

Optional Practical Training (OPT) Online Filing Instructions

Please refer to OPT Application Instructions. Filing online is optional.

1) Gather complete packet (scan items cleanly – see directions in this packet):

- ☐ Scan of 1 color U.S. passport-style photograph. Photos must be taken within the last 30 days, measure 2 inches by 2 inches, and have a plain white or off-white background.
- ☐ Completed Form I-765 DRAFT. Important: follow completion directions included in this packet; you will create an account at <https://myaccount.uscis.gov/> – you will fill out the application, download, and email our office a draft for review or make an appointment for OISS to review the application. DO NOT submit your application until we have met.
- ☐ Scan of your passport identity page (and any renewal pages) and [I-94](https://i94.cbp.dhs.gov/) printout (<https://i94.cbp.dhs.gov/>)
- ☐ Scan of any previously issued I-20s if they show work authorization OR a different SEVIS ID (1st & 2nd page; do not copy instruction page).
- ☐ Scan of the front and back of any previous EAD cards (i.e. previously done OPT)

2) Meet with OISS DSO and receive a new I-20.

You will be given the I-20 needed to complete your application after this appointment.

DO NOT submit your application without it.

3) Next Steps

- ☐ Print and physically sign the I-20 sent to you showing your OPT recommendation. Upload a scanned copy of the 1st and 2nd page of your new signed I-20 to your draft application.
- ☐ Review your application, ensure all required materials are uploaded, and submit within 30 days of receiving your new I-20.
- ☐ After submission, return to your pending applications to download your application receipt (see included screenshots). Email a copy of your application receipt to oiss@colgate.edu when received (formal receipt; no copy of the confirmation email is needed).
- ☐ Sign up for Informed Delivery by USPS at <https://informedelivery.usps.com>. This will help you track the expected arrival of your EAD card.
- ☐ You will receive notices from USCIS when there is movement on your case, including notification of when your EAD card is mailed. Notify the OISS immediately if your card is not received within 3 days of its expected arrival, according to the USPS Informed Delivery notice.
- ☐ If you receive a Request For Evidence (RFE), please contact us immediately for assistance.
- ☐ Email a copy of your EAD card and I-797 approval notice to oiss@colgate.edu when received. You may only begin work once you have received the card and the dates on the card have been reached.

Reporting Requirements

- You must report any changes to your contact or employment information (including breaks in employment) within 10 days. To report changes, complete the [OPT Reporting Form](#) OR report directly in the [SEVP OPT Portal](#). You will be emailed login information AFTER your OPT has been approved and the start date has been reached. Learn more and review the User Guide at <https://studyinthestates.dhs.gov/create-an-sevp-portal-account>.
- Your OPT will end if you accrue a total of 90 days of unemployment (counted from the start of your OPT period) or if you transfer your SEVIS record to another school.

**IF YOUR APPLICATION IS REJECTED OR DENIED FOR ANY REASON, CONTACT US IMMEDIATELY.
DO NOT RE-APPLY ON YOUR OWN.**

OPT Application Checklist – Online Filing

Completion Guide for filling out I-765 Application Form. Please [click here](#) for a link to complete instructions issued by USCIS (www.uscis.gov/i-765); it is advised that you read these instructions, including the penalties section, in addition to using the guide below to properly complete your application. It is your responsibility as the applicant to ensure that all information on the application is correct and valid.

General Information:

Make sure to select that you are applying for **(c)(3)(B) - Post-Completion OPT** or **(c)(3)(C) - STEM Extension OPT** when starting your application. Remember, you first need to create an account at <https://myaccount.uscis.gov>. You may find it useful to review the help materials at <https://www.uscis.gov/file-online> before getting started.

Part 1: Select 1.a. "Initial permission to accept employment" (for post-completion), "renew employment authorization" (for STEM extension)

Part 2:

- **Name:** Please write your name exactly as it appears on your I-20. If your name will not fit, fill it in as much as possible and then upload a page as "other evidence" spelling your name correctly. If you used previous names, including nicknames in official records or documentation, complete these sections on the application as needed. Do not list nicknames that you did not use on official records.
- **Address:** Your US Mailing Address is where the receipt notice and EAD card will be mailed. This address must be valid for at least 3 months and may be a P.O. Box address. If you are using a friend or family's address, indicate the person's name in the In Care of Name line. This person must be listed with the US Postal Service as living at that address. If you listed a mailing address that is NOT your current physical living address, then you must indicate this, and provide your current physical address in the appropriate section. If you do not have an address to list, you may list the OISS address as: 5.a OISS, 5.b. 13 Oak Drive, 5.d. Hamilton, 5.e. NY, and 5.f. 13346. If you are a graduating senior, do not list your Colgate Box.
- **Social Security Number:** If you already have an SSN indicate this and provide the number. If you do not already have an SSN, indicate this, then select "yes" to both follow up questions to give USCIS the ability to share your information with the Social Security Administration and create your card. You will need to provide your mother and father's names as well.
- **Information About Latest Arrival:** Complete this section using information from your I-94, passport, and I-20. Note that your SEVIS number is found at the top of your current I-20.

Part 6: Additional Information – MUST be completed if you had been issued a different SEVIS ID previously AND/OR completed practical training (CPT/OPT) or

- **Example 1:** Student had another SEVIS ID number previously. Use page number "3", part/section number "2" and item number "26". "My previous SEVIS ID is N00xxxxxxxxx"
- **Example 2:** Student has done CPT practical training last summer. Use page number "3", part/section number "2" and item number "27". "Full-Time CPT authorized 05/14/2020-08/04/2020 at the Bachelor's level."
- **Example 3:** Student has done Post-completion OPT. Use page number "2", part/section number "2" and item number "12". "(c)(3)(B) Post-Completion OPT authorized 06/01/2020-05/31/2021 at the Bachelor's Level."

Screenshots to Guide You Through the OPT Online Application

The screenshot shows the USCIS website with the heading "Create an Account or Sign In". A blue arrow points to the "Sign In" link in the top navigation bar. Another blue arrow points to the "File Online" section, which includes a "Learn More" button. A third blue arrow points to the "Manage Your Case" section, which lists links for "Check your case status", "Check processing times", and "Change your address online". A text box on the right lists the following links:

Get started at:

- www.uscis.gov
- my.uscis.gov
- myaccount.uscis.gov

Create your account at <https://myaccount.uscis.gov>.

The screenshot shows the USCIS website with the heading "Learn About the USCIS Online Account". A list of resources is provided:

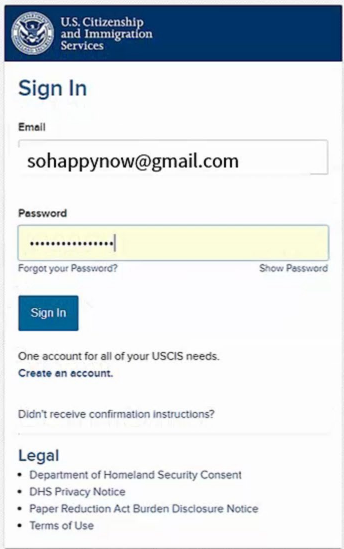
- Filing tips and videos
- Helpful questions & answers
- Resources for attorneys and representatives
- Password resets and how to get technical support

Two video thumbnails are shown on the right:

- "How to Create a USCIS Online Account" (my.USCIS.gov)
- "The benefits of filing online" (my.USCIS.gov)

If you need them, there are online help guides available at www.uscis.gov/file-online.


Account Sign In



The screenshot shows the USCIS Account Sign In page. At the top is the USCIS logo and the text "U.S. Citizenship and Immigration Services". Below this is the "Sign In" heading. There are two input fields: "Email" with the value "sohappynow@gmail.com" and "Password" with masked characters. Below the password field are links for "Forgot your Password?" and "Show Password". A blue "Sign In" button is present. Below the button, it says "One account for all of your USCIS needs. Create an account." and "Didn't receive confirmation instructions?". At the bottom, under the heading "Legal", there are links for "Department of Homeland Security Consent", "DHS Privacy Notice", "Paper Reduction Act Burden Disclosure Notice", and "Terms of Use".

- Enter your email address & password
- System will send you one-time PIN
- Repeat these steps every time you login

Account Onboarding



The screenshot shows the USCIS Account Onboarding page. At the top is the USCIS logo and the text "U.S. Citizenship and Immigration Services". Below this is the heading "Welcome to Your USCIS Account" and the instruction "Select what you want to do". There are four cards with icons and text: "Add a paper-filed case" (folder icon), "File a form online" (document icon), "Enter a representative passcode" (lock icon), and "Verify your identity" (ID card icon). The "File a form online" card is highlighted with a red border and a blue arrow pointing to it. Below the "File a form online" card, it says "Start a new form, upload evidence, and pay and submit online".

Once you have logged in, click on “File a form online” to begin your application process.

Screenshots to Guide You Through the OPT Online Application

Our Online Forms

- 11 forms available through USCIS online account
- Form I-765 is near the bottom of the list
- Note the eligibility categories

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)
- ☐ Petition for Alien Relative (I-130)
- ☐ Application To Extend/Change Nonimmigrant Status (I-539)
- ☒ **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.

Select “Application for Employment Authorization (I-765)” from the drop down list.

Form Overview

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.

Eligibility

Application fee

Required evidence

Biometrics requirements

How to track your case

Requests for evidence


Getting a decision

Review the information on this page carefully. It will tell you everything you need to file online. **Make sure you have all the items on the list of required evidence prepared before starting your application.** Answer the form questions in order – do not skip ahead. The form has conditional logic that will display the next set of questions according to your answers.

Go in order so that you only see the questions you need to complete. The form will auto-save your answers in each section.

Viewing Janna Evans ((G... ▾

Filling Out the Form—Getting Started



Who Can Submit Form I-765 Online?

Initial release of online I-765 is limited to students in these categories:

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

What is your eligibility category?

c(3)(A) Student Pre-Completion OPT

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

c(3)(C) STEM Extension

All other categories ***must submit a paper*** form I-765

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You will be applying for **(c)(3)(B) Student Post-Completion OPT** or **(c)(3)(C) Student STEM Extension OPT**. Make sure you select correct category.

Filling Out the Form—Getting Started

U.S. Citizenship and Immigration Services

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

- Why are you applying?
- Did you submit Form I-765 previously?

You must select **“Initial permission to accept employment.”** If you have ever filed form I-765 before (even if it was denied), you must say Yes.

Remember: you can only apply for OPT if you have not already done OPT at this or a higher educational level. **If you have already done OPT at the same level (i.e. certificate or associates), or have done OPT previously at a higher level, do not apply. You are not eligible and will not be refunded.** If you did not disclose this to our office and have already received your OPT I-20, please contact us immediately to cancel your recommendation and discuss your next steps.

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Filling Out the Form— Your Immigration Information

- Country of citizenship/nationality
- Form I-94 Arrival-Departure Record number
- Last arrival date in U.S., port of entry & status
- Current passport/travel document number, expiration date, issuing country
- Current immigration status
- SEVIS number
- A-Number
- USCIS Online Account Number



U.S. Customs and Border Protection
Securing America's Borders

Get I-94 Number I-94 FAQ

Admission (I-94) Number Retrieval

Admission (I-94) Record Number: 6900088062

Admit Until Date (MM/DD/YYYY): 10/10/2012

Details provided on Admission(I-94) form:


Family Name:	LI
First (Given) Name:	LYDIA
Birth Date (MM/DD/YYYY):	01/01/1990
Passport Number:	P123123213
Passport Country of Issuance:	Mexico
Date of Entry (MM/DD/YYYY):	04/11/2012
Class of Admission:	B1

The next sections in the application will ask information about you. You will need your [I-94](#), passport, and I-20 to complete the immigration information section. You will generally not have A-Number or USCIS account number. It is ok to leave these blank.

Filling Out the Form— Your Immigration Information

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

- If yes, you need to give us authorization to submit your request to SSA
- Enter your father's first and last name, and your mother's first and last name



SOCIAL SECURITY

SIGNATURE 07/29/2009

If you do not have a social security number (SSN) already issued, you can apply for it at the same time as you apply for your EAD card!

Note: do not say yes if you were already issued an SSN and have simply misplaced your card. Contact your local Social Security Office to apply for a replacement document (non-citizens must apply for replacement cards in person).

Filling Out the Form—Evidence



All F-1 I-765 applicants must provide:

- Passport-style photograph
- I-94 card, travel document, or electronic I-94
- Most recent EAD, if you have one, or government-issued photo ID
- Proof of enrollment at SEVP-certified school



***Other evidence depends on student's category. See this checklist for details:

www.uscis.gov/forms/filing-guidance/checklist-of-required-initial-evidence-for-form-i-765-for-informational-purposes-only

Post-completion OPT (c)(3)(B)

- All prior SEVIS numbers and proof of previously authorized CPT / OPT and corresponding academic level—include under **Additional Information**
- DSO must enter OPT recommendation in SEVIS within 30 days before you submit I-765, if not, we will deny OPT request



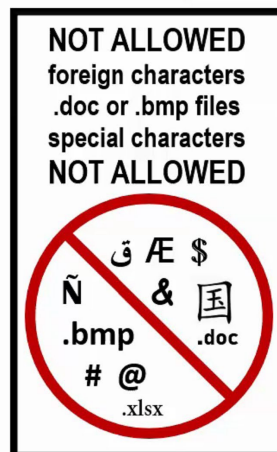
For the government-issued photo ID, upload your passport picture page. You will see it listed that your “DSO must enter OPT recommendation in SEVIS within 30 days before you submit I-765” – this will be done at your OPT appointment. **Do not submit your application until then. You will be preparing a draft of your I-765 for review at this time.**

You will be given an I-20 showing your OPT recommendation after your appointment. **Your I-20 must be printed and physically signed (in ink) before uploading.** Do not electronically sign or insert a digital signature on an I-20. This must be uploaded or your application will be denied.

Review the formatting requirements required for your uploads (see next page). It is your responsibility to format your documents properly for USCIS, according to their instructions.

Filling Out the Form—Formats

- Photos: JPG, JPEG, or PNG
- Documents: JPG, JPEG, PDF, TIF or TIFF
- Foreign language documents must have English translation
- Maximum size: 6 MB per file

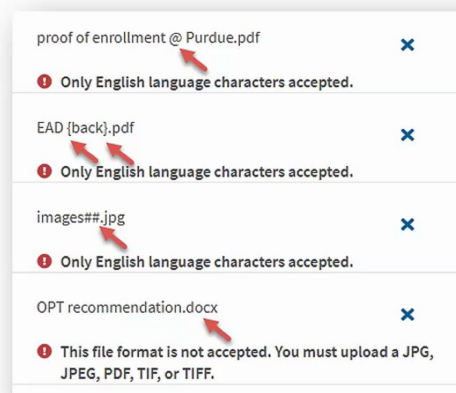


Filling Out the Form—Formats

The only characters allowed in document file name are:

- English letters
- Numbers
- Spaces
- Periods .
- Hyphens -
- Underscores _
- Parentheses ()

***Do NOT use special characters



If you use a formal scanner/copier, you will be creating documents. Documents must be in PDF, JPG/JPEG, or TIF/TIFF formats only. Photos taken with a camera must be formatted as a JPG/JPEG or PNG only. **When naming your documents, use English only.** Characters in other language will cause your file to be rejected. The only characters accepted in your titles are periods [.] , hyphens [-] , underscores [_] or parentheses [()] . Do not use any special characters.

Examples of proper formatting are:

FamilyName_FirstName_OPTI20.pdf

FamilyName_FirstName_Passport.jpg

It is highly recommended that you do not take pictures. We recommend scanning your documents from a scanner/copier machine and uploading “clean” clearly-legible PDFs, free of shadows, and with nothing in the “background” – no fingers, tabletops, other paperwork, etc.

Filling Out the Form—Review & Submit



Your fee

i

Your form filing fee is: \$410

Alerts and warnings

You have one or more alerts and warnings based on the information you provided in your application.

A red alert means you have incomplete responses or inconsistent data. You cannot submit your application with any alerts.

i

There are errors in About You: Your immigration information

Edit my responses

- Review your entries before you pay
- Once you submit payment, you cannot make corrections

Filling Out the Form—Review & Submit



<div style="display: inline-block; vertical-align: middle; text-align: center;"> Application for Employment Authorization Department of Homeland Security U.S. Citizenship and Immigration Services </div>		USCIS Form I-765 03/01/10 (e)(1)-(4)(vii) Expires 07/31/2012								
For USCIS Use Only	<input type="checkbox"/> Information Extension <input type="checkbox"/> Valid Form <input type="checkbox"/> Information Extension <input type="checkbox"/> Valid Through _____ Alien Registration Number: A- _____ Remarks: _____	<div style="text-align: center;">Fee Stamp</div> <div style="text-align: center; border: 1px solid black; height: 40px; margin: 5px 0;"></div> <div style="text-align: center;">Action Book</div>								
To be completed by an attorney or Board of Immigration Appeals (BIA) accredited representative (if any).		Attorney or Accredited Representative USCIS Online Account Number (if any) _____								
<p>★ START HERE: Type or Print in Block <i>do not</i> check all questions fully and accurately. If a question does not apply to you, simply "N/A." If you have been naturalized and the question asks, "Provide the name of your current spouse," type your "Full" name otherwise defined. If you answer to a question which requires a numeric response as seen on the example, "How many," simply provide the number on the line.</p>										
Part 1: Reason for Applying I am applying for (check one only): <ul style="list-style-type: none"> <input type="checkbox"/> Initial permanent resident status. <input type="checkbox"/> Extension of my permanent resident status. <input type="checkbox"/> Extension of my temporary lawful permanent resident status. <input type="checkbox"/> Extension of my temporary lawful permanent resident status to U.S. Citizenship and Immigration Services (USCIS). 		Other Name Used Provide all other names you have ever used, including aliases, maiden names, and nicknames. Please print and enter your name in the space provided on this form. <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-bottom: 1px solid black; height: 20px;"></td> <td style="width: 50%; border-bottom: 1px solid black; height: 20px;"></td> </tr> <tr> <td style="border-bottom: 1px solid black; height: 20px;"></td> <td style="border-bottom: 1px solid black; height: 20px;"></td> </tr> <tr> <td style="border-bottom: 1px solid black; height: 20px;"></td> <td style="border-bottom: 1px solid black; height: 20px;"></td> </tr> <tr> <td style="border-bottom: 1px solid black; height: 20px;"></td> <td style="border-bottom: 1px solid black; height: 20px;"></td> </tr> </table>								
<p>NOTE: Employment (working) and self-employment authorization does not USCIS fee and does not require a Form I-501 and I-765. You may file for a Form I-765 for the File for Permanent Resident Card Extension (File for Permanent Resident Card Extension) fee.</p> <p><input type="checkbox"/> Extension of my permission to accept employment (attach a copy of previous employment authorization document).</p>										
Part 2: Information About You Your Full Legal Name		4a. Maiden Name								
1a. Family Name (Last Name) _____		4b. Maiden Name (Last Name) _____								
1b. Given Name (First Name) _____		4c. Maiden Name (First Name) _____								
1c. Middle Name _____		4d. Maiden Name (Middle Name) _____								

[Review the I-765 form information](#)

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)(A) Student Pre-Completion OPT

Before moving to payment, the application will check for errors and notify you if you may need to edit your response. **Errors will NOT be checking your answers for accuracy – you must make sure that the data you provided in your application is correct.** An “error” simply means you may have missed something on the application or formatted something incorrectly. If an error is highlighted in **red**, it must be corrected before you can submit your application. A “yellow” error calls your attention to something that *may* need correction. Review it to make sure your information is correct. If it is, you can submit without changing your response.

STOP: DO NOT move to the next step of payment and submission of your application until after you have had your OPT appointment with OISS DSO, received your OPT I-20, and uploaded this evidence to your application.

After you have had your appointment, received your OPT I-20, and uploaded it to your application, proceed to the submission and payment page.

Screenshots to Guide You Through the OPT Online Application

Filling Out the Form— Applicant's Declaration & Certification



U.S. Citizenship
and Immigration
Services

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.



☒ 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.

Enter your full legal name here

You will electronically sign your I-765. This is the only electronic signature allowed (again, your I-20 copy must show a signature signed physically, in ink). You will then be directed to pay.gov to pay your application fee.

Filling Out the Form—Paying the Fee



- After you agree to the applicant statement, you will be directed to pay.gov, a secure government portal
- Pay by ACH withdrawal, or debit or credit card

The screenshot shows the 'USCIS I-765' payment selection screen on the pay.gov portal. It asks the user to 'Please select a payment method:'. There are two options: 'I want to pay with a withdrawal from a checking or savings account (ACH)' (unselected) and 'I want to pay with a debit or credit card' (selected). Below the options are logos for VISA, MasterCard, AMEX, Discover, JCB, and UnionPay. At the bottom are 'Cancel' and 'Continue' buttons.

Filling Out the Form—Paying the Fee



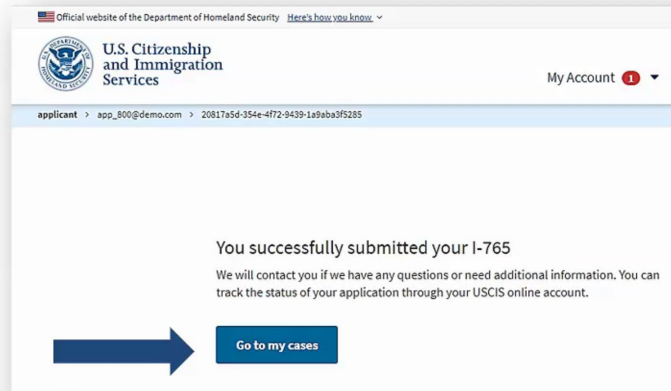
- Enter payment information
- Note the form type and agency tracking ID at the top
- When you hit “Continue” to pay the fee, your form will be submitted

The screenshot shows the 'USCIS I-765' payment review screen. It says 'Review and submit payment' and '* indicates required fields'. The details listed are: Agency Tracking ID: LNJT31CK7SQ1KH, Payment Amount: \$410.00, Payment Method: Plastic Card, Account Holder Name: Lee Smith, Card Type: VISA, Card Number: *****1111, Billing Address: 20 Ninian Street, Billing Address 2: City: Springfield, Country: United States, State/Province: LA, ZIP/Postal Code: 39248. At the bottom, there is a checkbox for authorization, 'Previous' and 'Cancel' links, and a 'Continue' button.

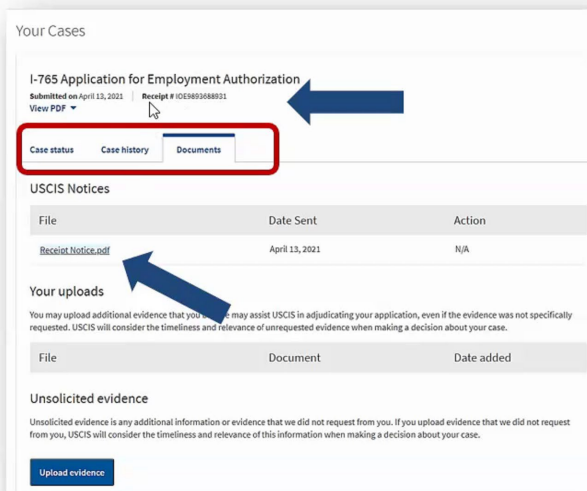
You may pay by bank transfer (ACH) or via a debit/credit card issued by a US bank. The US billing address provided must match the details on your bank/credit card account.

Filling Out the Form—After You Submit

- You will receive confirmation your form was submitted
- Click on “Go to my cases” to see your case card and receipt notice



Tracking Your Case

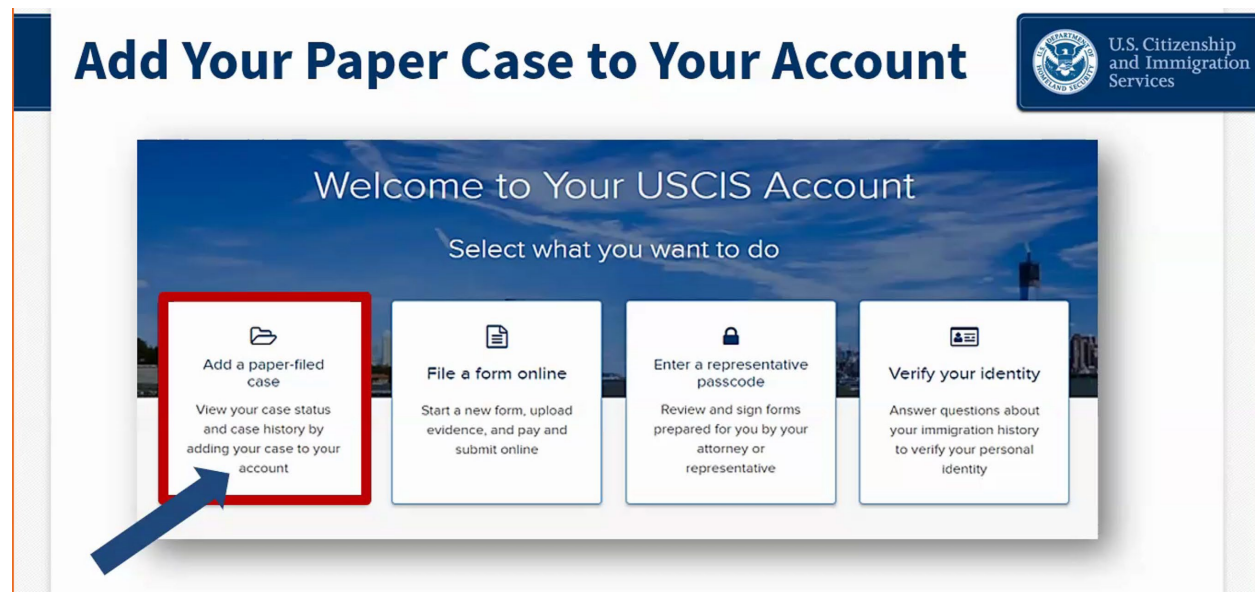


All notices are posted to your account

- Receipt notice
- Biometrics notice
- Request for Evidence (RFE)
- PDF of completed form
- Decision letter

* Notices are also mailed to the mailing address on file

Make sure that you have completed submission. A confirmation will be displayed on the screen, and you will immediately get a receipt notice with your case number. Click on “Go to my cases,” then click on “Documents,” to download and send your receipt to oiiss@colgate.edu (please include your full name and ID number when emailing us). If you receive an RFE, speak with us before responding.



If you previously paper-filed, you can link your paper-filed case to your account after you receive your receipt. You can then see all notices in the account after that step, just as if you had filed online.