

## Pre or Post-Completion OPT Step by Step E-Filing Guide

*DISCLAIMER: Please use this as a resource when you are applying for Pre or Post-Completion OPT work authorization using the e-file option on the MyUSCIS website. This information has been compiled by ISS, but we are not legal professionals. You are responsible for accurately completing the following form(s) and submitting your application to USCIS in a timely manner.*

1. Create or log into your existing USCIS online account: [https://myaccount.uscis.gov/users/sign\\_up](https://myaccount.uscis.gov/users/sign_up)
2. Select "My USCIS"

Welcome to your USCIS Account

Select what you want to do

<b>Edit My Profile</b>	Editing your profile includes email, password, phone number, security questions, two-step verification and backup code.
<b>USCIS</b>	Apply for immigration benefits, find tools and resources to assist in preparation for naturalization, and search for doctors in your local community.
<b>FIRST</b>	Submit, manage and receive Freedom of Information Act (FOIA) requests.
<b>myE-Verify</b>	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).

3. Select "I am an applicant, petitioner, or requestor"

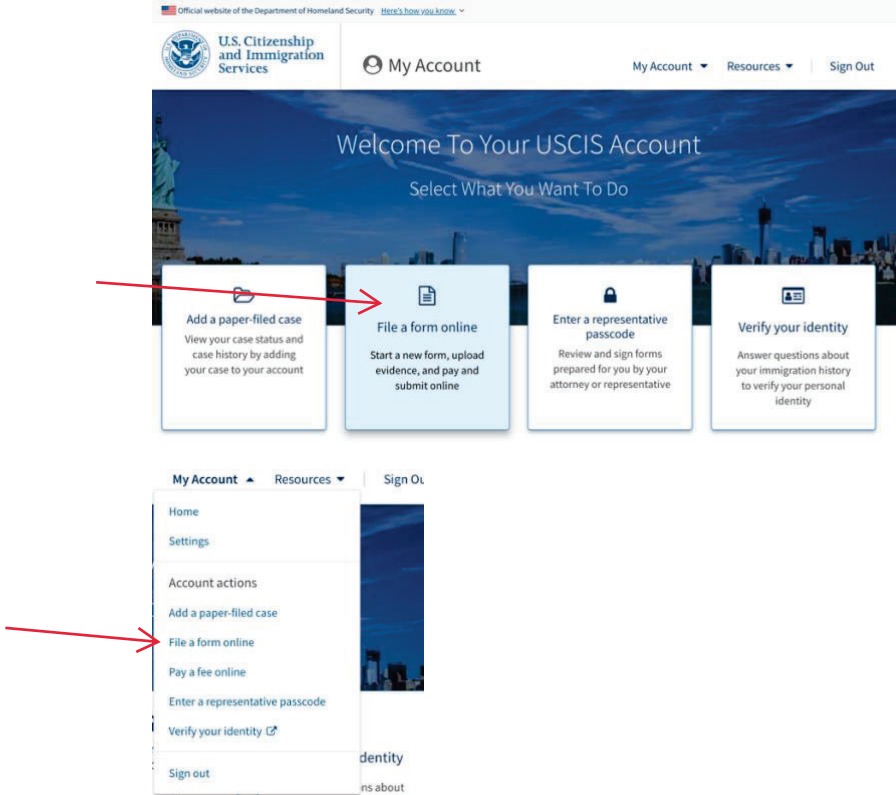
Account Type

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**

4. Click on “File a form online”. Or you can select “File a form online” on the top under the My Account menu



5. A list of eligible forms to file electronically will appear. Select “I-765, Application for Employment Authorization”

## 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.

**Fee waiver:** If you are requesting a fee waiver, you cannot file online. You must file a paper version of both the Form I-912, Request for Fee Waiver and the form for the specific benefit you are requesting. You can review the fee waiver guidance at [www.uscis.gov/feewaiver](http://www.uscis.gov/feewaiver).

Select the form you want to file online.

I-765, Application for Employment Authorization

6. To generate the correct application, you need to provide the following information on the **GETTING STARTED** section of your application.
- a. **"BASIS OF ELIGIBILITY"**: You will be asked to select your eligibility category. If you are applying for Post Completion OPT you will select "**c(3)(B); c(3)(A)**" for Pre Completion OPT. The form also asks if you want to request the Premium Processing Service. Answer "**No**" and go to the next section.

The screenshot shows the USCIS I-765 application form. The left sidebar contains a navigation menu with the following items: Getting Started (expanded), Basis of eligibility, Reason for applying, Preparer and interpreter information, About You, Evidence, Additional Information, and Review and Submit. The main content area is titled 'What is your eligibility category?' and includes a warning box: '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.' Below this, a dropdown menu is set to '(c)(3)(B) Student Post-Completion OPT'. Further down, the question 'Would you like to request Premium Processing Service?' is asked, with 'No' selected. A red arrow points to the 'No' radio button.

- b. **"REASONS FOR APPLYING"**: All applicants must Select **"Initial permission to accept employment."** For the next question, answer accordingly. If you have applied for OPT before and filed an application with USCIS, then your answer must be **"Yes."** Please note that if you have only previously used Curricular Practical Training (CPT), then you must answer **"No."**

The screenshot shows the USCIS I-765 application form. The left sidebar contains a navigation menu with the following items: Getting Started (expanded), Basis of eligibility, Reason for applying, Preparer and interpreter information, About You, Evidence, Additional Information, and Review and Submit. The main content area is titled 'What is your reason for applying?' and includes three radio button options: 'Initial permission to accept employment' (selected), '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', and 'Renewal of permission to accept employment'. Below this, the question 'Have you previously filed Form I-765?' is asked, with 'No' selected. A red arrow points to the 'Initial permission to accept employment' radio button.

- c. **"PREPARER AND INTERPRETER INFORMATION"**: You should select **"No"** in the Preparer and interpreter information section

The screenshot shows the USCIS I-765 application form. The left sidebar contains a navigation menu with sections: Getting Started, About You, Evidence, Basis of eligibility, Reason for applying, and Preparer and interpreter information. The main content area is titled 'I-765, Application for Employment Authorization'. The question is 'Is someone assisting you with completing this application?'. There are two radio button options: 'Yes' and 'No'. The 'No' option is selected, and a red arrow points to it. Below the question is a horizontal line for a signature. At the bottom are 'Back' and 'Next' buttons. The top right corner has links for 'My Account', 'Resources', and 'Sign Out'.

7. Next you will fill out the **"ABOUT YOU"** section. You should refer to your I-20, Passport, and I-94 for this information.

- a. **"YOUR NAME"**: Write your name as it appears on the passport and the form I-20.

The screenshot shows the USCIS I-765 application form, 'About You' section. The left sidebar contains a navigation menu with sections: Getting Started, About You, Evidence, Additional Information, Review and Submit, Your name, Your contact information, Describe yourself, When and where you were born, Your immigration information, and Other information. The main content area is titled 'I-765, Application for Employment Authorization'. The question is 'What is your current legal name?'. Below the question is a sub-question: '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.' There are three input fields: 'Given name (first name)', 'Middle name', and 'Family name (last name)'. Below these fields is a horizontal line for a signature. At the bottom is another question: 'Have you used any other names since birth?'. Below this question is a sub-question: 'Other names used may include nicknames, aliases and maiden names.' There are two radio button options: 'Yes' and 'No'. The top right corner has a link for 'My Account'.



- b. **"YOUR CONTACT INFORMATION"**: At the top, put the phone number and email address. You can use your CSUF email address or a personal account. If you using another person's address for the Mailing Address, you must provide their name under the **"In care of name"** section.

The screenshot shows the USCIS I-765 application form. The top left features the USCIS logo and the text 'U.S. Citizenship and Immigration Services'. The top right has a 'My Account' dropdown menu. The left sidebar contains a navigation menu with the following items: 'I-765, Application for Employment Authorization', 'Getting Started', 'About You' (expanded), 'Your name', 'Your contact information' (selected), 'Describe yourself', 'When and where you were born', 'Your immigration information', 'Other information', 'Evidence', 'Additional information', and 'Review and Submit'. The main content area is titled 'How may we contact you?' and includes the following fields: 'Daytime telephone number' (text input), 'Mobile telephone number (if any)' (checkbox 'This is the same as my daytime telephone number.' and text input), and 'Email address' (text input with an example 'user@domain.com'). Below this is the 'What is your current U.S. mailing address?' section, which includes a warning: 'We will use your current mailing address to contact you throughout the application process. We may not be able to contact you if you do not provide a complete and valid address. Please provide a U.S. address only.' This section contains fields for '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' (dropdown), and 'ZIP code' (text input with a note 'Provide a 5 or 9-digit ZIP code.'). At the bottom, there is a question 'Is your current mailing address the same as your physical address?' with radio buttons for 'Yes' and 'No'.

- c. **"DESCRIBE YOURSELF"**: You must select a gender and marital status.


The screenshot shows the USCIS I-765 application form. The left sidebar contains a navigation menu with the following items: 'I-765, Application for Employment Authorization', 'Getting Started', 'About You' (expanded), 'Describe yourself', 'When and where you were born', 'Your immigration information', 'Other information', 'Evidence', 'Additional Information', and 'Review and Submit'. The 'Describe yourself' section is active, showing two questions: 'What is your gender?' with radio button options for 'Male' and 'Female', and 'What is your marital status?' with radio button options for 'Single', 'Married', 'Divorced', and 'Widowed'. There are 'Back' and 'Next' buttons at the bottom of the form.

- d. **"WHEN AND WHERE YOU WERE BORN"**: Provide city, state/province (if applicable), and country of birth. Then input date of birth using the MM/DD/YYYY format.

The screenshot shows the USCIS I-765 application form, 'When and where you were born' section. The left sidebar is the same as in the previous screenshot, but 'When and where you were born' is now expanded. The main content area contains four questions: 'What is your city, town, or village of birth?' with a text input field; 'What is your state or province of birth?' with a text input field; 'What is your country of birth?' with a dropdown menu; and 'What is your date of birth?' with a text input field containing the placeholder 'MM/DD/YYYY'. There are 'Back' and 'Next' buttons at the bottom of the form.

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- e. **"YOUR IMMIGRATION INFORMATION"**: Provide your country of citizenship. Then refer to your I-94 for the I-94 arrival-departure number. Also refer to your I-94 for your last date, place, and status at last arrival. Then refer to your passport for passport number, expiration date, and country of issuance. Leave travel document blank. Mark that you are in F-1 status and then provide the SEVIS ID number printed on top of your form I-20.

 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 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)?**

Provide an 11 character I-94 Number.

**When did you last arrive in the United States?**  
List your arrival date, place of arrival, and status at arrival.

**Date of arrival (on or about)**

**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)?

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

What country issued your passport or travel document?

What is your current immigration status or category?

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.

Provide a 10, 11, or 12-digit SEVIS number.

Back

Next

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- f. **"OTHER INFORMATION"**: You would know if you have an A-Number or USCIS Online Account Number. If you have either, write it in. If you do not, check the box that states you don't have or know it.

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-

Provide a 7, 8, or 9-digit number. If your A-Number is fewer than 9 digits, the system will automatically add zero(s) after the "A" and before the first digit so there is a total of 9 digits, for example: A-001234567.

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.

Provide a 12-digit Online Account Number.

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

Yes

No

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

Yes

No

Back

Next


The second part asks for the Social Security Information. If you already have one, mark "Yes" and then provide the Social Security number (SSN). If you have never been issued a SSN, then answer "No."

If you answered "No" to the above question, then mark "Yes" that you want the SSA to issue you one; then mark "Yes" for the consent for disclosure; and then submit your parents' birth names (if name changed from marriage, use previous name).

*(more continued on next page)*

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

- Yes  
 No

 You must agree to the Consent for Disclosure  
If you answer "Yes", you must also answer "Yes" to the Consent for Disclosure.

If you answered "Yes" to the question: "Has the SSA ever officially issued a Social Security card to you?" then you can mark "No" to this question. You can then skip the remaining questions in this section and click "Next" at the bottom.

Consent for Disclosure: I authorize disclosure of information from this application to the SSA as required for the purpose of assigning me an SSN and issuing me a Social Security card.

- Yes  
 No

What is your father's birth name?

Given name (first name)	Family name (last name)
<input type="text"/>	<input type="text"/>

What is your mother's birth name?

Given name (first name)	Family name (last name)
<input type="text"/>	<input type="text"/>

Back

Next



8. "EVIDENCE" in the next section will ask for you to upload your documents.
- a. "2 x 2 PHOTO OF YOU": Start with uploading one passport photo measuring 2 X 2.



## I-765, Application for Employment Authorization

Getting Started ▾

About You ▾

**Evidence** ▲

### 2 x 2 photo of you

Form I-94 or passport

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 photo.

## File requirements

- Clear and readable
- Accepted file formats: JPG, JPEG, or PNG
- No encrypted or password-protected files
- If your documents are in a foreign language, upload a full English translation and the translator's certification with each original document.
- Upload no more than one document at a time
- Accepted file name characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 12MB per file

**Choose** or drop files here to upload

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b. "FORM I-94 OR PASSPORT": upload your most recent I-94. If you are unable to locate your most recent record of admission or there are errors on the record, seek ISS Advising. If you changed your status to F-1 inside the US, upload the I-797A form with the I-94 attached to the bottom of said form.

The screenshot shows the USCIS online portal for Form I-94. The header includes the USCIS logo and the text "U.S. Citizenship and Immigration Services" with a "My Account" dropdown menu. The main content area is titled "Form I-94, Arrival And Departure Record Or Passport" and includes instructions on how to upload a copy of the form. A sidebar on the left contains navigation options: "I-765, Application for Employment Authorization", "Getting Started", "About You", "Evidence", "Form I-94 or passport", "Employment Authorization Document", "Previously authorized CPT or OPT", "Form I-20", "Additional Information", and "Review and Submit".

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

I-765, Application for Employment Authorization

Getting Started ▾

About You ▾

**Evidence** ▲

2 x 2 photo of you

**Form I-94 or passport**

Employment Authorization Document

Previously authorized CPT or OPT

Form I-20

Additional Information ▾

Review and Submit ▾

### Form I-94, Arrival And Departure Record Or Passport

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.

If you do not have and cannot get a required document, you must demonstrate this and provide secondary evidence. If secondary evidence does not exist or is unavailable, you must demonstrate both the unavailability of the required document and the relevant secondary evidence and submit two or more sworn affidavits by people not named on this application who have direct knowledge of the event and circumstances.

[Learn more about Primary and Secondary evidences.](#)

#### File requirements

- Clear and readable
- Accepted file formats: JPG, JPEG, PDF, TIF or TIFF
- No encrypted or password-protected files
- If your documents are in a foreign language, upload a full English translation and the translator's certification with each original document.
- Upload no more than five documents at a time
- Accepted file name characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 12MB per file

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

c. **"EMPLOYMENT AUTHORIZATION DOCUMENT"**: Next upload a copy of your previously issued EAD, if applicable. Otherwise, upload a scan of your valid and un-expired Passport Photo & Bio/Demographic page(s).



U.S. Citizenship  
and Immigration  
Services

My Account ▾

## I-765, Application for Employment Authorization

Getting Started ▾

About You ▾

### Evidence ▲

2 x 2 photo of you

Form I-94 or passport

### 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.
- Upload no more than five documents at a time
- Accepted file name characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 12MB per file

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

d. **"PREVIOUSLY AUTHORIZED CPT OR OPT"**: Next upload one copy of each of your previously issued CPT and OPT I-20s, if you have any. It is not necessary to upload page 3 of the I-20s as that is an instruction page.

U.S. Citizenship and Immigration Services

My Account ▾

I-765, Application for Employment Authorization

Getting Started ▾

About You ▾

**Evidence** ▲

2 x 2 photo of you

Form I-94 or passport

Employment Authorization Document

**Previously authorized CPT or OPT**

Form I-20

Additional Information ▾

Review and Submit ▾

### Previously Authorized CPT Or OPT

Upload evidence of any previously authorized CPT or OPT and the academic level at which it was authorized.

#### File requirements

- Clear and readable
- Accepted file formats: JPG, JPEG, PDF, TIF or TIFF
- No encrypted or password-protected files
- If your documents are in a foreign language, upload a full English translation and the translator's certification with each original document.
- Upload no more than five documents at a time
- Accepted file name characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 12MB per file

Choose or drop files here to upload

e. **"FORM I-20"**: Next upload one copy of signed OPT I-20 that ISS emailed to your CSUF email; pages 1/2 only.

U.S. Citizenship and Immigration Services

My Account ▾

I-765, Application for Employment Authorization

Getting Started ▾

About You ▾

**Evidence** ▲

2 x 2 photo of you

Form I-94 or passport

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

**⚠ Important information regarding your Form I-20**

Do **NOT** submit this form until you receive a Form I-20 recommendation from your DSO. We will deny your application if you do not include your Form I-20 recommendation when you submit Form I-765. If you need to provide Form I-765 to your DSO, print or download this draft before you submit.

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

#### File requirements

- Clear and readable
- Accepted file formats: JPG, JPEG, PDF, TIF or TIFF
- No encrypted or password-protected files
- If your documents are in a foreign language, upload a full English translation and the translator's certification with each original document.
- Upload no more than five documents at a time
- Accepted file name characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 12MB per file

Choose or drop files here to upload

9. Next you will fill out the "ADDITIONAL INFORMATION" section, if applicable:

U.S. Citizenship and Immigration Services

My Account

I-765, Application for Employment Authorization

Getting Started

About You

Evidence

**Additional Information**

Additional information

Review and Submit

**Additional Information**

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.

If you do not need to provide any additional information, you may leave this section blank.

+ Add a response

Back Next

Review the following examples to determine if you need to provide "ADDITIONAL INFORMATION":

Example A: If you have ever been approved for any type of OPT or Economic Hardship and received an EAD card.

- **"Section/Page/Question":** Getting Started/Reason for applying/Have you previously filed Form I-765?
- **"Additional Information":** For each EAD card received, list corresponding SEVIS ID, degree level, and authorization dates. For example: "N001111111 – Bachelor Level. OPT authorized from MM/DD/YYYY to MM/DD/YYYY." "N001111111 – Master Level. OPT authorized from MM/DD/YYYY to MM/DD/YYYY."

Example B: If you have ever been approved for CPT.

- **"Section/Page/Question":** Evidence/Previously authorized CPT or OPT/Previously authorized CPT or OPT
- **"Additional Information":** For each CPT granted, list corresponding SEVID ID, degree level, authorization dates and if part time or full time. For example: "N001111111 - Bachelor Level. CPT authorized from MM/DD/YYYY to MM/DD/YYYY. Part-Time."

Example C: You last entered the U.S. in a different status (not F-1) and changed status to F-1 from within the U.S. and received Form I-797A Notice of action showing approval of your F-1 Status.

- **"Section/Page/Question":** About You/Your Immigration Information/When did you last arrive in the United States?
- **"Additional Information":** For example: "I last entered the U.S. through a different classification and changed status using Form I-539 with USCIS to F-1. The I-94 provided in the application is evidence of my current F-1 status."

10. Lastly, you will "REVIEW AND SUBMIT" your application
  - a. "REVIEW YOUR APPLICATION": Make sure there are no alerts and/or warnings. If there are, address them accordingly. Revisit previous sections for assistance in clearing the alerts and/or warning.

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

### Check your application before you submit

Please review your application and check it for accuracy and completeness before you submit it.

We encourage you to provide as many responses as you can throughout the application. Missing or incomplete information may 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

**i** 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](#)



# CSUF | Extension and International Programs

- b. **"YOUR APPLICATION SUMMARY"**: Review the information for accuracy. It is highly recommended you click on **"View draft snapshot"** and carefully review your application once again to ensure there are no errors or omissions. The **"REVIEW AND SUBMIT"** section is your final opportunity to edit your application form. Once finalized, keep a copy of this document for your reference.

U.S. Citizenship and Immigration Services

My Account ▾ Resources ▾ | Sign Out

I-765, Application for Employment Authorization

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

- c. **"YOUR STATEMENT"**: You must check the box to continue.

U.S. Citizenship and Immigration Services

My Account ▾ Resources

I-765, Application for Employment Authorization

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

d. **"YOUR SIGNATURE"**: You must check the box and sign at the bottom of this Declaration and Certification.

The screenshot shows the USCIS online application interface for an I-765 Employment Authorization. The left sidebar contains navigation options: Getting Started, About You, Evidence, Additional Information, and Review and Submit. The 'Review and Submit' section is expanded, showing 'Review your application' with sub-items: Your application summary, Your statement, **Your signature**, and Pay and submit. The main content area is titled 'Applicant's Declaration and Certification' and contains the following text:

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.

I furthermore authorize release of information contained in this application, in supporting documents, and in my USCIS records, to other entities and persons where necessary for the administration and enforcement of U.S. immigration law.

I understand that USCIS may require me to appear for an appointment to take my biometrics (fingerprints, photograph, and/or signature) and, at that time, if I am required to provide biometrics, I will be required to sign an oath reaffirming that:

- 1) I reviewed and understood all of the information contained in, and submitted with, my application; and
- 2) All of this information was complete, true, and correct at the time of filing.

I certify, under penalty of perjury, that all of the information in my application and any document submitted with it were provided or authorized by me, that I reviewed and understood all of the information contained in, and submitted with, my application, and that all of this information is complete, true, and correct.

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.

At the bottom of the signature field, there is a red arrow pointing to the right, indicating the area where the signature should be typed.

At the bottom of the page, there are 'Back' and 'Next' buttons.

- e. **"PAY AND SUBMIT"**: Click on the button to be taken to the payment page. You will no longer be able to edit your application once submitted.

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  
Your signature  
Pay and submit

**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.

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**

11. The system will automatically take you to the pay.gov section. Note: No cash or money order payments accepted for e-filing.

## USCIS I-765

### Payment Information

Payment Amount \$410.00

### I want to pay with my

Bank account (ACH)

Debit or credit card

**Continue**

[Cancel](#)

- a.

b. You can pay by connecting your checking/savings account. Once you click on “Continue,” your form will be submitted, and you will not be able to make any changes, so make sure you have reviewed the application draft as detailed on page 17 of this guide.

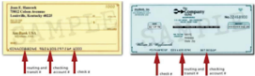
**USCIS I-765**

Please provide the payment information below. Required fields are marked with a \*

Agency Tracking ID  
FRYDUDKUB2DNR9

Payment Amount  
\$410.00

\* Account Holder Name

\* Account Type  
Select ...  


\* Routing Number

\* Account Number

\* Confirm Account Number

c. Or you can pay with a debit/credit card

**USCIS I-765**

Please provide the payment information below. Required fields are marked with a \*

Agency Tracking ID  
FRYDUDKUB2DNR9

Payment Amount  
\$410.00

\* Cardholder Name

\* Cardholder Billing Address

Billing Address 2

City

\* Country  
Select Country

State/Province

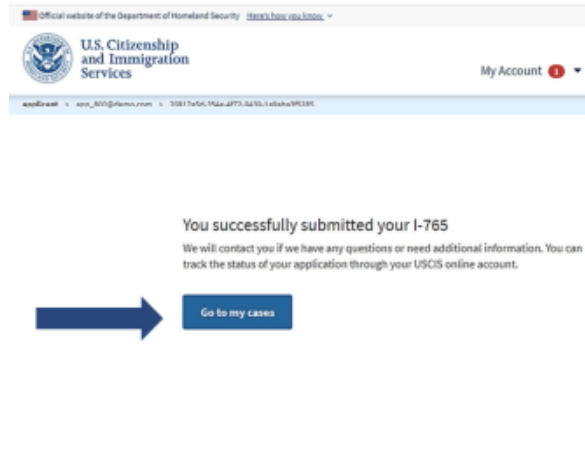
ZIP/Postal Code

\* Card Number  
  


\* Expiration Date  
Select ... Select ...

\* Security Code  
  
[What's this?](#)

12. After you have submitted payment, you will receive confirmation that your form was submitted. You can then click on the button labeled "Go to my cases" to see your case card, receipt notice and to track your case.



13. When you submit your Form I-765 online, you will get a receipt notice and receipt number immediately. After that, you will be able to see other notices in the documents tab, like your biometrics appointment notice (if required), any RFE (request for evidence), or a decision letter.

USCIS also will mail hard copy notices to you. In your account profile, you can sign up to receive automatic case updates via email or text message, so you will know when USCIS has added a document to your account.

A screenshot of the "Tracking Your Case" page on the USCIS website. The page title is "Tracking Your Case" and the USCIS logo is in the top right. The main content area is titled "Your Cases" and shows an "I-765 Application for Employment Authorization" submitted on April 13, 2021. Below this, there are tabs for "Case status", "Case history", and "Documents". A red box highlights the "Documents" tab, and a blue arrow points to it. Below the tabs is a "USCIS Notices" table with columns for "File", "Date Sent", and "Action". The table shows a "Receipt Notice.pdf" dated April 13, 2021, with "N/A" in the Action column. A blue arrow points to the "Receipt Notice.pdf" entry. Below the notices is a "Your uploads" section with a table for "File", "Document", and "Date added". There is also an "Unsolicited evidence" section with an "Upload evidence" button. To the right of the screenshot, there is a text box titled "All notices are posted to your account" with a list of items: "Receipt notice", "Biometrics notice", "Request for Evidence (RFE)", "PDF of completed form", and "Decision letter". Below the list, it says "\* Notices are also mailed to the mailing address on file".