Completing the Online I-765

Application for Employment Authorization for Optional Practical Training (OPT)



Before You Begin...

This resource is intended as a guide to assist you in completing your application. You are responsible for completing and submitting the online form to USCIS. Make certain you are filing the Form I-765 directly with USCIS by going to their <u>official webpage for the I-765</u>

An official website of the United States go	overnment Here's how you know		Español	Hultilingual Resource
U.S. Citizenship and Immigration Services		Search our site	Q	Sign In 🔻
	Topics × Forms ×	Newsroom × Citizenship ×	Green Card 👻 🛛 Lav	ws ~ Tools ~
	<u>Home</u> > <u>Forms</u> > <u>All Forms</u> > App	lication for Employment Authorizat	ion	
Forms	I-765, Applicat	ion for Employ	ment	
All Forms	Authorization			
Application for Entrepreneur	_			



Before You Begin...

ISSO advisors are not authorized to serve as "Interpreters" or "Preparers" as referenced in the online application. Students requiring additional assistance to complete the form are advised to seek legal advice from a <u>reputable immigration attorney</u>.





Accessing the I-765 from USCIS



Online Filing Benefits

Case status alerts and secure messages



See all case correspondence

Check your case status and update personal information







Accessing the I-765 from USCIS

I-765 | Application for Employment Authorization

Online PDF filing option available for these categories:

- (a)(12) Temporary Protected Status granted;
- (c)(8) Application for employment authorization based on pending Form I-589, Application for Asylum or for Withholding of Removal, and applicants for pending asylum under the ABC Settlement Agreement;
- (c)(9) Certain family-based and employment-based applicants pending adjustment of status under Section 245 of the Immigration and Nationality Act;
- (c)(11) Paroled for urgent humanitarian or significant public benefit purposes; or
- (c)(19) Certain pending TPS applicants whom USCIS has determined are prima facie eligible for TPS and who may then receive an EAD as a "temporary treatment benefit" under 8 C.F.R. 244.10(a).

Note: If you are applying for a (c)(9) Pending Adjustment of Status category of Form I-765 that is <u>fee exempted</u>, do not submit your application through the PDF filing option at this time. **If you file Form I-765 for the (c)(9) category, you will be required to pay a fee or submit a fee waiver request.** If you are fee-exempt and proceed with paying the fee and submitting your application through the PDF filing option, **USCIS will not issue you a refund.** If you are filing under a fee exempt category, you should mail a paper Form I-765 to the address on the <u>Direct Filing Addresses for Form I-765</u>, <u>Application for Employment Authorization</u> website to receive the fee exemption.

File Online



An official website of the United States government Here's how you know



U.S. Citizenship and Immigration Services

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Email Address *

Password *	
Forgot Password?	Show Password
Sign In	



Choose an email address

- You will have access to after graduation
- You will regularly monitor

You will have access to your BU student email throughout your OPT period.



U.S. Citizenship and Immigration Services

An official website of the United States government Here's how you know V

Create Your Online Account

Your USCIS account is only for you. Do not create an account to share with family or friends. Each person should have their own online account even if they are minors. Individual accounts allow us to best serve you and protect your personal information.

You must provide your own email address below if you are the one who is filing a form online, submitting an online request, or tracking a case. Your email address is used to log in to your USCIS online account. All USCIS email communications will be sent to this address.

Email Address *



An official website of the United States gov	vernment <u>Here's how you know</u>	
U.S. Citizer and Immig Services	nship gration	[→ Sign Out
	Two-Step Verification Method Every time you log in, you will be given a verification code to use during the sign in process. What is your preferred method to receive your verification code? Authentication App Retrieve codes from an authentication app (such as Authy or Google Authenticator) on your mobile device. SMS Text Message Receive a text message to your mobile device when signing in.	
	Submit	



An official website of the United States government Here's how you know V



[→ Sign Out

Welcome to your USCIS Account

Please select what you want to do.







I am an individual and want to file Form I-134A as a supporter on

your own Post OPT employment authorization, choose the option for an 'individual applicant'

As an F-1 student applying for

Boston University Global Programs: International Students & Scholars Office

behalf of a beneficiary.



Starting Your OPT Application





Starting Your OPT Application

File a Form

Select the form you want to file online. For some forms you will have the option to either fill out your form online or upload a completed form. Once you start, we will automatically save your information for 30 days, or from the last time you worked on the form.

Fee waiver: Fee waivers can be requested online only when submitting certain benefit requests using 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 <u>www.uscis.gov/feewaiver</u>.

Select the form you want to file online.

I-765, Application for Employment Authorization

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Starting Your OPT Application

- **Pre-OPT** For dates of employment authorization while you are still studying & before your program completion date
- Post OPT For dates of employment authorization after your program completion date (the most common type of Optional Practical Training)
- **STEM OPT** For students who have a STEM OPT eligible major and want an additional 24 months of authorization beyond the expiration of their Post OPT
- For more information, read the <u>Optional</u> <u>Practical Training ISSO webpage</u>

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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)(3)(C) STEM Extension
(c)(8) Pending Asylum and Withholding of Removal Applicants and Applicants for Asylum under the ABC Settlement Agreement
(c)(9) Adjustment Applicant under Section 245
(c)(11) Parole



Premium Processing Option

Concurrent filing available

You can file Form I-907, Request for Premium Processing Service, if you are filing under one of the eligible categories.

If you request premium processing, we will present Form I-907 for you to complete after you sign Form I-765. This will allow you to pay for and submit both forms at the same time.

For more information about the option of premium processing review these USCIS webpages

- <u>https://www.uscis.gov/i-907</u>
- <u>https://www.uscis.gov/sites/def</u> <u>ault/files/document/forms/i-</u> <u>907instr.pdf</u>
- <u>https://www.uscis.gov/g-</u>
 <u>1055?topic_id=97333</u>



Social Security Number

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 to U.S. Citizenship and Immigration Services (USCIS) for an EAD that shows such authorization.

Foreign nationals may also apply for a Social Security number and card on Form I-765.

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 employment authorization.

Boston University Global Programs: International Students & Scholars Office If you have not previously applied for an SSN, you can automatically request one as part of your Post OPT application. The Social Security card will be mailed separately from the EAD and will arrive at a later time.



Reviewing Instructions

F1 Students Seeking Optional Practical Training (OPT)

(c)(3)(A) eligibility category: Submit Form I-765 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 (ICE) and Student and Exchange Visitor Program (SEVP). Your period of employment will 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.

(c)(3)(B) eligibility category: Submit Form I-765 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.

(c)(3)(C) eligibility category: Submit Form I-765 application up to 90 days before your current OPT expires, but you must submit within 60 days of the DSO's approval of STEM 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.

Boston University Global Programs: International Students & Scholars Office Carefully read pertinent information, which includes the following sections:

OBefore Starting Your Application

- Eligibility
- Fee
- Documents you may need
- **OAfter Submitting Your Application**
 - Track your case online
 - Respond to requests for information
 - Receive your decision



Section 1 – Getting Started

Common Misconceptions

- Even if you submitting the I-765 in the 90 days prior to your program end date, you are requesting **Post OPT** if the dates you want to work are after your program completion
- Even if you have a STEM eligible major, you are applying for **Post OPT** first. You must apply for the 24-month extension in the last 90 days of your Post OPT. This requires a separate application and fee payment to USCIS.



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 1-765. If you submit online and are not eligible for one of the listed categories, your

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

application may be denied.

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Section 1 - Getting Started

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.

YesNo

Before choosing to request premium processing, consider:

- Cost (in addition to the ISSO OPT fee and the USCIS fee for normal processing of the I-765)
- Guarantees of filing the I-907 (timeline & adjudication)
- Consulting with your assigned ISSO advisor



Section 1 – Getting Started

- Review the definitions of 'initial', 'replacement', and 'renewal' in the USCIS I-765 instructions
- Answer 'yes' if you have previously filed a Form I-765 with USCIS for any reason.
- F-1 on-campus employment, Curricular Practical Training, and H-1B Sponsorship do <u>not</u> require a Form I-765.

Boston University Global Programs: International Students & Scholars Office

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?

YesNo



Section 1 – Getting Started

- Only answer 'yes' if you used a preparer and/or interpreter to complete your Form I-765. For example, a preparer could be your employer.
- ISSO advisors do <u>not</u> serve as preparers and cannot give formal legal advice about this form.

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

Is someone assisting you with completing this application?

🔿 Yes

O No



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.

O Yes

🔿 No

- Please list your full legal name as stated in your passport.
- If you have any additional names that you have legally gone by, you should add them here. Examples include maiden name, name prior to adoption, name changes, etc.



How may we contact you?

Daytime telephone number

Provide a 10-digit phone number.

Mobile telephone number (if any)

This is the same as my daytime telephone number.

Provide a 10-digit phone number.

Email address

Example: user@domain.com



What is your current U.S. mailing address?

We will use your current mailing address to contact you throughout the application process. We may not be able to contact you if you do not provide a complete and valid address. Please provide a U.S. address only.

In care of name (if any)

Address line 1*

Street number and name

Address line 2



Apartment, suite, unit, or floor

City or town *	State *	ZIP code *
	-	

Provide a 5 or 9-digit ZIP code.

 This is the address to which the FAD will mailed. Be sure it is complete, clear, and accurate.

 If you will not live at this address for at least 5 months in the future, use another address. If you use a friend or family member's address, use "In Care Of Name" field and list their name. Only use the "In Care Of Name" field if this is not your own mailing address.



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

Yes

Reminder: Any time you move, you must report your <u>change of address to the</u> <u>ISSO</u> within 10 days by submitting the "Contact Information Update" request in the <u>ISSOPortal</u> to <u>maintain the reporting requirements of your F-1 status</u>



You must complete all fields with an asterisk (*) to	o submit this form
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What	is	your	gend	ler?
		J	0	

Male

Female

What is your marital status?

O Single

Married

O Divorced

O Widowed



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? *

MM/DD/YYYY



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

+ Add country

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

- Download your most recent <u>electronic I-94</u>.Make sure this matches your most recent entry to the U.S.
- This should be the location you cleared customs. You can find your most recent point of entry on your entry stamp in your passport, or your I-94 travel history

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.

MM/DD/YYYY		

Status at last arrival



If you have renewed your passport within the U.S., the I-94 may reflect your previous passport information. You may clarify in the 'Additional Information' section

Remember that your passport must be valid at least 6 months into the future

Boston University Global Programs: International Students & Scholars Office 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?

Note that this is an optional question and does not require an answer. If you do not know what a travel document is, you may not have one.

If you are dual citizen, you should include the passport biographical page that matches the country listed on your I-20



- Only <u>F-1 students</u> are eligible to apply for Post OPT employment authorization
- Your SEVIS ID is found at the top of your I-20
- You may include previous SEVIS IDs in the 'Additional Information' section if there was an interruption to your F-1 status

What is your current immigration status or category?

What is your Student and Exchange Visitor Information System (SEVIS) Number (if any)? Use the "Additional Information" section to include all previously used SEVIS numbers.

N-

Provide a 10, 11, or 12-digit SEVIS number.



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

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 <u>certain paper forms</u> 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.

If you do not know what these numbers are or do not have these numbers, you can simply click the box.

USCIS may automatically populate these numbers if you have previously submitted an application to USCIS for another reason.



- Remember that your Social Security Number is valid for life. If you already have one from previous employment authorization, there is no need to request another SSN.
- If you do not have a Social Security Number (SSN) or need to replace your card, you can request an initial or replacement SSN card by answering the remaining questions in this section.

Boston University Global Programs: International Students & Scholars Office Has the Social Security Administration (SSA) ever officially issued a Social Security card to you?

YesNo

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

Yes
 No



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 13/8 inch from your chin to the top of your head. Your eyes should be between 11/8 inch and 13/8 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 <u>photo</u> <u>composition tools</u>. 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

Boston University Global Programs: International Students & Scholars Office

Passport-style photos should be:

- Recent (taken within the last 6 months)
- Newly taken for the purpose of applying for OPT and not previously used for another governmental application
- O Unretouched (not digitally altered or enhanced; not using a filter)



- If your electronic I-94 does not list the Class of Admission as "F-1" and the Admit Until Date as "D/S", reach out to your assigned ISSO advisor
- If you have changed visa status to F-1 within the U.S., you may want to also include your I-797 approval notice with an explanation in the 'Additional Information' section

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 <u>CBP website</u> 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. For specific information about fees applicable to this form, <u>see Form G-1055</u>.

If you do not have and cannot get a required document, you must demonstrate this and provide secondary evidence. If secondary evidence does not exist or is unavailable, you must demonstrate both the unavailability of the required document and the relevant secondary evidence and submit two or more sworn affidavits by people not named on this application who have direct knowledge of the event and circumstances.



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



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.
- 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

- Include all I-20s that were previously issued with CPT authorization or approved OPT recommendations (Pre-OPT, Post OPT, or STEM OPT)
- All I-20s issued for other reasons are optional, including:
 - Initial Attendance
 - Travel
 - Academic Changes
 - Reduce Course Load Authorizations





This refers to the OPT recommendation I-20 that you must obtain from the ISSO <u>before</u> submitting your I-765 application for Post OPT employment authorization to USCIS

Remember that you must first download, print, and physically sign the OPT recommendation I-20 before uploading it to the online I-765

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-763. 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

- Complete this section if you feel you need to provide additional information or context about any of the questions on the I-765.
- If you are missing any immigration documents (for example, old EADs, previously issued I-20s, etc.), you could mention this information here

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





Section 5 – Review and Submit

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.

🖄 <u>View draft snapshot</u> 🛛 🖶 Print



company identification number or a valid E-Verify client company identification number?

The online I-765 is a smart form that changes what questions are asked based on how you answer each earlier question. Do not be surprised if there are sections that appear blank. If you were never asked those questions while completing the previous sections, your answers were either not requested or required.



Helpful tip: It is a good idea to print and save everything related to your I-765 Post OPT application

Section 5 – Review and Submit

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.



Section 5 – Review and Submit

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

- Before signing and dating this section, make sure that you have:
 - Carefully read and understand all of the information
 - \odot Completed all previous sections
 - O Uploaded all necessary documentation (especially your signed OPT recommendation I-20 from the ISSO)



Additional Resources – Applying for OPT

- ISSO Optional Practical Training (OPT) instructional video series
- OPT Basics Workshop Recording
- OPT Basics and Q&A Live Workshop
- ISSO Application Checklist for OPT
- USCIS Form I-765 Checklist
- USCIS Form I-765 Instructions
- ISSO Advisor-on-Call



