

OPT ONLINE APPLICATION CHECKLIST

1. Create a USCIS Online account at uscis.gov
2. Complete OPT request form & responsibilities page
3. Approval from your GPD (GR) or Academic Advisor (UG)
4. Completed a DRAFT online I-765 form (See slide 23)
5. Attach the following documents:



OPT Request Form

View your addresses in LeoOnline

Enter your academic program info

Enter your requested OPT EAD start date
Start date can be as early as the day after your program end date and must be no later than 60 days after your program end date

SIGN & DATE HERE

Your Academic Advisor (UG) or Graduate Program Director (GR) must complete this section

REQUEST FOR REGULAR OPT

Personal Information

Name [redacted] UIN [redacted]

Student E-Mail [redacted]@myj.edu Phone [redacted]

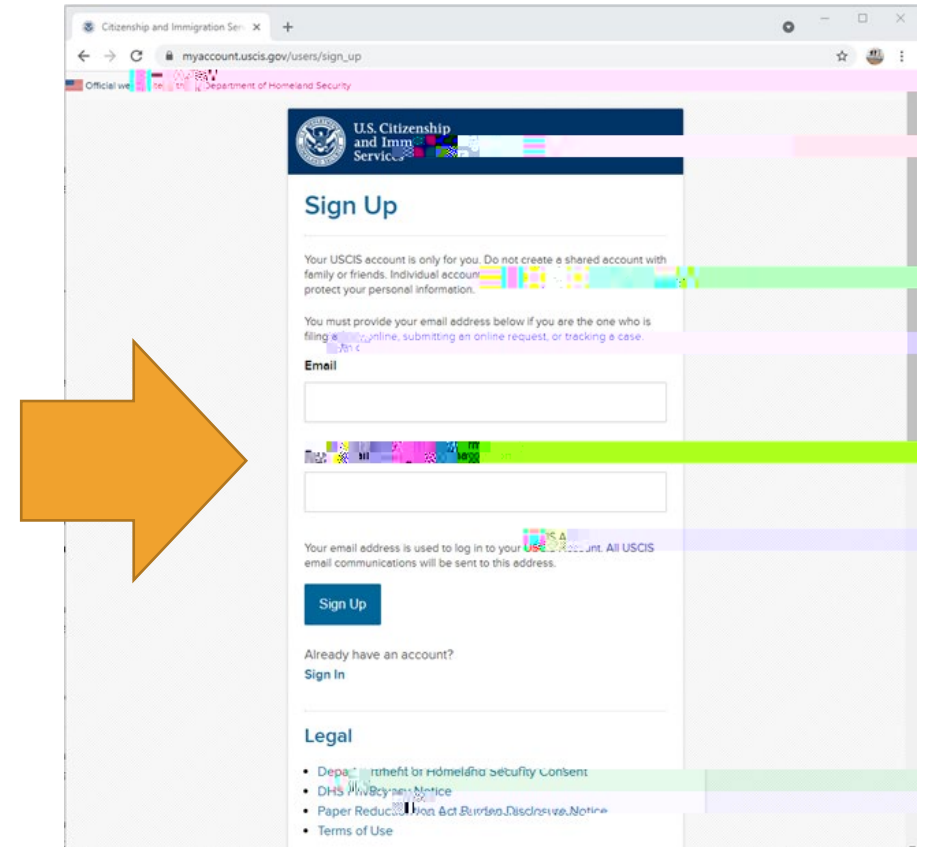
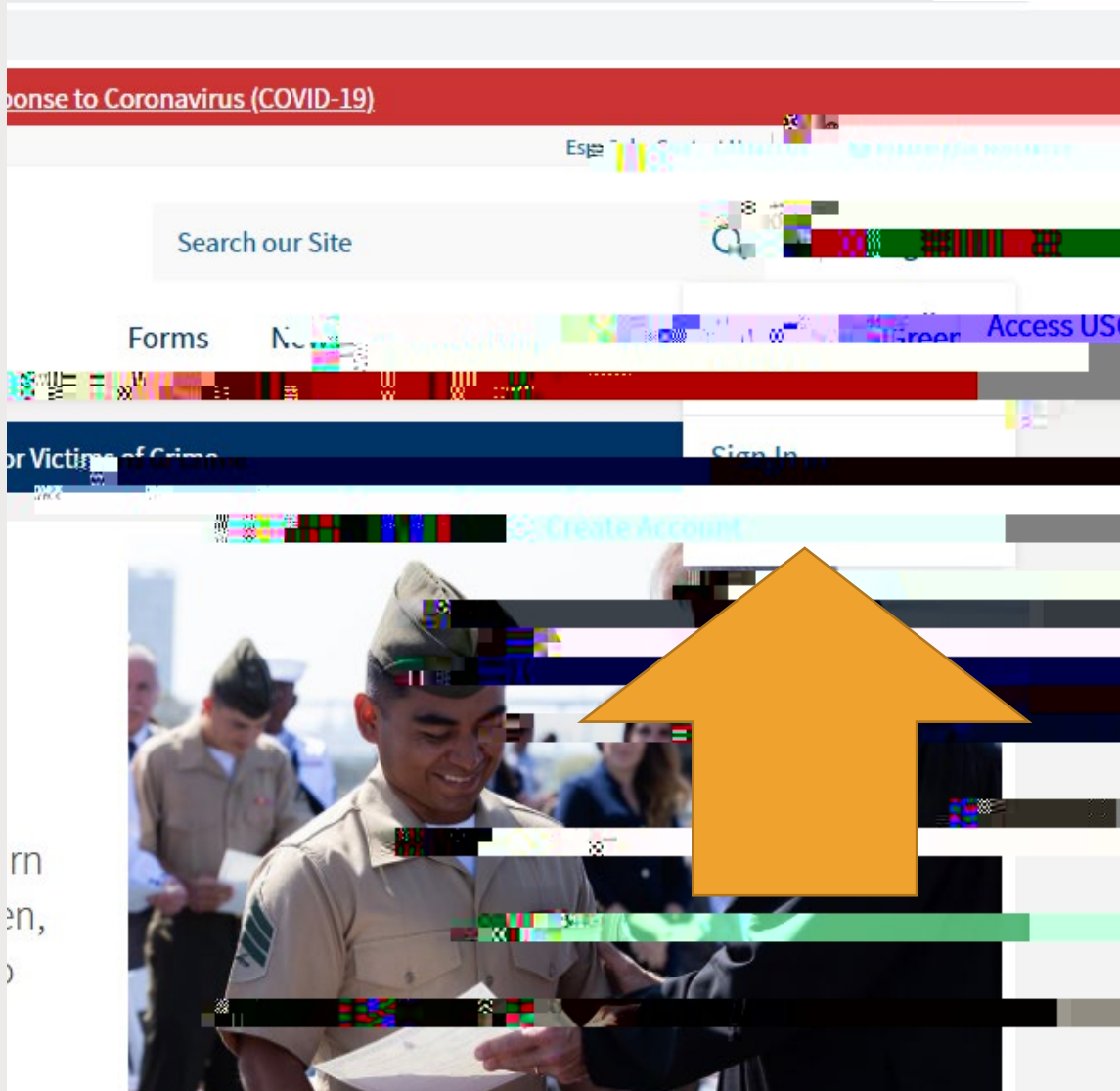
Current U.S. Address [redacted]

This should be your current residential address. If using another address to receive your EAD, it must be a 765-net on this form...

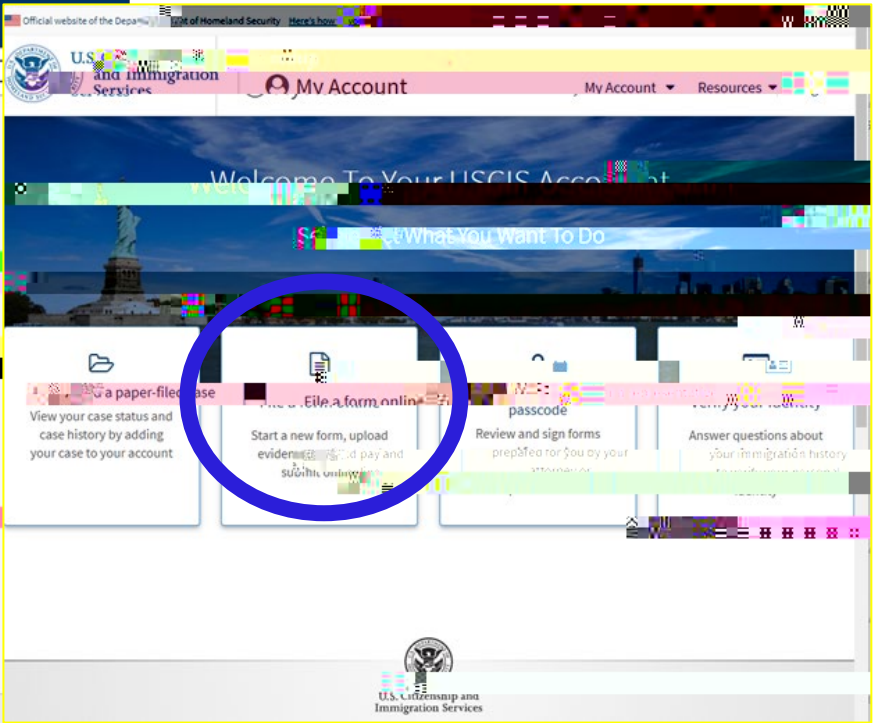
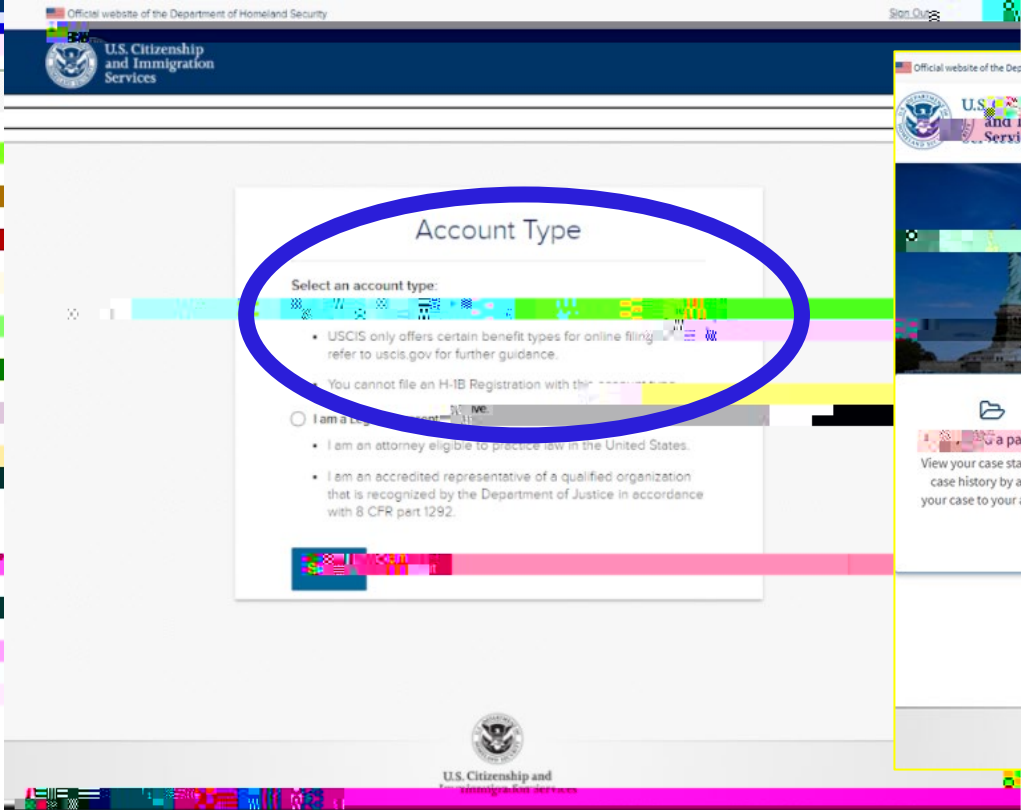
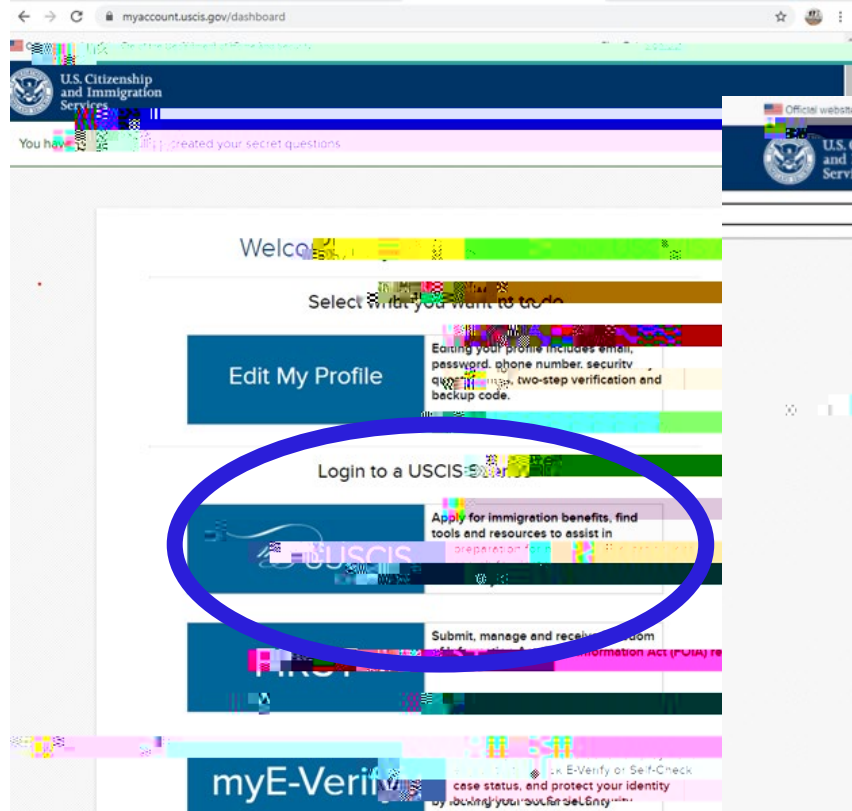




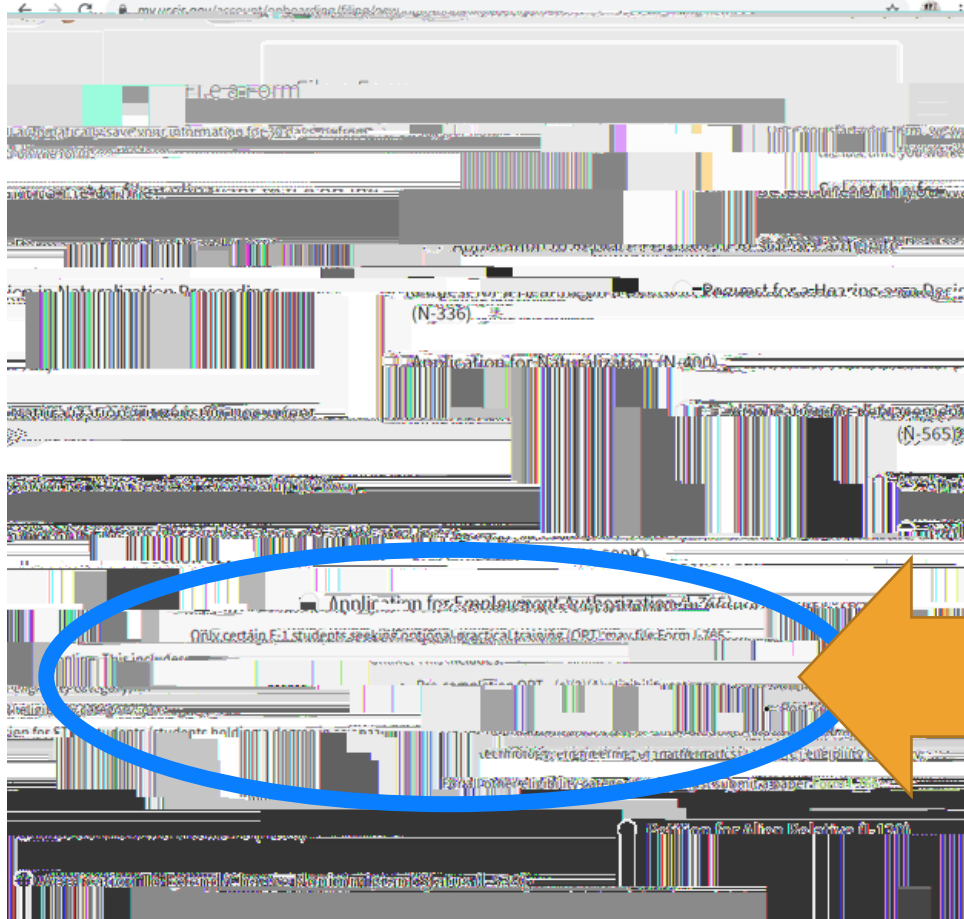
Create your account at USCIS.GOV



Create your account



Online I-765 Form – Post Completion Regular OPT



Your application will auto save a draft as you go through. BUT the draft will delete if you do not have any updates within 30 days.



Online I-765 Form – Post Completion Regular OPT

The screenshot shows the 'I-765, Application for Employment Authorization' form. A large orange arrow points to the 'Basis of eligibility' dropdown menu. The menu is open, showing three options: 'c(3)(A) Student Pre-Completion OPT', 'c(3)(B) Student Regular OPT', and 'c(3)(C) STEM Extension'. The 'c(3)(B) Student Regular OPT' option is highlighted in yellow. The 'Next' button is visible at the bottom right of the dropdown.

The screenshot shows the 'Reason for applying' section of the I-765 form. A large orange arrow points to the 'Initial permission to accept employment' radio button, which is selected. Other options include 'Replacement of lost, stolen, or damaged employment authorization document' and 'Renewal of permission to accept employment'. Below this, there is a question: 'Have you ever been employed by a U.S. employer while on a previous I-765?' with 'Yes' and 'No' radio buttons. The 'No' option is selected. The 'Next' button is visible at the bottom right.

IMPORTANT!!!
C(3)(B) FOR REGULAR
OPT
C(3)(C) FOR STEM
OPT

STEM OPT students:
Select "YES"
Or if you have files I
765 previously for
any reason





Online I-765 Form – Post Completion Regular OPT

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

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)

First Name

Family name (last name)

LAST NAME

Have you used any other names in any other legal documents since your birth?

Other names used may include nicknames.

Yes

No

Back Next

Select "Yes" if you used other names in any other legal documents.



Online I-765 Form – Post Completion Regular OPT

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 same 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)

Family name (last name)

Have you used any other names used in any other legal documents?

Other names used may include nicknames.

Yes

No

Back Next

- ” Use name exactly as it is on your Passport
- ” Type Full Family Name
- ” Type Full Given Name

Select “Yes” if you used other names in any other legal documents.



Getting Started

About You

Your name

Your contact information

When and where you were born

Your immigration information

Other information

Evidence

Additional Information

Review and Submit

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 complete mailing 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

Back



If you don't have a US cell phone, leave it blank, it does not accept int'l numbers.



IMPORTANT!!! THIS IS THE ADDRESS TO WHICH YOUR EAD CARD WILL BE MAILED

Online I-765 Form – Post Completion Regular OPT

I-765, Application for Employment Authorization

Getting Started

About You

Describe yourself

When and where you were born

Your immigration information

Other information

Evidence

Additional Information

Review and Submit

What is your state or province of birth?

What is your country of birth?

MM/DD/YYYY

Next

I-765, Application for Employment Authorization

Getting Started

Describe yourself

When and where you were born

Your immigration information

Other information

Evidence

Additional Information

Review and Submit

What is your gender?

Male

What is your marital status?

Single

Married

Divorced

Widowed

Back

Next



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 A-Number?

I do not have or know my A-Number.

A-

What is your USCIS Online Account Number?

Providing your unique USCIS Online Account Number (OAN) allows you to manage your account. You may already have an OAN if you have 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 SSA ever officially issued you a Social Security card?

Yes

No

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

Yes

No

Back

Next



If you've had an EAD card before, include the USCIS# written on the card here.



If you Select Yes - You'll be asked to include your SSN #

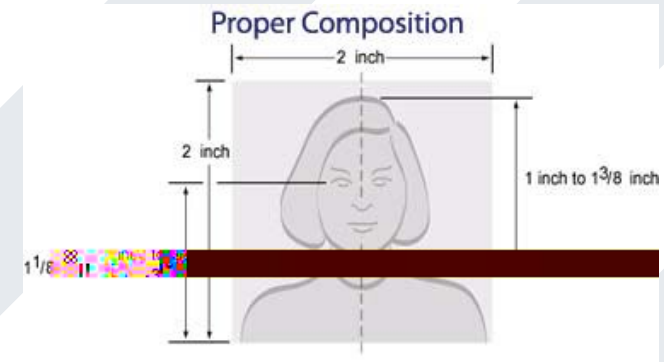
If you Select No, then we recommend you select Yes to the next question.

2x2 Photo Requirement

JPG, JPEG or PNG Only

- 2 identical color passport-style photographs taken recently
- white to off-white background, be printed on thin paper with a glossy finish
- Glasses are not allowed
- Directly facing camera with a neutral expression, eyes are clearly visible
- Head centered and sized between 1" and 1.4" (25 and 35 mm)

The screenshot shows the U.S. Citizenship website interface for the I-765 application. The main heading is "2 X 2 Photo Of You". Below this, there are instructions: "Upload 2 identical color photographs of yourself that measures 2 inches by 2 inches, with your head 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." There are also "File requirements" listed: "Clear and readable", "Accepted file formats: JPG, JPEG, or PNG", "Maximum size: 6MB per file". At the bottom, there is a "Choose or drop files here to upload" area and "Back" and "Next" buttons.

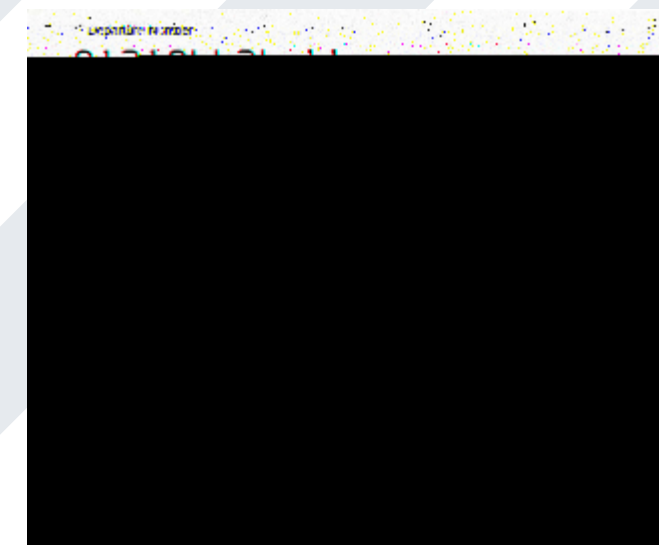
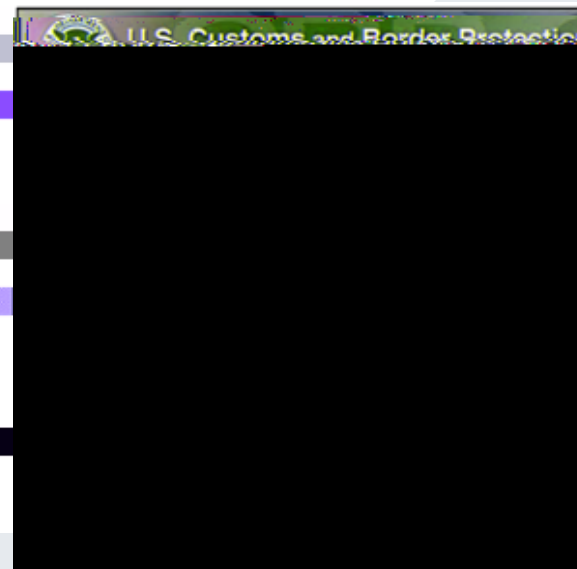


I-94 Arrival Record*

*If you changed your status in the US, please upload a copy of the approval notice from USCIS

The screenshot shows the 'I-94, Arrival And Departure Record' upload page. On the left is a navigation menu with options: 'Getting Started', 'About You', 'Evidence', 'Additional Information', and 'Review and Submit'. The 'Evidence' section is expanded, showing '2 x 2 photo of you', 'Form I-94', 'Employment Authorization Document', 'Previously authorized CPT or OPT', and 'Form I-20'. The main content area includes instructions on how to retrieve the I-94 record, file requirements (clear and readable, accepted formats: JPG, JPEG, PDF, TIF, or TIFF; no encrypted or password-protected files; full English translation for foreign language documents; accepted characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses; maximum size: 6MB per file), and a file upload area with a 'Choose or drop files here to upload' button. At the bottom are 'Back' and 'Next' buttons.

- Retrieve I-94: i94.cbp.dhs.gov
- I-94 can be retrieved within 5 years of entry
- The electronic I-94 record is only one page
- The paper I-94 issued before May 2013 has front and back side



Other Supporting Documents

Prepare to upload your saved docs, pay attention to type, size & naming requirements listed under “File Requirement”.

I-765, Application for Employment Authorization

Getting Started ▾
About You ▾

Evidence ▲

2 x 2 photo of you [Redacted]
Form I-94 [Redacted]

Employment Authorization Document

Previously [Redacted]
OPT [Redacted]
Form I-20 [Redacted]

Address [Redacted]

Review and Submit ▾

Employment Authorization Document
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. [Redacted] certificate with photo ID, a visa issued by [Redacted]

File Requirements

- Clear and readable
- Accepted file formats: JPG, JPEG, PDF, TIF, [Redacted]
- No encrypted or password-protected files
- If your documents are in a foreign language, upl [Redacted] and the translator's certification with each origina [Redacted]
- Accepted characters: English letters, numbers, spaces, periods, hyphens, [Redacted]

Chil [Redacted]

[Redacted]

[Redacted]

[Redacted]

Back Next

OPT I-20

The screenshot shows the USCIS online application portal for Form I-765. The main heading is "I-20, Certificate Of Eligibility For Nonimmigrant Student Status". Below this, there is a detailed instruction: "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." A "File requirements" section lists: "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 original document", and "Accepted characters: English letters, numbers, spaces, periods, hyphens, and apostrophes". A "Maximum size: 6MB per file" note is also present. A dashed box contains the text "Choose or drop files here to upload". At the bottom, there are "Back" and "Next" buttons.

Upload your New OPT Request I-20 in this section. Please ensure that the OPT /STEM OPT requested dates are correct on page 2 of the OPT I-20

You CANNOT submit OPT application to USCIS without an OPT I-20 from our office

Application Submission to USCIS

- Review your entire I-20 but especially OPT information on the second page of the new I-20. Should there be any errors, VISA must be notified immediately.
- OPT Endorsement on I-20
- STEM OPT Endorsement on I-20
- ec 46 >>BDC 1 0 0 rg 18.96 0 0f(m)1.5Q0(m)13-8213-85



Proof of Enrollment | Proof of Enrollment | Institution Accreditation

Please Skip These Sections if Applying for regular Post-Completion OPT

This screenshot shows the 'Proof of Enrollment' section of the I-765 application form. The page title is 'I-765, Application for Employment Authorization'. The 'Evidence' section lists the following requirements:

- 2 x 2 photo of you
- Form I-94
- Document
- Form I-20

The 'File requirements' section includes:

- 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
- Maximum size: 6MB per file

At the bottom, there are 'Back' and 'Next' buttons.

This screenshot shows the 'College Degree' section of the I-765 application form. The page title is 'I-765, Application for Employment Authorization'. The 'Evidence' section lists the following requirements:

- 2 x 2 photo of you
- Form I-94
- Employment Authorization Document
- Form I-20
- College degree
- Institution accreditation

The 'File requirements' section includes:

- 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
- Maximum size: 6MB per file

At the bottom, there are 'Back' and 'Next' buttons.

This screenshot shows the 'Institution Accreditation' section of the I-765 application form. The page title is 'I-765, Application for Employment Authorization'. The 'Evidence' section lists the following requirements:

- 2 x 2 photo of you
- Form I-94
- Document
- Form I-20

The 'File requirements' section includes:

- Clear and readable
- Accepted file formats: JPG, JPEG, PDF, TIF, or TIFF
- No encrypted or password-protected files
- Maximum size: 6MB per file

At the bottom, there are 'Back' and 'Next' buttons.

Additional Information

You can submit additional





