



# Step-by-Step Guide for Completing the Form I-765

Post-Completion OPT – ( c ) ( 03 ) ( B )

IOWA STATE UNIVERSITY  
International Students and Scholars Office



# Important Reminders about your OPT Application

- All eligible F-1 students must receive an OPT Recommendation I-20 from ISSO **BEFORE** submitting their Form I-765 to USCIS.
- To request the OPT Recommendation I-20, you must first complete the Post-Completion OPT Checklist in Cystart.
- Do not proceed with the online OPT application until you have received the OPT Recommendation I-20.



# Create myUSCIS Account and File a Form Online

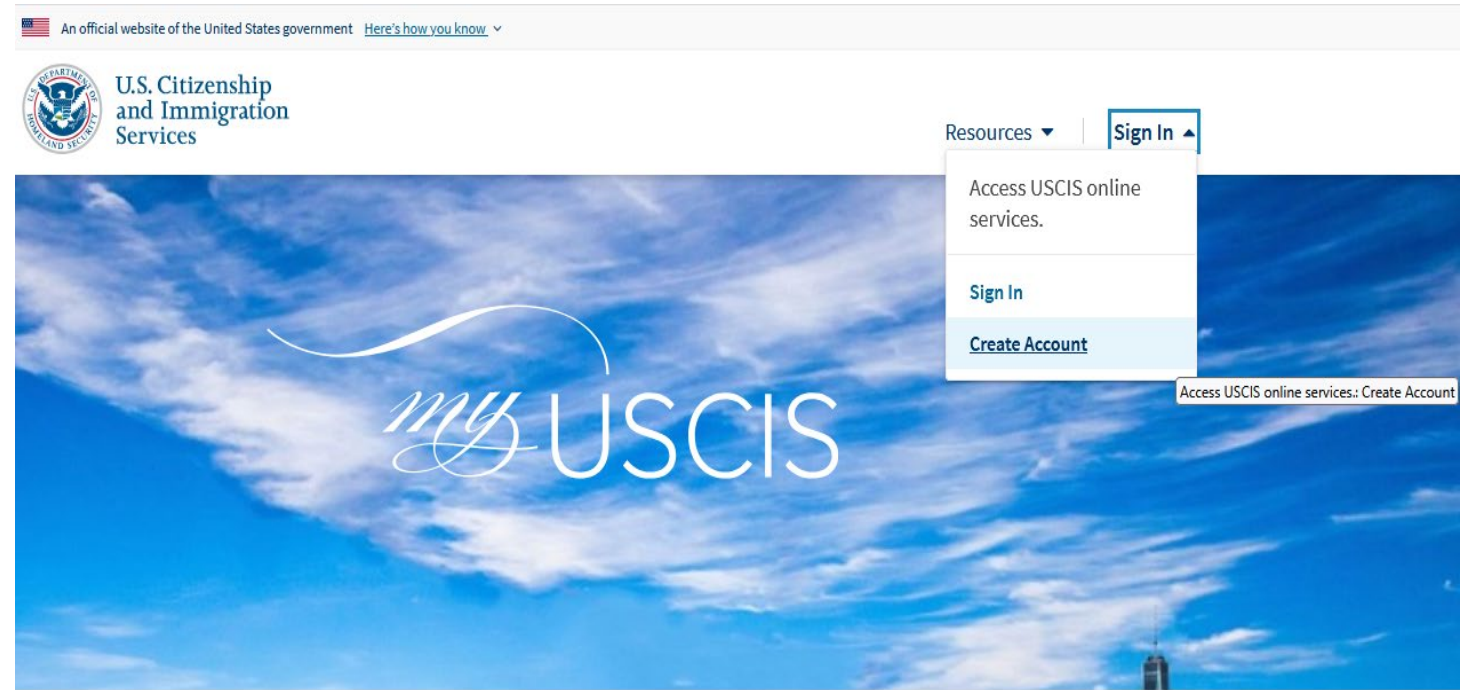
Post-Completion OPT – ( c ) ( 03 ) ( B )

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# Create Your myUSCIS Account

- Navigate to **my.uscis.gov**
- From the **Sign In** drop-down menu, select **Create Account**



# File a Form Online

- After creating an account or successfully logging in, select **File a form online**



U.S. Citizenship  
and Immigration  
Services

My Account ▼ Resources ▼ | Sign Out

## Welcome To Your USCIS Account

### Select What You Want To Do



#### Add a case to your account

Enter your online access code (OAC) to add and manage a 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



#### Change your address

Update your address with USCIS



#### Reschedule biometrics

Search for your existing biometrics appointment to reschedule online

# Form Selection and Eligibility Category

- For option **Select the form you want to file online**, choose **Form I-765, Application for Employment Authorization** from the drop-down menu
- For question **What is your eligibility category?**, choose **(c)(3)(B) Student Post-Completion OPT**
- **IMPORTANT!** Selecting the incorrect eligibility category will likely lead to application denial. If you have questions or are uncertain about which option to select, contact ISSO before submitting your final application.

the PDF filing option. If your desired benefit request is not eligible for PDF filing, 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](https://www.uscis.gov/feewaiver).

**Select the form you want to file online.**

I-765, Application for Employment Authorization

**What is your eligibility category?**

If your eligibility category is not listed in the drop down menu, you can submit a [paper form](#) by mail.

(a)(12) Temporary Protected Status Granted  
(c)(3)(A) Student Pre-Completion OPT  
(c)(3)(B) Student Post-Completion OPT  
(c)(2)(C) STEM Extension

# Biometric Services Appointment

- Applicants will likely be required to attend a **biometric appointment** at the nearest USCIS Application Support Center (ASC)
- If required, USCIS will notify you of your appointment date and location.
  - Your assigned location should be based on your **reported U.S. living address**
  - The closest location to Ames in located in **Des Moines**
- An option to **reschedule the biometric appointment** should be available through your USCIS account
- **Missing your appointment may lead to application denial!**



## Biometric services appointment

USCIS may require that you appear for an interview or provide biometrics (fingerprints, photograph, and/or signature) at any time to verify your identity, obtain additional information, and conduct background and security checks, including a check of criminal history records maintained by the Federal Bureau of Investigation (FBI), before making a decision on your application, petition, or request. After USCIS receives your application and ensures it is complete, we will inform you in writing if you need to attend a biometric services appointment. If an appointment is necessary, the notice will provide you the location of your local or designated USCIS Application Support Center (ASC) and the date and time of your appointment.

If you are required to provide biometrics, at your appointment you must sign an oath reaffirming that:

1. You provided or authorized all information in the application;
2. You reviewed and understood all of the information contained in, and submitted with, your application; and
3. All of the declared information was complete, true, and correct at the time of filing.

If you fail to attend your biometric services appointment, USCIS may deny your application.



# Section 1: Getting Started

Post-Completion OPT – ( c ) ( 03 ) ( B )

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# Getting Started – Basis of Eligibility

- For question **What is your eligibility category?**, choose **(c)(3)(B) Student Post-Completion OPT**
- **IMPORTANT!** Selecting the incorrect eligibility category will likely lead to application denial. If you have questions or are uncertain about which option to select, contact ISSO before submitting your final application.

## 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

You must complete all fields with an asterisk (\*) to submit this form.

### 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.

(a)(12) Temporary Protected Status Granted

(c)(3)(A) Student Pre-Completion OPT

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

(c)(3)(C) STEM Extension

(c)(8) Pending Asylum and Withholding of Removal Applicants and Applicants for Asylum under the ABC

# Requesting Premium Processing

- You may choose to add the Premium Processing service at the time you submit your initial application
  - You may also add the Premium Processing service at a later time
- Premium Processing offers adjudication within 30 business days (~6 weeks), unless USCIS determines additional information is required
- Given the uncertain processing times for OPT, if you have a job offer that starts within 2 months and the start date is inflexible, then the Premium Processing service is recommended
  - Current cost: **Additional \$1,780**

## 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

# Reason for Applying and Previously Filed Form I-765s

- For question **What is your reason for applying?**, choose **Initial permission to accept employment** from the drop-down menu
- For question **Have your previously filed Form I-765?**:
  - Select **Yes** if you have:
    - Applied for OPT at a past school or education level
    - Applied for OPT and later withdrew your application
    - Have filed a Form I-765 related to another immigration status (e.g., pending PR, TPS, etc.)
  - Select **No** if you have never filed an application for work authorization with USCIS before.
    - Most applicants will select No

## I-765, Application for Employment Authorization

### Getting Started ^

Basis of eligibility

### Reason for applying

Preparer and interpreter information

About You v

Evidence v

Additional Information v

Review and Submit v

You must complete all fields with an asterisk (\*) to submit this form.

### 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

# Application Assistance

- For question **Is someone assisting you with completing this application?**:
  - Select **Yes** only if you are receiving professional legal advice (e.g., from an immigration attorney)
  - Most applicants will select **No**
- **Note:** ISSO does not provide formal assistance with the Form I-765. Resources and guides, including this one, are informational in nature. The Form I-765 is an individual application, and the petitioner will bear responsibility for the outcome of the application and its consequences.

## I-765, Application for Employment Authorization

### Getting Started ^

Basis of eligibility

Reason for applying

### Preparer and interpreter information

About You v

Evidence v

You must complete all fields with an asterisk (\*) to submit this form.

**Is someone assisting you with completing this application?**

☐ Yes

☐ No

Back

Next



# Section 2: About You

Post-Completion OPT – ( c ) ( 03 ) ( B )

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# Legal Name and Other Names Used

- Enter your current name exactly as it appears on your passport, F-1 visa, or Form I-94 record
  - Since immigration documents do not include middle names, we would advise using only the given name and family name field (see your visa for reference)
- Double-check your name is entered correctly! An incorrect name could require an application resubmission (and new application fee!)
- For question **Have you used any other names since birth?**, we would advise answering Yes only if this other name was used in an official capacity
  - May include maiden name (name before marriage) or preferred name (if included on academic or identity documents)

## 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

You must complete all fields with an asterisk (\*) to submit this form.

### 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)

Cy

Middle name

Family name (last name) \*

Clone

### Have you used any other names since birth?

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

☐ Yes

☒ No

# Your Contact Information

- We advise using the same phone number for Daytime and Mobile telephone number
- Email address can be either personal email account or your ISU email account

## 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

# Your Contact Information

- U.S. Mailing Address – you can use any address that:
  - Is a safe and reliable place to receive mail
  - Will not change in the next 6 months
- You are welcome to use the ISSO as a mailing address for your application.
  - Note: If ISSO receives your EAD card on your behalf, then you must collect the card in person or pay (at your expense) for a FedEx mailing service to your current location.
- If you choose to use a mailing address that is not where you live, then select **No** to the question **Is your current mailing address the same as your physical 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)

ISSO

Address line 1 \*

2229 LINCOLN WAY

Street number and name

Address line 2

STE 4530

Apartment, suite, unit, or floor

City or town \*

AMES

State \*

Iowa

ZIP code \*

50014-7163

Provide a 5 or 9-digit ZIP code.

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

☐ Yes

# Your Contact Information

- If you choose to use a mailing address that is not where you live, then select **No** to the question **Is your current mailing address the same as your physical address?**
- Provide your current living address.
- For future living address changes:
  - Once approved for OPT and your start date is reached, future living address changes can be self-reported through your **SEVP Portal** account
  - If your program has ended but OPT has not yet started, submit e-form **U.S. Living Address Reporting** in Cystart

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

☐ Yes

☒ No

Where in the United States do you live?

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

# Describe Yourself

- Select your sex as list on your passport or birth certificate
- Select your marital status

## What is your sex?

Indicate whether you are male or female as provided on your birth certificate issued at the time of birth or issued closest to the time of birth or in secondary evidence you provided to USCIS, if applicable.

- ☐ Male
- ☐ Female
- 

## What is your marital status?

- ☐ Single
- ☐ Married
- ☐ Divorced
- ☐ Widowed

# When and Where You Were Born

- Provide information about your place of birth. We recommend completing all fields, if possible.
- Date of birth: Be sure to use the American [month]/[day]/[year] format.

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? \*

# Your Immigration Information

- Provide all countries where you have citizenship or nationality.
- If you have citizenship or nationality in multiple countries, we advise listing the country that matches your Form I-20 first.

## What are your countries of citizenship or nationality?

List all countries where you are currently a citizen or national.

+ Add country

# Your Immigration Information

- Your **Form I-94 Arrival-Departure Record Number** should match the 11-character number at the top of your current Form I-94 record.
- **Date of arrival** should match your Form I-94 record.
- **Place of arrival** is where you most recently went through U.S. Customs
  - Usually a large international airport such as Chicago, New York, etc.
- **Status at last arrival** should match your Form I-94 record
  - This should be F1 unless you changed your immigration status to F1 from within the U.S.
- Is your Form I-94 incorrect? Contact ISSO with questions or submit the **I-94 Correction** e-form in Cystart.

## 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

# Your Immigration Information

- **Passport number** can be found in your currently valid passport
  - This may be different than the passport number on your I-94 record, if you have recently renewed your passport from within the U.S.
- **Travel document number** – leave this field blank
- **Expiration date of your passport** can be found in your currently valid passport
  - Be sure to use the American [month]/[day]/[year] format
- **Country that issued your passport** is your country of citizenship
  - Never list United States in this field

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?

# Your Immigration Information

- **Current immigration status** should be F1
- Your **SEVIS Number** can be found on the top of your OPT Recommendation I-20

**What is your current immigration status or category?**

F1 - Student, Academic Or Language Program. ▼

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**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.

# Your Immigration Information

- **A-Number** is also called **USCIS #**.
  - If you have previously filed an application with USCIS, you can find this 9-digit number on your past EAD card or approval notice
  - If you have never filed an application with USCIS previously, then select **I do not have or know my A-Number**
- **USCIS Online Account Number** should automatically populate if you have filed an online application with USCIS previously
  - If you have never filed an online application with USCIS previously, then select **I do not have or know my USCIS Online Account Number**

## What is your A-Number?

☐ I do not have or know my A-Number.

A-

Provide a 7, 8, or 9-digit number. If the 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.

# Your Immigration Information

- **Social Security number (SSN)**
  - If you have worked in the U.S. previously, then you will have an SSN. Provide this number.
- If you have never worked in the U.S. before this OPT application, then you will need to apply for a Social Security number at a Social Security Administration office.
  - This can only be done after OPT is approved and your EAD card is received.
  - Apply for an SSN does not need to delay your employment start date.
  - Contact ISSO for additional information about how to apply for an SSN.

## What is your U.S. Social Security number (SSN)?

☐ I do not have or know my U.S. Social Security number.

Provide a 9-digit Social Security number.



# Section 3: Evidence

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# 2" x 2" Photo Of You

- You must upload a “passport-style” photo.
- Photo should be taken within the past 30 days.
- You can use a “passport photo service” (e.g., Walgreen’s) or you can take a photo with your phone on a plain white background.
- You can use the [Department of State Photo Cropping Tool](#) to resize your photo to the correct dimensions.
- ***NOTE: As of December 2025, an in-person biometric appointment may be required after submitting your application.***

## 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

# Form I-94

- Upload a PDF copy of your current I-94 record.
  - Your Form I-94 can be retrieved from the [U.S. Customs and Border Protection website](#).
- Contact ISSO if:
  - You cannot retrieve your I-94 online
  - Information on your I-94 is incorrect
- Additional item to upload:
  - If you most recently entered the U.S. in an immigration status other than F-1, then also upload a copy of your **F-1 Approval Notice (Form I-797A)**
- ***NOTE: You should have a printed copy of your I-94 record with you at all times.***

## 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.

# Employment Authorization Or Government ID

- Upload a PDF copy of:
  - Current passport
  - Most recently issued U.S. visa
- If you have previously applied for work authorization with USCIS, also provide a copy your previously issued EAD card.

## 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.

# Previously Authorized CPT Or OPT

- All applicants include:
  - Copy of **Employment Information** page that was attached with your OPT Recommendation I-20
- If you have previously been authorized for CPT at another U.S. school:
  - Provide copy of Form I-20(s) with previous CPT authorization
- If you have previously been authorized for OPT:
  - Provide copy of previous OPT Recommendation I-20 (or any I-20 issued after OPT was approved)

## Previously Authorized CPT Or OPT

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

# Form I-20

- Upload your OPT Recommendation I-20 that was recently issued by ISSO
- **CHECK!**
  - Is your I-20 signed and dated by you in ink pen?
  - Has your I-20 been issued within the past 30 days?
  - Is your education level, major, and OPT Requested Start Date correct?
  - Did you upload both pages of the I-20 (front and back)?
- *Contact ISSO before submitting your application if there are any errors.*

## 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.



# Section 4: Additional Information

Post-Completion OPT – ( c ) ( 03 ) ( B )

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# Additional Information: Previously Used CPT

- If you have had any CPT authorized, provide this information in the Additional Information section.
- Include:
  - Whether full-time or part-time
  - Education level CPT was authorized at
  - Dates of authorization
- *Repeat for all CPT authorization segments*

## 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  
Bachelor's level  
01/01/2024 - 05/15/2024

# Additional Information: Previously Submitted Form I-765

- If you have previously filed the Form I-765, provide this information in the Additional Information section.
  - This may include past OPT applications, or other applications for an EAD card (pending green card, pending asylum, TPS, etc.)
- Include:
  - Type of authorization – reason for applying or category code you applied for
  - Education level – only for past OPT applications
  - Dates authorized – should match your previous EAD card
  - Receipt number – should be listed on your EAD as “Card #”

## 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 \*

Type of authorization: Post-Completion OPT  
Education level: Bachelor's  
Dates authorized: 06/01/2022 - 05/31/2023  
Receipt number: IOE1234567890

# Additional Information: Previous SEVIS ID Number

- If you have previously had a *different* SEVIS ID number than your current SEVIS ID number, provide this information in the Additional Information section.
- This may include:
  - If you previously attended a different school in F-1 status and had a gap in enrollment before attending ISU (did not complete a SEVIS record transfer)
  - If you previously attended ISU and took a leave of absence (previous F-1 record terminated) before later returning to ISU
  - If you previously held a J-1 exchange visitor visa status

## 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 Informati... ▼

### Additional information \*

Previously attended with SEVIS ID N0012345678

# Additional Information: Most Recently Entered U.S. with Previous Passport

- If you most recently entered the United States with a *different* passport than your passport that is currently valid, provide this information in the Additional Information section.
- This should apply only if you have renewed your passport within the United States since your most recent date of entry.

## 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 recently i ... ▼

### Additional information \*

Passport used to most recently enter U.S.  
Country of issuance: [your country of citizenship]  
Passport number: X01234567  
Dates of validity: 01/01/2015 - 12/31-2024

162/500



# Section 5: Review and Submit

Post-Completion OPT – ( c ) ( 03 ) ( B )

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# Stop for ISSO Review

- Once you reach the **Review your application** section, select the **View draft snapshot** button to download a copy of your application as a PDF.
- ISSO strongly encourages submitting your application for review by an ISSO advisor before submitting your final application and paying the application fee.

## Review The I-765 Form Information

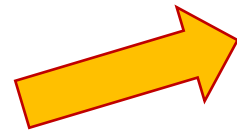
Here is a summary of all the information you provided in your application.

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](#)  [Print](#)

 [Close all](#)  [Expand all](#)



# Stop for ISSO Review

- To have your application reviewed, return to the **Post-Completion OPT Checklist** in Cystart where you previously submitted your OPT I-20 request.
- Submit the final form, **Post-Completion OPT Application Review**.
- In this form, you will upload:
  - “Draft Snapshot” that you downloaded from online application (see previous slide)
  - Copies of other documents required for your application
- You will receive feedback to your Post-Completion OPT Application Review within 2 business days.

[Home](#)  
[Departmental Services](#)  
[F-1 Student Services](#)  
[International Student Orientation](#)  
[Scholar Orientation](#)  
[Student Employment](#)  
[Student Services](#)

## Post-Completion OPT Checklist

### Overview of OPT Checklist

This OPT Checklist will guide you through the process of applying for OPT. You will need to complete each step of the OPT Checklist to properly and fully apply for OPT. If you have any questions along the way, email [ISSO@iastate.edu](mailto:ISSO@iastate.edu).

### OPT Process

To properly apply for OPT, you must complete the following steps:

1. Attend OPT Workshop in CyStart.
2. Submit "OPT Recommendation I-20" e-form request in CyStart.
3. Receive OPT Recommendation I-20 from ISSO, and gather all OPT application materials.
4. Request review of OPT application materials from ISSO.
5. When application is completed and reviewed, submit application to USCIS.

**CAUTION: DO NOT SUBMIT OPT APPLICATION TO USCIS UNTIL YOU HAVE AN OPT RECOMMENDATION I-20 FROM ISSO.**

OPT Workshop

+

Post-Completion OPT Recommendation I-20

+

Post-Completion OPT Application Review

-

☐ **REQUIRED**  
[Post-Completion OPT Application Review](#)

# Submitting Your Final Application

- After receiving feedback, return to the draft application in your MyUSCIS account and correct any errors.
- If you received significant feedback, you may consider submitting your application for a second review.
- Once you have reviewed your updated application, submit your final application and pay the application fee.



# After Submitting

Post-Completion OPT – ( c ) ( 03 ) ( B )

IOWA STATE UNIVERSITY  
International Students and Scholars Office



# Adding Form I-907 Premium Processing

- If you selected **Yes** to requesting the Premium Processing service, then the system should automatically route you to complete the **Form I-907** after submitting your Form I-765.
- The Form I-907 will “link” to your Form I-765 receipt notice.
- The Form I-907 does not require additional ISSO review. You only need to confirm your name and address, and submit the additional fee.

## 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

# After Submitting Your Final Application

- After submitting your application, a receipt notice will be automatically generated in the **Documents** tab
- Future notices will also appear in the **Documents** tab, such as:
  - Biometrics notice
  - Request for Evidence (RFE)
  - Notice of Intent to Deny (NOID)
  - Approval notice
- A formal receipt notice will be mailed within 1-2 weeks
- After approval, your EAD card should be received at your mailing address within 1-2 weeks

## Tracking Your Case

U.S. Citizenship and Immigration Services

**Tracking Your Case**

Your Cases

I-765 Application for Employment Authorization  
Submitted on April 13, 2021 | Receipt # I053803088031

Case status Case history **Documents**

USCIS Notices

| File                               | Date Sent      | Action |
|------------------------------------|----------------|--------|
| <a href="#">Receipt Notice.pdf</a> | April 13, 2021 | N/A    |

Your uploads

You may upload additional evidence that you believe may assist USCIS in adjudicating your application, even if the evidence was not specifically requested. USCIS will consider the timeliness and relevance of unrequested evidence when making a decision about your case.

| File | Document | Date added |
|------|----------|------------|
|------|----------|------------|

Unsolicited evidence

Unsolicited evidence is any additional information or evidence that we did not request from you. If you upload evidence that we did not request from you, USCIS will consider the timeliness and relevance of this information when making a decision about your case.

[Upload evidence](#)

**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