CSUF | Extension and International Programs

STEM OPT Step by Step E-Filing Guide

DISCLAIMER: Please use this as a resource when you are applying for STEM 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. Click on "**File a form online**". Or you can select "**File a form online**" on the top under the "**My Account"** menu
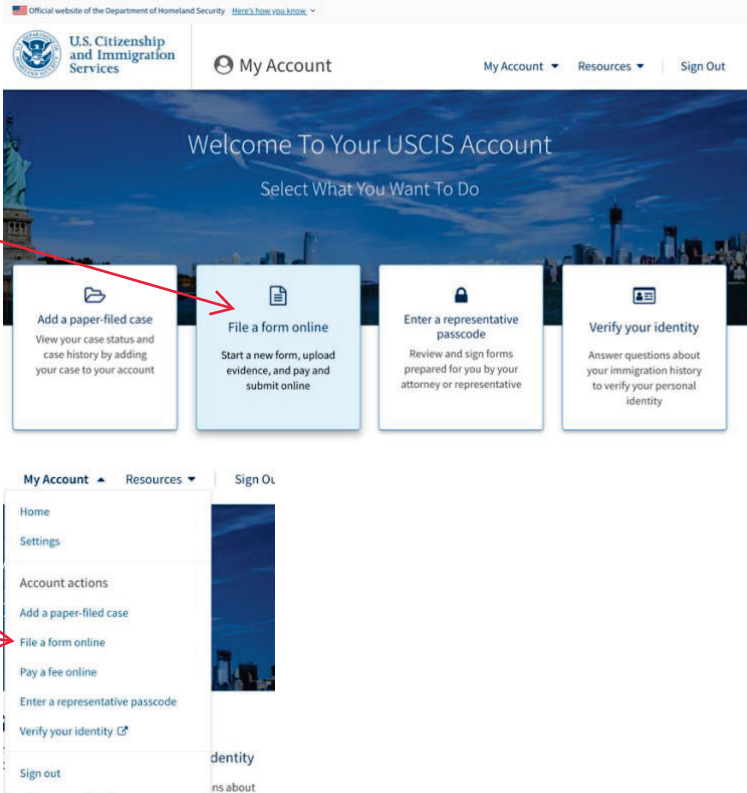
5. A list of eligible forms to file electronically will appear. Select "**I-765, Application for Employment Authorization**"

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.
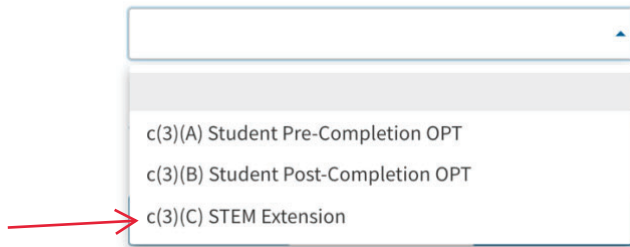
Select the form you want to file online.

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**": select "**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

U.S. Citizenship and Immigration Services

My Account ▼

I-765, Application for Employment Authorization

Getting Started ⌃

Basis of eligibility

Reason for applying

Preparer and interpreter information

About You ⌄

Evidence ⌄

Additional Information ⌄

Review and Submit ⌄

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)(C) STEM Extension ▼

What is your degree?

M.S. Computer Engineering

Provide the name of your STEM eligible CSUF major. There is a character limit, so we recommend abbreviating the degree type as M.S. or B.S. and then writing the full name of the major as shown in the example to the left. If you are able to fit the entire major type and major name, feel free to do so.

What is your employer's name as listed in E-Verify?

ABC Corporation

Answer with the full name as instructed. We recommend confirming with your employer the name they use in E-Verify as it may be different than the employer name.

What is your employer's E-Verify company identification number or a valid E-Verify client company identification number?

546654

Provide the E-Verify number for your STEM eligible employer. Verify the number with your employer prior to submission.

Would you like to request Premium Processing Service?

Premium Processing Service guarantees that USCIS will take one of several possible actions (issue an approval notice, a denial notice, a notice of intent to deny, or a request for evidence) on your Form I-765 within 30 days.

The fee for Premium Processing Service for Form I-765 is $1,500.

If you request premium processing, you will be asked to complete Form I-907 after you sign your Form I-765. You will then be able to pay for and submit both forms at the same time.

○ Yes
◉ No

"WOULD YOU LIKE TO REQUEST PREMIUM PROCESSING SERVICE?"

This is an option if you want to guarantee that USCIS reviews your case within 30 days of submission. It does not guarantee approval, just processing. If you answer "yes," then you will be directed to complete Form I-907 after you complete the entirety of this Form I-765.

Back   Next

b. "REASON FOR APPLYING": select "**Renewal of permission to accept employment**" and for "**Have you previously filed Form I-765",** answer "**Yes.**"

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

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.

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 ⌄

How may we contact you?

Daytime telephone number

Provide a 10-digit phone number.

Mobile telephone number (if any)

☐ This is the same as my daytime telephone number.

Provide a 10-digit phone number.

Email address

Example: user@domain.com

What is your current U.S. mailing address?

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.

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**   **ZIP code**

Provide a 5 or 9-digit ZIP code.

Is your current mailing address the same as your physical address?

○ Yes

○ No

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

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.

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)

MM/DD/YYYY

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?

[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.

[Back]   [Next]

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 don't, check the box that states you don't have or know it.

The second part asks for the Social Security Information. You should have already received an SSN, however, if and only if you require a replacement card, you can answer "**Yes**" to "**Has the SSA ever officially issued a Social Security card to you?**" Then "**Yes**" to **"Do you want the SSA to issue you a Social Security card?"** Lastly, answer "**Yes**" to the "**Consent for Disclosure...**" and then provide your father and mother's birth names.

![CSUF | Extension and International Programs]

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.

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)

[redacted]

Family name (last name)

[redacted]

What is your mother's birth name?

Given name (first name)

[redacted]

Family name (last name)

[redacted]
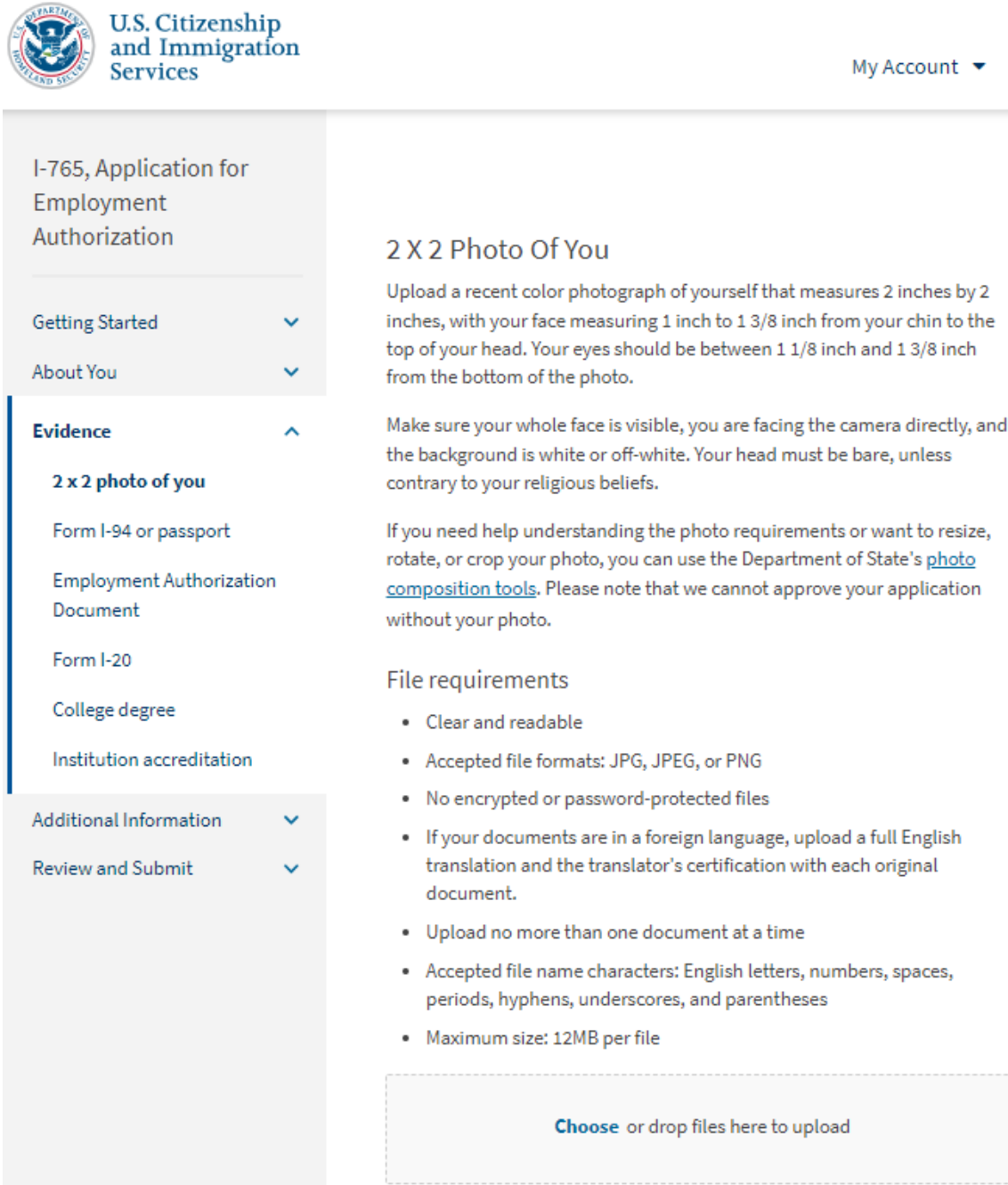
Back   Next

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. Ensure that it meets all of the requirements before uploading.

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

  Form I-20

  College degree

  Institution accreditation

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.

c. **"EMPLOYMENT AUTHORIZATION DOCUMENT"**: Next upload a copy of your previously issued EAD. At minimum, you should have one EAD for the Post Completion OPT with CSUF. If you have been issued other EADs, upload them as well. If you have lost your current EAD, 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

  Form I-20

  College degree

  Institution accreditation

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. **"FORM I-20":** Next upload one copy of the signed STEM 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

Form I-20

College degree

Institution accreditation

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

e. "**COLLEGE DEGREE":** upload a copy of your unofficial transcript <u>and</u> diploma for the CSUF STEM degree. If you do not have a copy of your diploma, you can submit just the unofficial transcript copy.

f. "**INSTITUTIONAL ACCREDITATION**": this section is only required if you are using a non CSUF STEM degree to apply for the STEM OPT Extension. If you are using a STEM degree obtained from CSUF, skip this section.

9. Next you must fill out the "**ADDITIONAL INFORMATION**" section. Please note that all students must complete Example B noted by the ✓, and the other examples are conditional:

Review the following examples to determine if you need to provide "**ADDITIONAL INFORMATION**" and click "**Add a response**" and answer the questions using the below examples as a guide:

Example A: If you have ever previously filed a Form I-765 Application for Employment but not approved

- **"Section/Page/Question"**: Getting Started, Reason for applying, Question "Have you previously filed Form I-765?"

- **"Additional Information"**: I-765 Filed on MM/DD/YYYY. I did not pursue my I-765 Application because I transferred to another institution before my application was adjudicated. OR: "**Additional Information**": My I-765 application was denied on MM/DD/YYYY.

✓ Example B: If you have ever been approved for any type of OPT and received an EAD card.

- **"Section/Page/Question"**: Getting Started, Reason for applying, Question "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 C: If you have ever been approved for CPT

- **"Section/Page/Question":** About You, Your Immigration Information, What is your SEVIS Number?

- **"Additional Information":** For each instance of CPT that you received, list corresponding SEVIS ID, degree level, and authorization dates. For example: N0011111111 - Bachelor Level. CPT authorized from MM/DD/YYYY to MM/DD/YYYY.

Example D: 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 20 of this guide.

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

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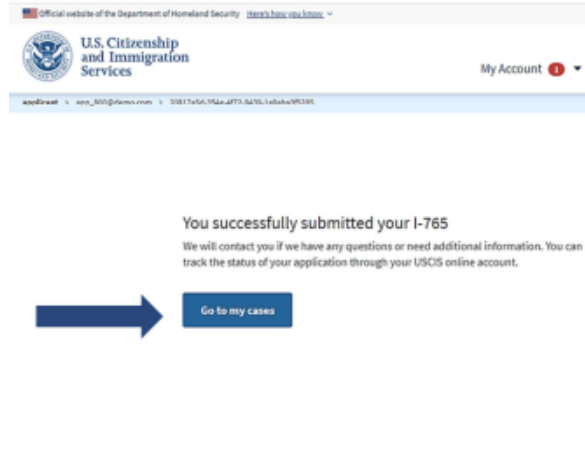
13. When you submit your Form I-765 online, you will get a receipt notice and receipt number immediately. After that, you will be able to see other notices in the documents tab, like your biometrics appointment notice (if required), any RFE (request for evidence), or a decision letter.

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.