CSUF | Extension and International Programs

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

2. Select **"My USCIS"**

Welcome to your USCIS Account

Select what you want to do

Edit My Profile — Editing your profile includes email, password, phone number, security questions, two-step verification 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).

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 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. Clickk on "**File a form online**". Or you can select "**File a form online**" on the top under the **My Account** menu
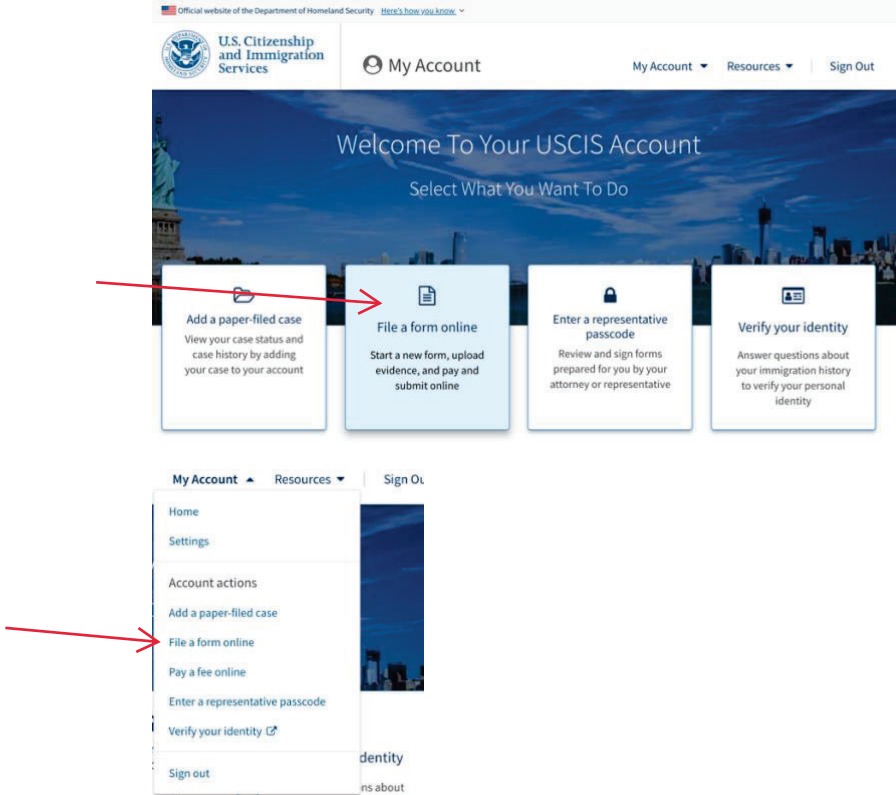
5. A list of eligible forms to file electronically will appear. Select "**I-765, Application for Employment Authorization**"

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.

    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 <u>and</u> 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.**"

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

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.

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.

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

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 gender?

  ○ Male
  ○ Female

What is your marital status?

  ○ Single
  ○ Married
  ○ Divorced
  ○ Widowed

[Back] [Next]

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.

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 city, town, or village of birth?

What is your state or province of birth?

What is your country of birth?

  [▾]

What is your date of birth?

MM/DD/YYYY

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.

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?

[MM/DD/YYYY   ]

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.

[N-   ]

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

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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

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."

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

○ Yes
○ 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).

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(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)

▇▇▇▇

What is your mother's birth name?

Given name (first name)

▇▇▇▇

Family name (last name)

▇▇▇▇

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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.

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 ⌄

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

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.

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.

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

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

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, degee level, and authorization dates. For example: "N0011111111 – Bachelor Level. OPT authorized from MM/DD/YYYY to MM/ DD/YYYY." "N0011111111 – 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: "N0011111111 - 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.

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.

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

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

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**.**

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

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.
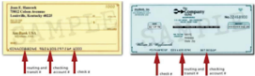
USCIS I-765

Please provide the payment information below. Required fields are marked with an

Agency Tracking ID
FRYDUDKUB2DNR9

Payment Amount
$410.00

* Account Holder Name

* Account Type

Select ...

* Routing Number

* Account Number

* Confirm Account Number

[Continue] [Previous] Cancel

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

USCIS I-765

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

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?

[Continue] [Previous] Cancel

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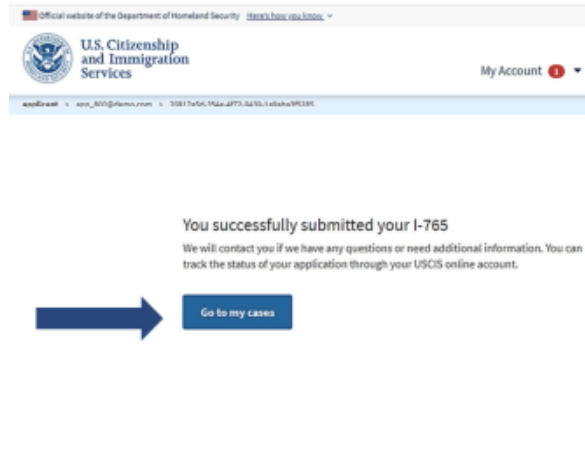
13. When you submit your Form I-765 online, you will get a receipt notice and receipt number immediately. After that, you will be able to see other notices in the documents tab, like your biometrics appointment notice (if required), any RFE (request for evidence), or a decision letter.

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.