



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



U.S. Citizenship
and Immigration
Services

Sign In

Email

Password

[Forgot your Password?](#)

[Show Password](#)

Sign In

One account for all of your USCIS needs.


[Create an account.](#)



Log into MyUSCIS

Select MyUSCIS to get start



Edit My Profile	Editing your profile includes email, password, phone number, security questions, two-step verification and backup code.
Login to a USCIS Service	
	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).
Not sure what service you need? Start at USCIS.gov	



Select Account Type

Select that you are 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.



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

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.

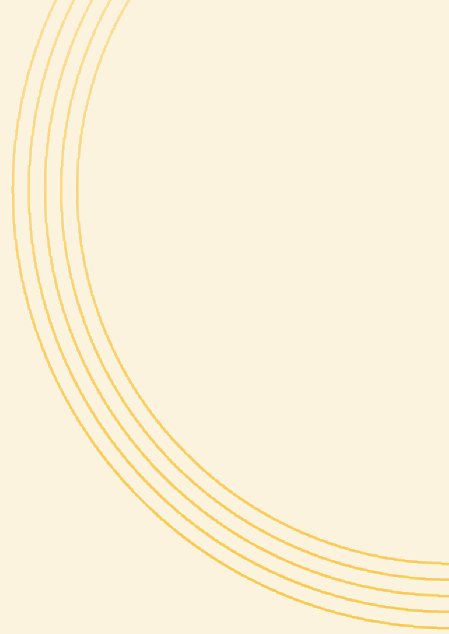
Select the form you want to file online.

- I-90, Application to Replace Permanent Resident Card
- I-130, Petition for Alien Relative
- I-539, Application To Extend/Change Nonimmigrant Status
- I-589, Application for Asylum and for Withholding of Removal
- I-765, Application for Employment Authorization
- I-921, Application for Temporary Protected Status (TPS)





Section 1: Getting Started






Select your eligibility category

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

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)(B) Student Post-Completion OPT

Back

Next



Select if you would like to have Premium Processing

Choosing to file for Premium Processing is completely optional and not required.

The fee for premium processing is \$1,685.

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 or open an investigation for fraud or misrepresentation) on your Form I-765 within 30 days.

If you request premium processing, you will be asked to complete the 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

[Back](#)

[Next](#)



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 previous degree and previous EAD card.

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
-





Who is completing the form

Select no if you are the person completing the form.

Is someone assisting you with completing this application?

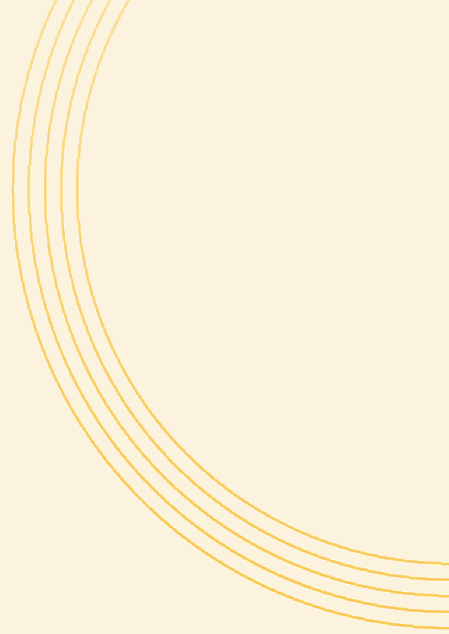
- Yes
 No

Back

Next



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.

What is your current legal name?

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.

Given name (first name)

Middle name

Family name (last name)

Have you used any other names since birth?

Other names used may include nicknames, aliases and maiden names.

Yes

No



Contact Information

Enter your daytime and mobile phone number, and current email address. The email address may be your ISU or personal email address.

How may we contact you?

Daytime telephone number


Mobile telephone number (if any)

This is the same as my daytime telephone number.

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.

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

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

Yes

No



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

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?

You must provide a response.



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.

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)?

When did you last arrive in the United States?

List your arrival date, place of arrival, and status at arrival.

Date of arrival

Place of arrival

Status at last arrival



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?

MM/DD/YYYY

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.

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.



USCIS Numbers

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

What is your A-Number?

I do not have or know my A-Number.

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.



Social Security Number

Add your Social Security Number, as applicable

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

Yes
 No

What is your Social Security number (if known)?

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

Yes
 No

[Back](#) [Next](#)



Social Security Number

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

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

⚠ 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)

Family name (last name)

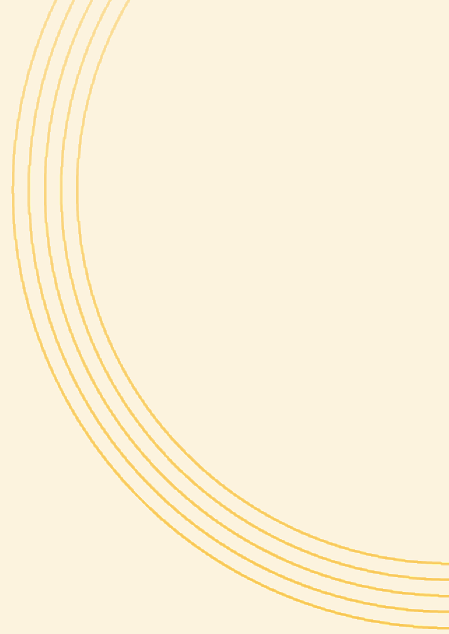
What is your mother's birth name?

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.

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 photos.

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.
- Accepted characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 6MB per file

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



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.

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.

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

File name	Document	Action
I-94.pdf	Form I-94 ▼	Delete
Passport.pdf	Passport, an ▼	Delete



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.

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

File name	Document	Action
Visa.pdf	Employment authorization or Government issue ID	Delete
EAD.pdf	Employment authorization or Government issue ID	Delete

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.



Post-Completion 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.
- Accepted characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 6MB per file


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

File name	Document	Action
CPT Authorizati...e.pdf	Post-Completion CPT or OPT	 Delete
Previous OPT I-...0.pdf	Post-Completion CPT or OPT	 Delete



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.


I-20, Certificate Of Eligibility For Nonimmigrant Student Status

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.
- Accepted characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 6MB per file

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

File name	Document	Action
OPT I-20.pdf	Form I-20	 Delete



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

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](#)



CPT

Add information about your CPT usage including:

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

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.

Section

Getting Started

Page

Basis of eligibility

Question

What is your eligibility category?

Additional information

Full-time CPT
Master's
01/08/2020 - 05/08/2020

! Only English language characters accepted.

46/500



Previous OPT

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

- Degree level
- Dates
- Receipt number

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.

Section

Getting Started

Page

Reason for applying

Question

Have you previously filed Form I-765?

Additional information

OPT
Master's
01.08.2018 to 01.07.2019
Receipt: YSC181630192

Only English language characters accepted. 59/500

Save response Cancel



Previous SEVIS ID Number

If you had a previous SEVIS ID number, add information about the previous number.

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.

Section

About You

Page

Your immigration information

Question

What is your Student and Exchange Visitor Inform...

Additional information

N0009428476

11/500



Previous Passport

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

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.

Section

About You

Page

Your immigration information

Question

What is the passport number of your most recentl...

Additional information

Passport used to enter the U.S.
Passport#:
Issuing Country:
Passport Expiration Date:

! Only English language characters accepted.

85/500

Save response

Cancel



Filing Fee and Alerts

Confirm filing fee and check for alerts or warnings

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

 Your form filing fee is: \$470

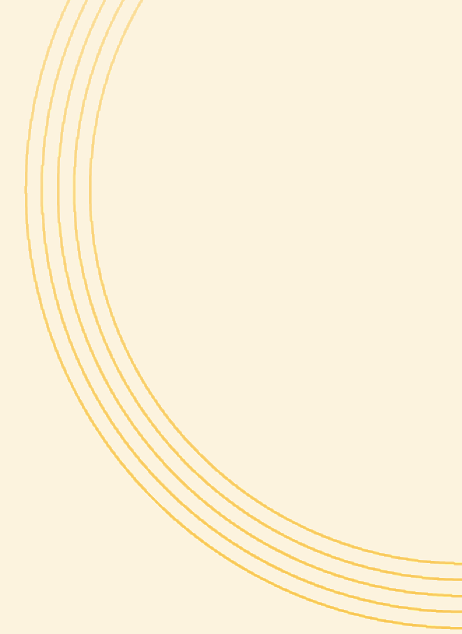
Refund Policy: USCIS does not refund fees, regardless of any action we take on your application, petition or request, or how long USCIS takes to reach a decision. By continuing this transaction, you acknowledge that you must submit fees in the exact amount and that you are paying the fees for a government service.

Alerts and warnings

 We found no alerts or warnings in your application.



OPT Application Review





Application Review

Request a review of your application from ISSO before you submit your application to USCIS by paying the \$470 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.

[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?

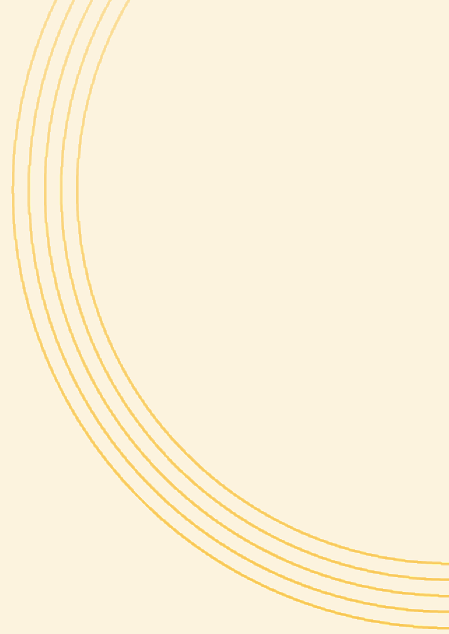
c(3)(B) Student Post-Completion
OPT



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.

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



Applicant's Declaration & Certification

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.

Viewing Janna Evans ((Guest)..✓)

Tracking Your Case

U.S. Citizenship and Immigration Services

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

31