE PAYMENT AND APPLICATION until you have received the new OPT I-20 from OISS and uploaded it under the Evidence section (under Form I-20).

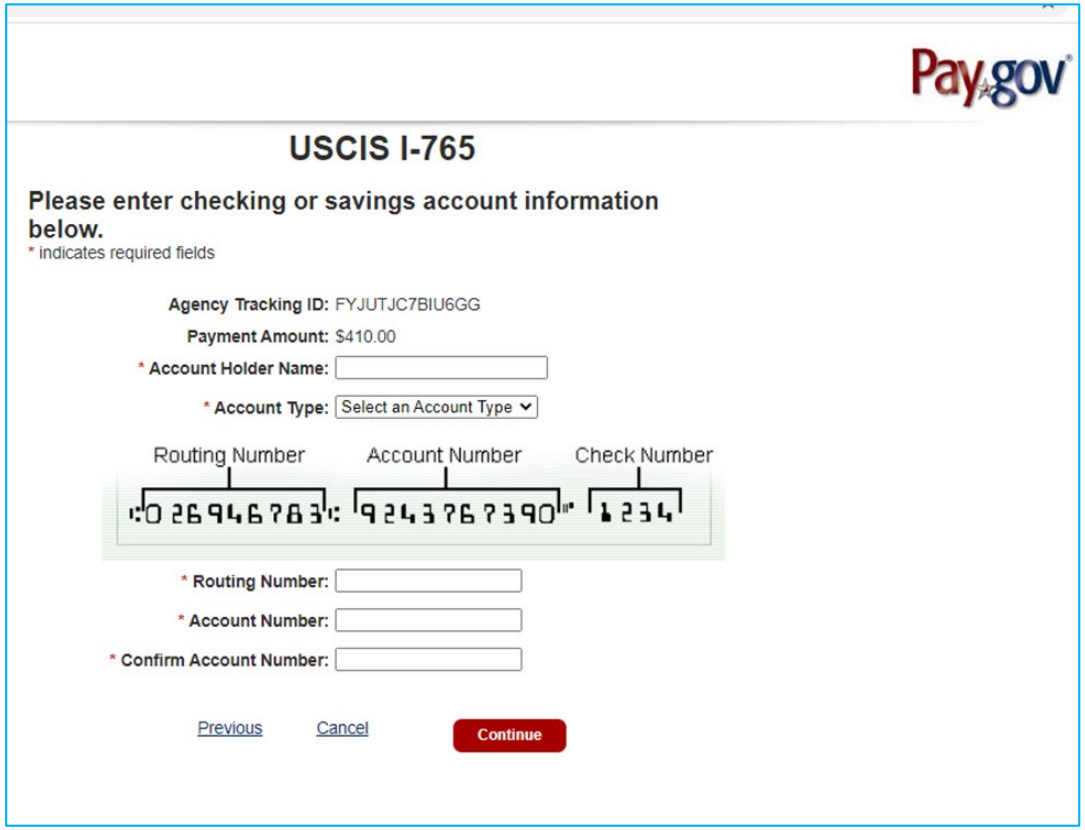
Failure to follow these instructions may result in denial of your application.



You will be directed to Pay.gov website and will be prompted to choose your method of payment. The available payment methods include a withdrawal from a U.S. checking or savings account, or payment with a U.S. debit or credit card. USCIS does not accept foreign debit or credit cards.



You can choose to pay with credit or debit card or you can pay by withdrawal from your checking or saving account



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.

After you submit your application, an electronic receipt notice will be immediately available. This will allow you to check on the status of your application and to receive notifications from USCIS in advance of any correspondence by mail.

The hard copy receipt notice, employment authorization documents (EAD) and social security card (if requested) will be received usually two-tree weeks after the relevent electronic notifications from USCIS.