Completing the Electronic OPT Application
IMPORTANT REMINDER

All eligible F-1 students must receive an OPT Recommendation I-20 from ISSO BEFORE submitting an OPT application to USCIS.

To request the OPT Recommendation I-20, go to Cystart and submit the Optional Practical Training Checklist.

Do not proceed with the online OPT application until you have received the OPT Recommendation I-20.
Create myUSCIS Account
Create your MyUSCIS Account

Create or sign into your MyUSCIS account at myaccount.uscis.gov
Log into My USCIS
Select My USCIS to get start
Select Account Type

Select that you are an applicant, petition or requestor
What do you want to do?
Select File a Form Online

Welcome To Your USCIS Account
Select What You Want To Do

- Add a paper-filed case
  View your case status and case history by adding your case to your account

- File a form online
  Start a new form, upload evidence, and pay and submit online

- Enter a representative passcode
  Review and sign forms prepared for you by your attorney or representative

- Verify your identity
  Answer questions about your immigration history to verify your personal identity
Select a form

Select Application for Employment Authorization.

The electronic I-765 can be submitted by students applying for pre-completion OPT, Post-completion OPT, and STEM OPT.
Section 1: Getting Started
Select your eligibility category

Select c(3)(B) Student Post-Completion OPT
Select Reason for Applying

Select Initial permission to accept employment

Select yes or no depending on if you have previously filed an I-765.

If you select yes: provide evidence of that application, such as a previous OPT recommendation I-20 for a preview degree and previous EAD card.
Who is completing the form

Select no if you are the person completing the form.

Is someone assisting you with completing this application?

- [ ] Yes
- [x] No
Section 2: About You
Name

Enter your name in the fields provided.

Your name should be entered as it appears on your immigration documents.

If you have used other names, select yes, and list the other names that you have used.
Contact Information
Enter your daytime and mobile phone number, and current email address. The email address may be your ISU or personal email address.
Current Mailing Address

Enter your address where you would like your OPT EAD card to be sent.

You can use your personal address if you will have safe and secure access to receive mail there for next 3-4 months. If your address is unreliable or if you will move, we recommend using ISSO’s address.

If you enter an address that is not the address where you live, select no, and enter your personal address.
Personal Information

Select your gender and marital status

What is your gender?
- Male
- Female

What is your marital status?
- Single
- Married
- Divorced
- Widowed
Birth Information
Enter information about your birth as applicable
Entry Information

If you are a citizen of more than one country be sure to add that information.

Retrieve your I-94 at i94.cbp.dhs.gov.

Your place of arrival is where you went through U.S. Customs.
Passport Information
Enter information related to your passport

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?
Immigration Status

Confirm your immigration status and SEVIS ID number.

Your SEVIS ID number can be found on the top left of your Form I-20.
**USCIS Numbers**

Enter your A-Number or Online Account number, if applicable.
Social Security Number

Add your Social Security Number, as applicable
**Social Security Number**

If you do not have a Social Security Number, you may request one through the OPT application.

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<table>
<thead>
<tr>
<th><strong>Has the Social Security Administration (SSA) ever officially issued a Social Security card to you?</strong></th>
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<tbody>
<tr>
<td><img src="option" alt="Yes" /></td>
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<tr>
<th><strong>Do you want the SSA to issue you a Social Security card?</strong></th>
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<td><img src="option" alt="Yes" /></td>
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**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**<br> | ![No](option) |

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**What is your father's birth name?**

| Given name (first name) | Family name (last name) |

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**What is your mother's birth name?**

| Given name (first name) | Family name (last name) |
Section 3: Evidence
Passport Photo

Upload a passport photo, and make sure that it meets the requirements listed on the site.
I-94 or Passport

Upload your most recent I-94, most recently issued passport, and passport used to enter the United States (if different).

Retrieve your I-94 at i94.cbp.dhs.gov.
Government ID

Upload a copy of visa used to enter the United States

If you have previously been approved for an employment authorization document (EAD) by the U.S. government, upload a copy of the EAD.
CPT or OPT Work Authorization

Upload the CPT Authorization page that was issued with your OPT I-20.

If you have previously been approved for OPT, upload copies of your previous I-20s showing OPT information.
OPT I-20

Upload a copy your OPT recommendation I-20

Reminder: Your OPT I-20 must contain the OPT recommendation on the second page. This OPT Recommendation I-20 is issued by ISSO by submitting the Optional Practical Training Checklist in Cystart.

USCIS will deny an OPT application submitted prior to the OPT Recommendation I-20 being issued.
Section 4: Additional Information
Additional Information

Additional information will be needed in the following situations.

- Used CPT
- Previously used OPT
- Previous SEVIS ID number
- Your current visa is in a previous passport
CPT

Add information about your CPT usage including:

- Full-time or part-time
- Degree level
- Dates
Previous OPT

If you have previously used OPT enter information about it including:

- Degree level
- Dates
- Receipt number
Previous SEVIS ID Number
If you had a previous SEVIS ID number, add information about the previous number.
Previous Passport

If your visa is in a previous passport, you will want to include information about the passport that your visa is in.
Filing Fee and Alerts

Confirm filing fee and check for alerts or warnings
OPT Application Review
Application Review

Request a review of your application from ISSO before you submit your application to USCIS by paying the $410 fee.

To have ISSO review your application, do the following:

1. Download the View Draft Snapshot of your application.

2. Upload all OPT application materials in Cystart using the OPT Application Review form found in Optional Practical Training Checklist.
Do NOT submit your application to USCIS until after it has been reviewed by ISSO.
Submit OPT Application
Applicant’s Statement

After having your application reviewed, confirm that you read and understood the application.

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.
Submit the application to USCIS by certifying the application and paying the application fee.

Applicant’s Declaration and Certification

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.
Tracking Your Application

Upon submitting your application, your receipt notice will be generated. A hard copy receipt notice will also be mailed to the mailing address you provided.