



USCIS ONLINE FORM I-765 FILING RESOURCE GUIDE FOR F-1 STUDENTS

STEPS TO FILE THE USCIS FORM I-765 OPT APPLICATION ONLINE

 U.S. Citizenship and Immigration Services

Sign In

Email *

Password *

[Forgot your Password?](#) [Show Password](#)

One account for all of your USCIS needs.
[Create an account.](#)

[Didn't receive confirmation instructions?](#)

Legal

- [Department of Homeland Security Consent](#)
- [DHS Privacy Notice](#)
- [Paper Reduction Act Burden Disclosure Notice](#)
- [Terms of Use](#)

STEP 1: Student must create an account with USCIS.

- See USCIS's [tutorial](#) for step-by-step information on how to create a USCIS online account.
- After a USCIS account has been created the student will click on the box "File Online" button.
- They will then be directed to sign-in to their USCIS account.

STEP 2: Student will receive a verification code to the email they used to set-up the account.

 U.S. Citizenship and Immigration Services

Please enter your verification code to continue.

Enter your verification code

A verification code has been sent to alisond1@mit.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 alisond1@mit.edu, enter your backup code instead, or [Contact Us](#).

Secure verification code *

STEPS TO FILE THE USCIS FORM I-765 OPT APPLICATION ONLINE

Select what you want to do

Edit My Account Profile

Editing your profile includes making changes to your email, password, phone number, security questions, or the two-step verification method and backup code.

Login to a USCIS Service

USCIS

Apply for immigration benefits, find tools and resources to assist in preparation for naturalization, and search for doctors in your local community.

FIRST

Submit, manage and receive Freedom of Information Act (FOIA) requests.

myE-Verify

Confirm your records for employment eligibility, track E-Verify or Self-Check case status, and protect your identity by locking your Social Security Number (SSN).

STEP 3: Click on "myUSCIS".

STEP 4: Click on "File a form online".

The screenshot shows the top of the USCIS My Account page. The header includes the U.S. Department of Homeland Security logo, the text "U.S. Citizenship and Immigration Services", and a "My Account" link. Below the header is a banner with the Statue of Liberty and the text "Welcome To You" and "Select What You". At the bottom, there are two main navigation cards: "Add a paper-filed case" and "File a form online".

U.S. Department of Homeland Security U.S. Citizenship and Immigration Services My Account

Welcome To You Select What You

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

STEPS TO FILE THE USCIS FORM I-765 OPT APPLICATION ONLINE

NOTE: The student will need to read through **very important information** regarding their online application. The student **must** read everything on the **first page** and then click “Next”.

THE FIRST PAGE CONTAINS THE BELOW TOPICS

- **Before You Start Your Application:**
 - Eligibility
 - Fee
 - Documents you may need
 - Biometric services appointment
- **After You Submit Your Application:**
 - Track your case online
 - Respond to requests for information
 - Receive your decision

**** You can find these webpages saved as a PDF on the ISO website by clicking [here](#) ****

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](https://www.uscis.gov/i-765) (<https://www.uscis.gov/i-765>).

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);
- (A)(12) - Temporary Protected Status (You are submitting an initial Form I-821 or you have an approved Form I-821); or
- (C)(3)(D) - Temporary Protected Status (You have a pending Form I-821).

All other applicants must submit a paper [Form I-765](https://www.uscis.gov/i-765) (<https://www.uscis.gov/i-765>).

F-1 Students Seeking Optional Practical Training (OPT)

(C)(3)(A) eligibility category: Submit Form I-765 up to 90 days before being enrolled as an F-1 foreign student for one full academic year at an educational institution approved by U.S. Immigration and Customs Enforcement (ICE) and Student and Exchange Visitor Program (SEVP). Your period of employment will not start before you have completed one full academic year. If you completed the one-year requirement while in another valid nonimmigrant status and you are now in valid F-1 status, you are still eligible to apply for OPT.

(C)(3)(B) eligibility category: Submit Form I-765 up to 90 days before, but no later than 60 days after your program end date. You must submit your application within 30 days of the date that your designated school official (DSO) enters the recommendation for OPT into your Student and Exchange Visitor Information System (SEVIS) record. If you fail to do so, we will deny your OPT request.

(C)(3)(C) eligibility category: Submit Form I-765 application up to 90 days before your current OPT expires, but you must submit within 60 days of the DSO's approval of STEM OPT.

Note: If you are an F-1 student filing for initial or extension of OPT, your OPT and your employment authorization will be automatically terminated if you change educational program levels or transfer to another school, Working in the United States without authorization may result in your removal from the United States or denial of re-entry. Consult your DSO for additional details.

Temporary Protected Status

(A)(12) and (C)(3)(D) eligibility categories: Submit Form I-765 with your Form I-821 application or with evidence that we accepted or approved your initial Form I-821. You must also follow the instructions for filing your application as described in the most recent TPS Federal Register notice regarding a TPS designation, re-designation, or extension for your country. For more information, review [our instructions for TPS applicants](https://www.uscis.gov/humanitarian/temporary-protected-status) (<https://www.uscis.gov/humanitarian/temporary-protected-status>).

Fee

Fee: \$435. 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 800-375-5285. For TTY (deaf or hard of hearing) 800-767-5833.

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.

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, petition, or request. 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. If an appointment is necessary, the notice will provide you the location of your local or designated USCIS Application Support Center (ASC) and the date and time of your appointment.

If you are required to provide biometrics, at your appointment you must sign an oath reaffirming that:

1. You reviewed and understood all of the information contained in, and submitted with, your application; and
2. All of the declared information was complete, true, and correct at the time of filing.

If you fail to attend your biometric services appointment, USCIS may deny your application.

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.

Next

STEPS TO FILE THE USCIS FORM I-765 OPT APPLICATION ONLINE

NOTE: The student will need to read through *very important information* regarding their online application. The student *must* read everything on the **second page and then click “Start”.**

THE SECOND PAGE CONTAINS THE BELOW TOPICS

• Completing Your Form Online:

- Filing online
- Complete the Getting Started section first
- Provide as many responses as you can
- We will automatically save your responses
- How to continue filling out your form

• DHS Privacy Notice

**** You can find these webpages saved as a PDF on the ISO website by clicking [here](#) ****

The screenshot shows the 'Completing Your Form Online' section of the USCIS Form I-765 OPT application. It includes a 'Filing online' section with instructions on submitting the application, a 'Complete the Getting Started section first' section, and a 'Provide as many responses as you can' section. There are also sections for 'We will automatically save your responses', 'How to continue filling out your form', 'DHS Privacy Notice', 'Paperwork Reduction Act', and 'Security Reminder'. At the bottom, there are 'Back' and 'Start' buttons.

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
We will automatically save your information when you select next to go to a new page or navigate to another section of the form. We will save your information for 30 days from today, or from the last time you worked on the form.

How to continue filling out your form
After you start your form, you can sign in to your account to continue where you left off.

DHS Privacy Notice
AUTHORITIES: The information requested on this application, and the associated evidence, is collected under the Immigration and Nationality Act, 8 U.S.C. section 1324a, 8 CFR 274a.12, and 8 CFR 274a.13.
PURPOSE: The primary purpose for providing the requested information on this application is to determine eligibility for certain aliens who are temporarily in the United States requesting an Employment Authorization Document. DHS uses the information you provide to grant or deny the benefit you are seeking.
DISCLOSURE: The information you provide is voluntary. However, failure to provide the requested information, including your Social Security number, and any requested evidence may delay a final decision or result in a rejection or denial of your application.
ROUTINE USES: DHS may, where allowable under relevant confidentiality provisions, share the information you provide on this application and any additional requested evidence with other Federal, state, local, and foreign government agencies and authorized organizations. DHS follows approved routine uses, as described in the associated published system of records notices (DHS/USCIS/ICL/CFR-881 Alien File, Index, and National File; Tracking System of Records; DHS/USCIS-887 Benefits Information System; DHS/USCIS-818 Asylum Information and Pre-Screening System of Records; DHS/USCIS-817 Refugee Case Processing and Security Screening Information System of Records; DHS/USCIS-818 Immigration Biometric and Background Check (IBBC) System of Records), and the published privacy impact assessments (DHS/USCIS/PIA-816(a) Computer Linked Application Information Management System (CLAIMS 3) and Associated System; DHS/USCIS/PIA-887 USCIS Asylum Database; DHS/USCIS/PIA-888 USCIS Electronic Investigator System (USCIS EIS); and DHS/USCIS/PIA-889 Refugee Case Processing and Security Screening), which can be found at www.dhs.gov/privacy/updates/secure-dhs-new-privacy-impact. DHS may also share this information as appropriate for law enforcement purposes or in the interest of national security.

Paperwork Reduction Act
An agency may not conduct or sponsor an information collection, and a person is not required to respond to a collection of information, unless it displays a currently valid Office of Management and Budget (OMB) control number. The public reporting burden for this collection of information is estimated to average 4 hours per response, including the time for reviewing instructions, gathering the required documentation and information, completing the application, preparing statements, attaching necessary documentation, and submitting the application. The collection of biometrics is estimated to require 2 hour and 30 minutes. The public reporting burden for the collection of information for Form I-765 is estimated to average 20 minutes per response, including the time for reviewing instructions, gathering the required documentation and information, completing the application, preparing statements, attaching necessary documentation, and submitting the application. Send comments regarding this burden estimate or any other aspect of the collection of information, including suggestions for reducing this burden, to:

U.S. Citizenship and Immigration Services
Office of Policy and Strategy, Regulatory Coordination Division
3900 Capital Outway Drive, Mail Stop #2149
Camp Springs, MD 20746-0008
OMB No. 1515-0040
Expires: 07/31/2022

Do not mail your completed I-765 application to this address.

Security Reminder
If you do not work on your application for more than 30 days, we will delete your data in order to prevent storing personal information indefinitely.

Back **Start**

STEPS TO FILE THE USCIS FORM I-765 OPT APPLICATION ONLINE

STEP 5: Student will select the form they want to file online (I-765) and then they will click on “*Start form*”.

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.

Select the form you want to file online.

I-765, Application for Employment Authorization

Use this form to request employment authorization and an Employment Authorization Document (EAD) if your immigration status allows you to work in the United States.

⚠ Note: You may apply online if your eligibility category is:

- (a)(12) - Temporary Protected Status (You are submitting an initial Form I-821 or you have an approved Form I-821);
- (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
- (c)(19) - Temporary Protected Status (You have a pending Form I-821).

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

Start form

THE USCIS I-765 ONLINE FORM: ADDITIONAL INFORMATION

NOTE: There are five (5) sections, which include sub-sections of the online I-765 form.

1. Getting Started

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

2. About You

- Your name
- Your contact information
- Describe yourself
- When and where you were born
- Your immigration information
- Other information

I-765, Application for Employment Authorization

Getting Started

Basis of eligibility

Reason for applying

Preparer and interpreter information

About You

Your name

Your contact information

Describe yourself

When and where you were born

Your immigration information

Other information

3. Evidence

- Basis 2 x 2 photo of you
- Form I-94
- Employment Authorization Document
- Previously authorized CPT or OPT
- Form I-20(s)

4. Additional Information

- Additional information

5. Review and Submit

- Review and Submit the OPT application

Evidence

2 x 2 photo of you

Form I-94

Employment Authorization Document

Previously authorized CPT or OPT

Form I-20

Additional Information

Additional information

Review and Submit

Review your application

STEPS TO FILE THE USCIS FORM I-765 OPT APPLICATION ONLINE

STEP 6: Student will select their “*Eligibility Category*”

- (c) (3) (A) = Pre-Completion OPT
- (c) (3) (B) = Post-Completion OPT
- (c) (3) (C) = STEM OPT Extension

After they select their “*Eligibility Category*”, they will click “*Next*”.

**** NOTE: Currently, the I-765 Form can only be submitted online for TPS Granted, TPS Pending, Pre-Completion OPT, Post-Completion OPT, and the STEM OPT 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.

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

(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

(c)(19) Temporary Protected Status Pending

FULL INSTRUCTIONS AVAILABLE ON USCIS WEBSITE

- Students ***MUST*** read full written instructions for the Form I-765 on the USCIS website:
<https://www.uscis.gov/i-765>
- The ISO will be sure to notify students when USCIS releases any additional documentation/instructions on Online Form I-765 filing.
- Current USCIS resources are linked from the following ISO webpages:
 - [F-1 Pre-Completion Optional Practical Training](#)
 - [F-1 Post-Completion Optional Practical Training](#)
 - [F-1 STEM Optional Practical Training Extension](#)