



# Step by Step Instruction: Online Filing of OPT Application

OFFICE OF INTERNATIONAL  
STUDENT SERVICES

KNOX COLLEGE

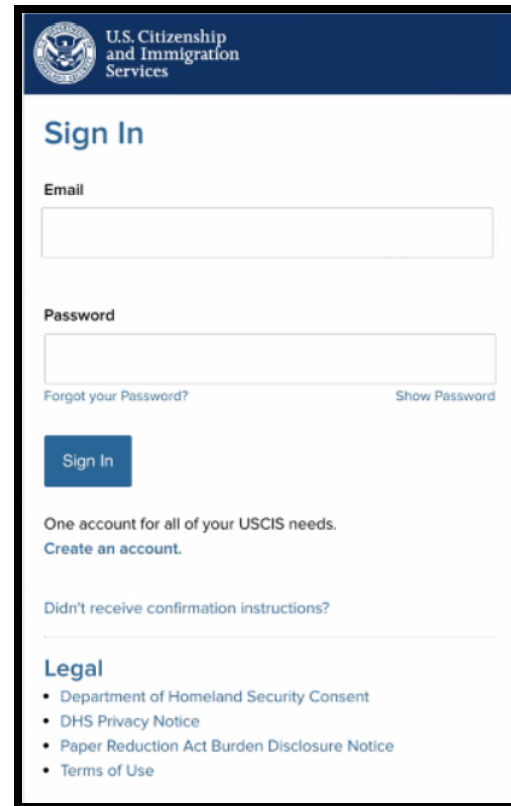
TEL: (309) 341-7538

E MAIL: [apia@knox.edu](mailto:apia@knox.edu)

Application website: [Application for Employment Authorization | USCIS](https://www.uscis.gov/i-765)  
([www.uscis.gov/i-765](https://www.uscis.gov/i-765))

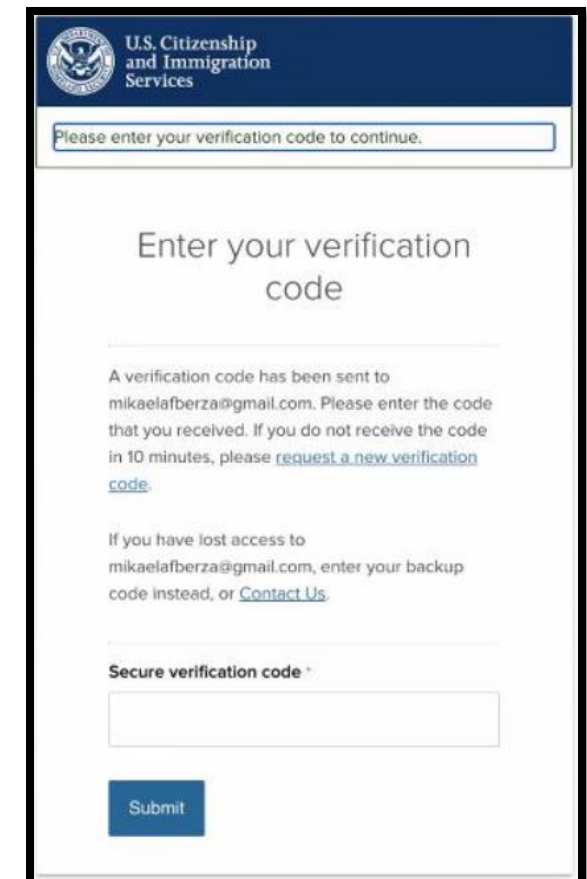
To create account: [How to Create a USCIS Online Account | USCIS](#)

1. Go to  
<https://www.uscis.gov/i-765> and click on *Sign In*.



The screenshot shows the USCIS Sign In page. At the top is the USCIS logo and the text "U.S. Citizenship and Immigration Services". Below this is the heading "Sign In". There are two input fields: "Email" and "Password". Below the password field are links for "Forgot your Password?" and "Show Password". A blue "Sign In" button is positioned below the fields. Underneath the button, it says "One account for all of your USCIS needs. Create an account." and "Didn't receive confirmation instructions?". At the bottom, there is a "Legal" section with links to "Department of Homeland Security Consent", "DHS Privacy Notice", "Paper Reduction Act Burden Disclosure Notice", and "Terms of Use".

2. Enter your verification code (sent to the method you chose when creating account) to authenticate your login.



The screenshot shows the verification code entry page. At the top is the USCIS logo and the text "U.S. Citizenship and Immigration Services". Below this is a text box with the prompt "Please enter your verification code to continue." Below the text box is the heading "Enter your verification code". There is a paragraph of text: "A verification code has been sent to mikaelafberza@gmail.com. Please enter the code that you received. If you do not receive the code in 10 minutes, please [request a new verification code](#)." Below this is another paragraph: "If you have lost access to mikaelafberza@gmail.com, enter your backup code instead, or [Contact Us](#)." Below the paragraphs is a text box labeled "Secure verification code \*". At the bottom is a blue "Submit" button.

3. Click on *myUSCIS*,  
then *File a form online*.

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

**myUSCIS** 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](https://uscis.gov)

U.S. Citizenship and Immigration Services My Account

Welcome To Your USCIS Account

Select What You Want To Do

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

U.S. Citizenship and Immigration Services

## File a Form

Once you start your form, 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.

- Application to Replace Permanent Resident Card (I-90)
- Request for a Hearing on a Decision in Naturalization Proceedings (N-336)
- Application for Naturalization (N-400)
- Application for Replacement Naturalization/Citizenship Document (N-565)
- Application for Certificate of Citizenship (N-600)
- Application for Citizenship and Issuance of Certificate Under Section 322 (N-600K)
- Application for Employment Authorization (I-765)  
Only certain F-1 students seeking optional practical training (OPT) may file Form I-765 online. This includes:
  - Pre-completion OPT - (c)(3)(A) eligibility category;
  - Post-completion OPT - (c)(3)(B) eligibility category; or
  - a 24-month extension for STEM students (students holding a degree in science technology, engineering, or mathematics) - (c)(3)(C) eligibility category.For all other eligibility categories, you must submit a paper [Form I-765](#).
- Petition for Alien Relative (I-130)
- Application To Extend/Change Nonimmigrant Status (I-539)

Start form

Cancel

4. Select here:



• **(c)(3)(B) Post-completion OPT:** If you are currently enrolled as an F1 student and would like to apply for the ability to train/work/volunteer based on completion of program/graduation, you will apply for the 12-Month Full-Time standard Post-completion OPT - (c)(3)(B) eligibility category, regardless of whether your major is STEM Extension OPT eligible.

• **(c)(3)(C) STEM Extension OPT:** If you are currently working as an F1 student on the 12-Month Full-Time standard Post-completion OPT, and have a STEM Extension OPT eligible CIP code and would like to extend your current post-completion OPT, you will apply for the 24-Month Full-Time STEM Extension OPT - (c)(3)(C) eligibility category.

5. Getting ready with I-765. Click *Next* to proceed.

## I-765, Application For Employment Authorization

Certain foreign nationals who are in the United States may file Form I-765, Application for Employment Authorization, to request employment authorization and an Employment Authorization Document (EAD). Other foreign nationals whose immigration status authorizes them to work in the United States without restrictions may also use Form I-765 to apply for an EAD that shows such authorization.

Foreign nationals may also apply for a Social Security number and card on Form SS-5.

If you are a lawful permanent resident, a conditional permanent resident, or a nonimmigrant only authorized for employment with a specific employer under 8 CFR 274a.12(b), do not use Form I-765. Learn more about [government authorization](#).

### Before You Start Your Application

#### Eligibility

Only certain F-1 students seeking optional practical training (OPT) may file Form I-765 online. This includes:

- Pre-completion OPT - (O-1)(A) eligibility category;
- Post-completion OPT - (O-1)(B) eligibility category; or
- A 24-month extension for STEM students (students holding a degree in science, technology, engineering, or mathematics) - (O-1)(C) eligibility category.

For all other eligibility categories, you must submit a paper [Form I-765](#).

**(O-1)(A) eligibility category:** Submit your application up to 90 days before being enrolled as an F-1 foreign student for one full academic year at an educational institution approved by U.S. Immigration and Customs Enforcement Student and Exchange Visitor Program (SEVP). Your period of employment should not start before you have completed one full academic year. If you completed the one-year requirement while in another valid nonimmigrant status and you are now in valid F-1 status, you are still eligible to apply for OPT.

**(O-1)(B) eligibility category:** Submit your application up to 90 days before, but no later than 60 days after your program end date. You must submit your application within 30 days of the date that your designated school official (DSO) enters the recommendation for OPT into your Student and Exchange Visitor Information System (SEVIS) record. If you fail to do so, we will deny your OPT request.

**(O-1)(C) eligibility category:** Submit your application up to 90 days before your current OPT expires, but you must submit within 60 days of the DSO's approval of SEVP OPT.

Note: If you are an F-1 student filing for initial or extension of OPT, your OPT and your employment authorization will be automatically terminated if you change educational program levels or transfer to another school. Working in the United States without authorization may result in your removal from the United States or denial of re-entry. Consult your DSO for additional details.

#### Fee

Fee: \$410.

**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.

Please refer to the instructions for the form(s) you are filing for additional information or you may call the USCIS Contact Center at 800-375-5283. For TTY (text or hard of hearing) 800-767-1833.

#### Documents you may need

Most applicants must upload:

- A copy of your Form I-94, Nonimmigrant Arrival/Departure Record (front and back), a printout of your electronic Form I-94 from [www.dhs.gov/i94](#), passport, or other travel document.
- A copy of your last EAD (front and back). If you were not previously issued an EAD, you must submit 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 fingerprints. The identity document photograph must clearly show your facial features and contain your biographical information.
- A color passport-style photograph of yourself taken recently.

We will automatically inform you which documents and additional evidence you may need to provide as you fill out your application. These recommendations for additional information will be based on the information you provide in the application, such as your personal history and circumstances.

Any document containing foreign language submitted to USCIS must be accompanied by a full English language translation that the translator has certified as complete and accurate, and by the translator's certification that he or she is competent to translate from the foreign language into English.

#### 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 or petition. 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.

### After You Submit Your Form

#### Track your case online

After you submit your form, you can track its status through your online account. Sign in to your account often to check your case status and read any important messages from USCIS.

#### Respond to requests for information

If we need more information from you, we will send you a Request for Evidence (RFE) or Request for Information (RFI). You can respond to our request and upload your documents through your online account.

#### Receive your decision

The decision on Form I-765 involves a determination of whether you have established eligibility for the immigration benefit you are seeking. USCIS will notify you of the decision in writing. If your application is approved, we will either mail your EAD to you or we may require you to visit your local USCIS office to pick it up.

### Completing Your Form Online

#### Filing online

Submitting your application online is the same as mailing in a completed paper form. They both gather the same information.

#### Complete the Getting Started section first

You should answer all questions in the Getting Started section first so we can best customize the rest of your online form experience.

#### Provide as many responses as you can

You should provide as many responses as you can. Incomplete fields or sections and missing information can slow down the process after you submit your form.

#### We will automatically save your responses

We will automatically save your information when you select next to go to a new page or navigate to another section of the form. We will save your information for 30 days from today, or from the last time you worked on the form.

#### How to continue filling out your form

After you start your form, you can sign in to your account to continue where you stopped last time.

#### DHS Privacy Notice

**AUTHORITIES:** The information required on this application, and the associated evidence, is collected under the Immigration and Nationality Act, 8 U.S.C. 1324a, 6 CFR 274a.12, and 8 CFR 274a.13.

**PURPOSE:** The primary purpose for providing the requested information on this application is to determine eligibility for certain aliens who are temporarily in the United States requesting an Employment Authorization Document. DHS uses the information you provide to grant or deny the benefit you are seeking.

**DISCLOSURE:** The information you provide is voluntary. However, failure to provide the requested information, including your Social Security number, and any requested evidence may delay a final decision or result in a rejection or denial of your application.

**ROUTINE USES:** DHS may, where allowable under relevant confidentiality provisions, share the information you provide on this application and any additional requested evidence with other Federal, state, local, and foreign government agencies and authorized organizations. DHS follows approved routine uses, as described in the associated published system of records notices (DHS/USCIS/CLC/OP-02 Alien File, Index, and National File Tracking System of Records; DHS/USCIS-007 Benefits Information System; DHS/USCIS-010 Asylum Information and Pre-Screening System of Records; DHS/USCIS-017 Refugee Case Processing and Security Screening Information System of Records; and DHS/USCIS-018 Immigration Biometric and Background Check (IBBC) System of Records), and the published privacy impact assessments (DHS/USCIS/PA-0303 Computer Linked Application Information Management System (CLAIMS 2) and Associated Systems; DHS/USCIS/PA-027 USCIS Asylum Division; DHS/USCIS/PA-056 USCIS Electronic Immigration System (USCIS ELIS); and DHS/USCIS/PA-068 Refugee Case Processing and Security Vesting), which can be found at [www.fhs.gov/privacy](#). DHS may also share this information as appropriate for law enforcement purposes or in the interest of national security.

#### Paperwork Reduction Act

An agency may not conduct or sponsor an information collection, and a person is not required to respond to a collection of information, unless it displays a currently valid Office of Management and Budget (OMB) control number. The public reporting burden for this collection of information is estimated to average 4 hours per response, including the time for reviewing instructions, gathering the required documentation and information, completing the application, preparing statements, attaching necessary documentation, and submitting the application. The collection of biometrics is estimated to require 1 hour and 23 minutes. The public reporting burden for the collection of information for Form I-765 is estimated at 30 minutes per response, including the time for reviewing instructions, gathering the required documentation and information, completing the application, preparing statements, attaching necessary documentation, and submitting the application. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to:

U.S. Citizenship and Immigration Services  
Office of Policy and Strategy, Regulatory Coordination Division  
5500 Capital Gateway Drive, Mail Stop 03340  
Camp Springs, MD 20648-0330

Do not mail your completed I-765 application to this address.

OMB No. 1615-0040  
Expires: 07/31/2022

#### Security Reminder

If you do not work on your form for more than 30 days, we will delete your data in order to prevent storing personal information indefinitely.

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Start

6. Getting Started. Choose from the drop-down menu. Click *Next*.

## I-765, Application for Employment Authorization

What is your eligibility category?

### Getting Started

#### Basis of eligibility

Reason for applying

Preparer and interpreter information

### About You

Evidence

Additional Information

Review and Submit

⚠ 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

Next

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

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## 7. Choose according to below instructions and click *next*.

- Initial permission to apply to accept employment: Select this if this is your first time applying for OPT.
- If your EAD card was lost/stolen or you never received your card and need to replace it; if you need to have your card corrected due to an error you made in your application (and not a USCIS error).
- Select if you are currently working as an F1 student on the 12-Month Full-Time standard Post-completion OPT, and have a [STEM Extension OPT eligible CIP code](#) and would like to apply for the 24-Month Full-Time STEM Extension OPT - (c)(3)(C) eligibility category.

If this is your FIRST I-765 form filed, answer NO. If you have filed an I-765 before, regardless of the category, answer YES.

Is someone assisting you with completing this application?

- Yes  
 No

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8. If you have a legal representative assisting you with this application, answer Yes. Otherwise, answer No. Then, click *Next*.

9. Provide your name exactly as it appears in your passport. If you only have one name, you may be required to place it in the family/last name field. If you do not have a middle name, leave it blank.

Other names: If you have never had your name legally changed, answer No. If you answer Yes, a new section will pop out for you to add other used names.

Click *Next* when ready.

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 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

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Getting Started 

About You 

Your name

Your contact information

Describe yourself

When and where you were born

Your immigration information

Other information

### How may we contact you?

Daytime telephone number

Mobile telephone number (if any)

This is the same as my daytime telephone number.

Email 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

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If you are using your own address, leave this blank. If you are using a friend's/family member's address, provide their name in this field.

This is the address where USCIS will mail your OPT card and any other relevant documents. USCIS requests 90+/- days to adjudicate your application, therefore, you should be able to receive mail at this address for at least 3-4 months. If you move while your application is pending, you must complete the AR-11, Alien's Change of Address Card online.

10. It is recommended to use a personal email address (e.g. Gmail) as you will not always have access to your Knox email account.

Click *Next* when ready.



**Verify your address**

We are unable to verify your address with the U.S. Postal Service. To avoid delays, please use the recommended address.

Original address:  
**123 nw 45 avenue  
somewhere, fl 67890**

Recommended address:  
**123 NW 45th AVE,  
Somewhere, FL 67890-5432**

[Use selected address](#) [Edit original address](#)

11. *myUSCIS* will ask you to verify the address. The Recommended Address is formatted for USPS mailing. If the recommended address looks correct, select the Recommended Address to avoid delays.

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](#)

12. Provide accurate information on the next two pages. Click *Next* when ready.

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?

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

### 13. Provide accurate information on following pages. Click *Next* when ready.

What is your country of citizenship or nationality?  
List all countries where you are currently a citizen or national.

[+ Add country](#)

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What is your Form I-94 Arrival-Departure Record Number (if any)?

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When did you last arrive in the United States?  
List your arrival date, place of arrival, and status at arrival.

**Date of arrival**

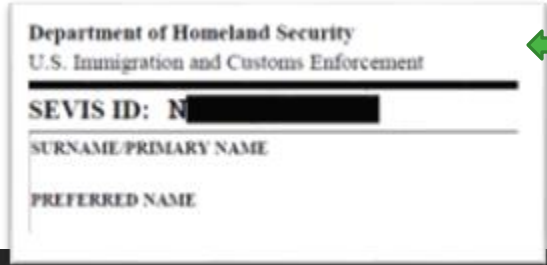
**Place of arrival**

**Status at last arrival**



Download most recent I-94 from:  
[I94 - Official Website \(dhs.gov\)](https://i94.dhs.gov)

Click on "Get Travel History" to see your place of 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?

What country issued your passport or travel document?

Enter the numbers which follow the "N" in your SEVIS number on your I-20.

If you have renewed your passport since you last entered the US, your most recently issued passport may have a different number from your most recent I-94. That is fine. Provide the number of your valid and most recently issued passport on this page.

F-1 students do not have travel documents. You have passport and visa for travel.

You must be in F1-Student status to be eligible for OPT. If you are currently in the US in a status other than F1, you are not eligible for OPT.

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.

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If you have previously been issued an Employment Authorization Document (EAD), your A-Number is the same as the USCIS# found on the EAD. Otherwise, check the “I do not have or know my A-Number” box.

If this is the first application you are filing online, you do not have a USCIS Online Account Number yet. You will have a USCIS Online Account Number after filing this application.

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.

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



This is asking whether you have a Social Security Number (SSN) already. Answer accordingly.

**Answer *No*.**

If you already have an SSN, you do not need a new one issued. This is NOT the same as requesting a replacement SSN card.

If you do not have an SSN/card, we recommend that you get the SSN after you find a job.

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## 14. Upload your photo as required. Click *Next* when ready.

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

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

---

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### I-94, Arrival And Departure Record

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.

#### 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

---

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You may obtain your most recent electronic I-94 at <https://i94.cbp.dhs.gov/I94/#/home>.

Click on “Get Most Recent I-94.”

NOTE: If you upload the electronic I-94, there is no “back.” If you have not travelled since the electronic I-94 system was established and you still have the 3x5 paper I-94 card, then a copy of the front and back is required.

You may also upload a copy of your passport identification pages(s) in this section as an additional document, however, the next section also allows for uploading your passport, if you have never been issued an Employment Authorization Document, previously.

## 15. Upload documents as required on following pages. Click *Next* when ready.

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

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

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[Next](#)

If you have been issued an Employment Authorization Document by USCIS in the past (such as for OPT after a previous degree program), upload a copy here.

Otherwise, upload a copy of your passport identification page(s) here.

### Previously Authorized 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

[Back](#)

[Next](#)

If you have had CPT or OPT before:

- ❖ CPT: upload a copy of the I-20 you received with the CPT authorization.
- ❖ OPT/STEM OPT: Upload a copy of the EAD card you received from USCIS.

If you have not had either CPT or OPT, click *Next* to continue.

Upload the OPT I-20, which the OISS Office will issue to you with the OPT recommendation on page 2. The OPT I-20 must be signed and dated by both you (on page 1) and the Alex (on pages 1 and 2).

**Make sure you schedule a document review appointment with the OISS Office to receive this OPT I-20!**

## 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

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[Next](#)

## 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](#)

You can upload a copy of your F-1 Visa in this section. Your F-1 visa does not have to be valid.

## 16. Check your application and fix all alerts and warnings.

### Check your application before you submit

We will review your application to check for accuracy and completeness before you submit it.

We encourage you to provide as many responses as you can throughout the application, to the best of your knowledge. Missing information can 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: \$410

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

You have one or more alerts and warnings based on the information you provided in your application.

A red alert means you have incomplete responses or inconsistent data. You cannot submit your application with any alerts.

 There are errors in About You: When and where you were born

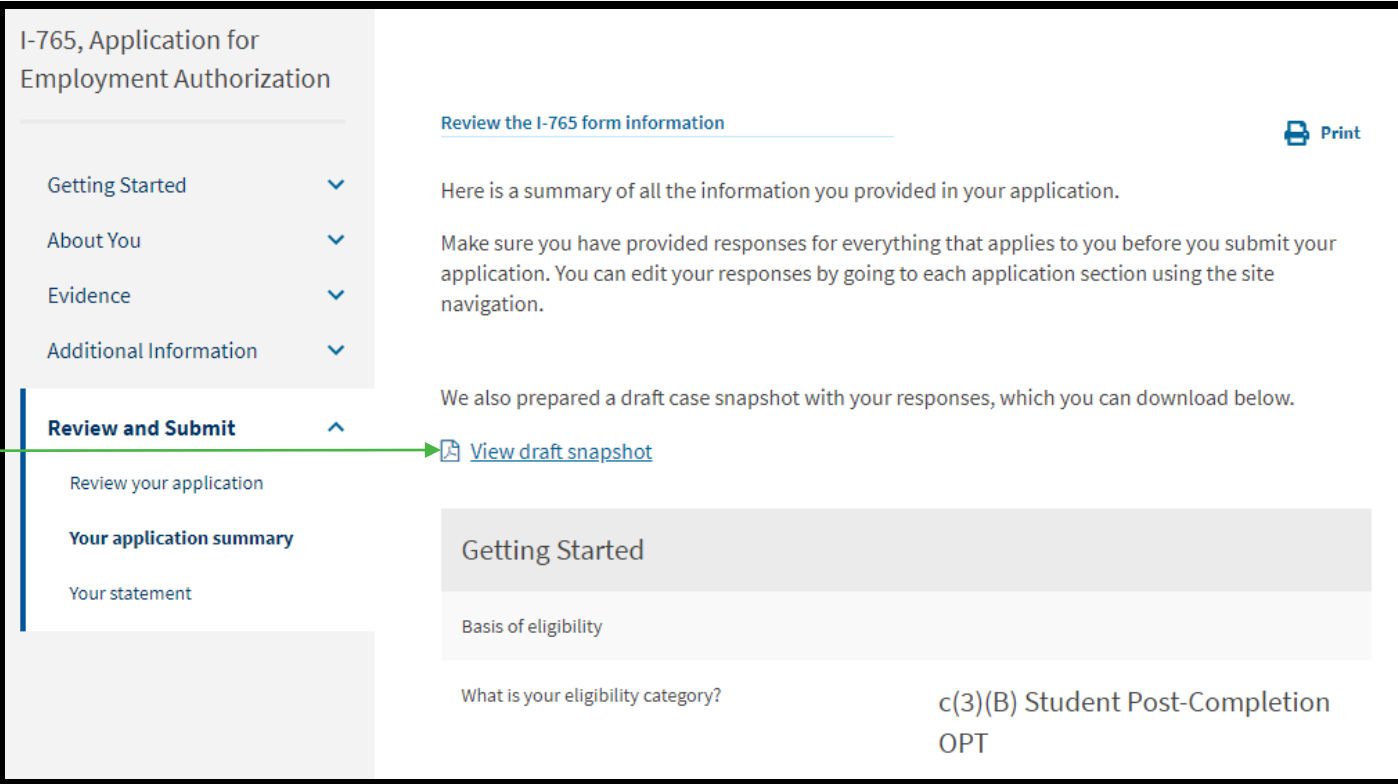
[Edit my responses](#)

Make sure this shows the correct fee for the OPT application. You will be able to pay by ACH withdrawal from your savings/checking account or by credit/debit card.

Fix all alerts and warnings until it shows:

 We found no alerts or warnings in your application

17. Save a PDF of your application by clicking here.



I-765, Application for Employment Authorization

[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

Getting Started

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Review and Submit

Review your application

Your application summary

Your statement



Now it's time to schedule your OPT document review appointment with Alex and get your OPT I-20. Please email the above PDF of your application and all the other required documents to [apia@knox.edu](mailto:apia@knox.edu) to make an appointment.



18. After you receive your OPT I-20 from your ISSS advisor, log back in to finish your application.

We recommend you go over your application one more time to make sure everything is correct. Once you submit the application, you won't be able to make any changes.

### 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.

Confirm the statement and click *Next*.

Back

Next

I-765, Application for  
Employment Authorization

Getting Started

About You

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**Review and Submit**

Review your application

Your application summary

Your statement

Your signature

### 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.



Copies of any documents I have submitted are exact photocopies of unaltered, original documents, and I understand that USCIS may require that I submit original documents to USCIS at a later date. Furthermore, I authorize the release of any information from any and all of my records that USCIS may need to determine my eligibility for the immigration benefit that I seek.

I furthermore authorize release of information contained in this application, in supporting documents, and in my USCIS records, to other entities and persons where necessary for the administration and enforcement of U.S. immigration law.

I understand that USCIS may require me to appear for an appointment to take my biometrics (fingerprints, photograph, and/or signature) and, at that time, if I am required to provide biometrics, I will be required to sign an oath reaffirming that:

1) I reviewed and understood all of the information contained in, and submitted with, my application; and

2) All of this information was complete, true, and correct at the time of filing.

I certify, under penalty of perjury, that all of the information in my application and any document submitted with it were provided or authorized by me, that I reviewed and understand all of the information contained in, and submitted with, my application, and that all of this information is complete, true, and correct.

- I have read and agree to the applicant's statement

### Applicant's signature

You must provide your digital signature below by typing your full legal name. We may deny your application if you do not completely fill out this application or fail to submit required documents. We will record the date of your signature with your application.

Back

Next

Confirm the statement.

Type your full legal name here.  
Handwritten not permitted.

## 19. Make payment and submit your application.

**Getting Started** ▾

**About You** ▾

**Evidence** ▾

**Additional Information** ▾

**Review and Submit** ▴

- Review your application
- Your application summary
- Your statement
- Your signature
- Pay and submit**

### Pay for and submit your application

The final step to submit your Form I-765, Application for Employment Authorization, is to pay the required fee.

Your application fee is: **\$410**.

**Refund Policy:** By continuing this transaction, you agree that you are paying for a government service and that the filing fee, biometric services fee and all related financial transactions are final and not refundable, regardless of any action USCIS takes on an application, petition or request, or how long USCIS takes to reach a decision. You must submit all fees in the exact amounts.

We will send you to Pay.gov — our safe and secure payment website — to pay your fees and submit your form online.

Here are the steps in the payment and submission process:

1. Provide your billing information on Pay.gov
2. Provide your credit card or U.S. bank account information
3. Submit your payment

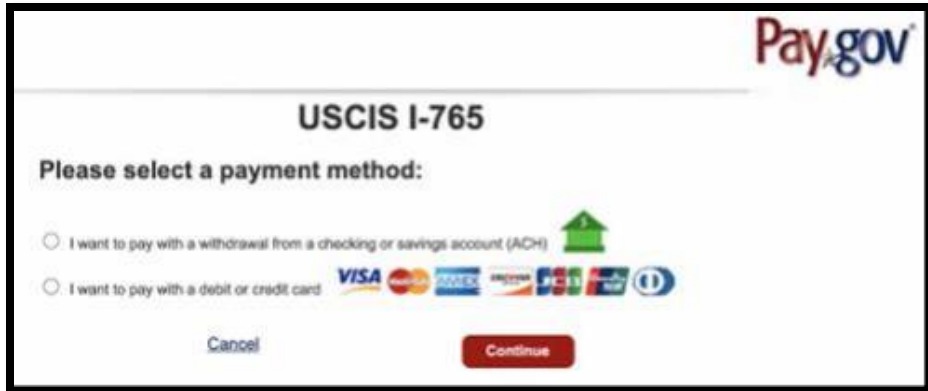
When you have paid your fee, your form will be submitted.

Pay.gov will redirect you to a [uscis.gov](https://uscis.gov) confirmation screen, which will include your receipt number. Please keep a copy of your receipt number for your records. You can track the status of your application through your USCIS online account.

[Pay and submit](#)

Click here. You will be taken to Pay.gov to pay the application fee.

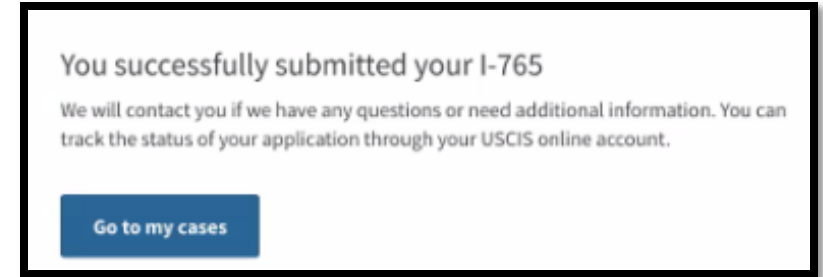
20. Choose your payment method and put in payment information.



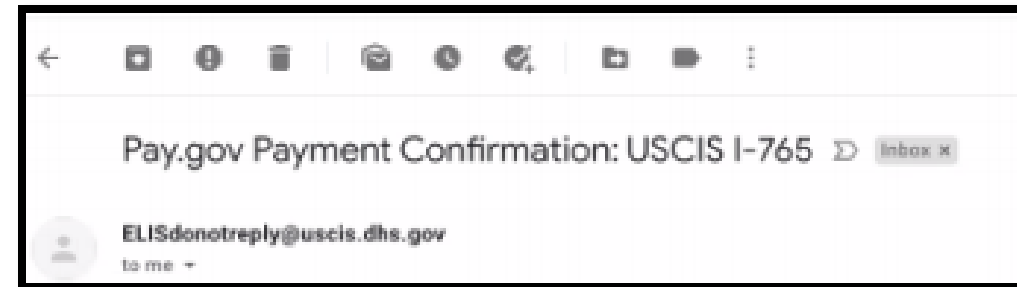
The screenshot shows the Pay.gov interface for USCIS I-765. At the top right is the Pay.gov logo. Below it, the text "USCIS I-765" is displayed. The main heading is "Please select a payment method:". There are two radio button options: "I want to pay with a withdrawal from a checking or savings account (ACH)" with a green house icon, and "I want to pay with a debit or credit card" with logos for VISA, Mastercard, American Express, Discover, and others. At the bottom, there are "Cancel" and "Continue" buttons.

21. Once you have completed the Pay.gov sections, you should

a) see a screen which confirms “You successfully submitted your I-765” application; and



b) receive an email from Pay.gov with your payment confirmation.

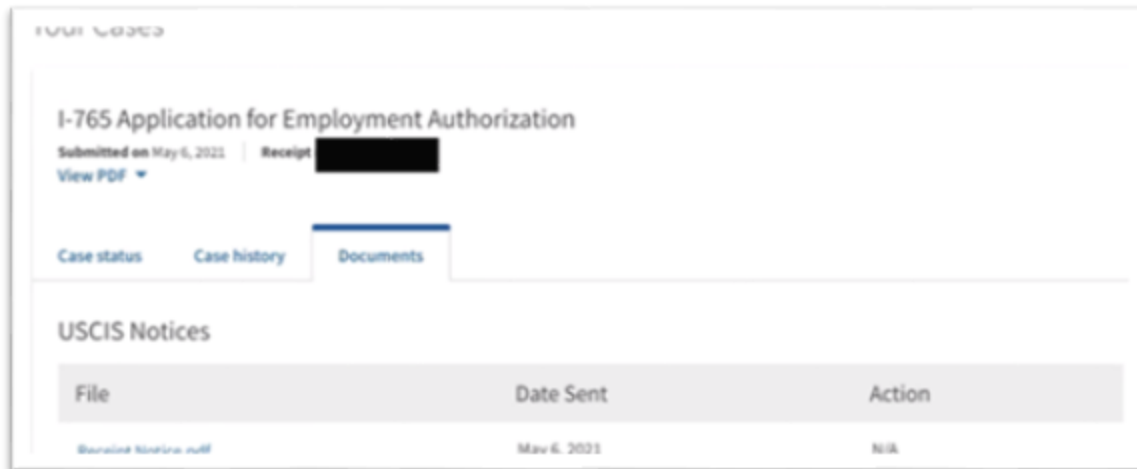


Make sure to securely store these confirmation notice for your future record.

# Congratulations!

You have submitted your OPT application! You may follow the progress of the application by viewing “Your Cases” in your *myUSCIS* account and clicking on *Case Status, Case History, or Documents for application history/receipt.*

Questions? OISS is happy to help!  
Email: [apia@knox.edu](mailto:apia@knox.edu)  
Phone: 971-275-6202



The screenshot shows the USCIS myUSCIS account interface for an I-765 Application for Employment Authorization. The page title is "I-765 Application for Employment Authorization" and it indicates the application was submitted on May 6, 2021. There is a "Receipt" button and a "View PDF" link. Below this, there are three tabs: "Case status", "Case history", and "Documents", with "Documents" being the active tab. Underneath, there is a section for "USCIS Notices" which contains a table with the following data:

File	Date Sent	Action
<a href="#">Receipt Notice.pdf</a>	May 6, 2021	N/A