



How to complete the online I-765 application for international students

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Create a USCIS online account

Go to <https://myaccount.uscis.gov/> and create an account

U.S. Citizenship and Immigration Services

request, paying a filing and/or biometric services fee, checking a case status online, requesting assistance with access, submitting technical configurations or programming interfaces, accessing specific end user data, or any technical issues associated with USCIS online electronic immigration system.

VII. Acknowledgment

By clicking "I agree", I acknowledge that I have read the **Terms** and understand and will comply with them. I agree to abide by the **Terms** and understand that if I do not accept the **Terms**, I am not eligible to access or use USCIS online electronic immigration system. I understand that any violations of these **Terms** and any criminal activity will result in immediate suspension and/or termination of my access to and use of USCIS online electronic immigration system and that I may be subject to administrative or civil action as allowed by law, or criminal prosecution.

I Agree



U.S. Citizenship
and Immigration
Services

Create a Password

Your password must be between 8 and 64 characters, and can contain letters, numbers, special characters and emojis.

[Password Tips](#)

Password

.....

[Show Password](#)

Password strength: **Good**

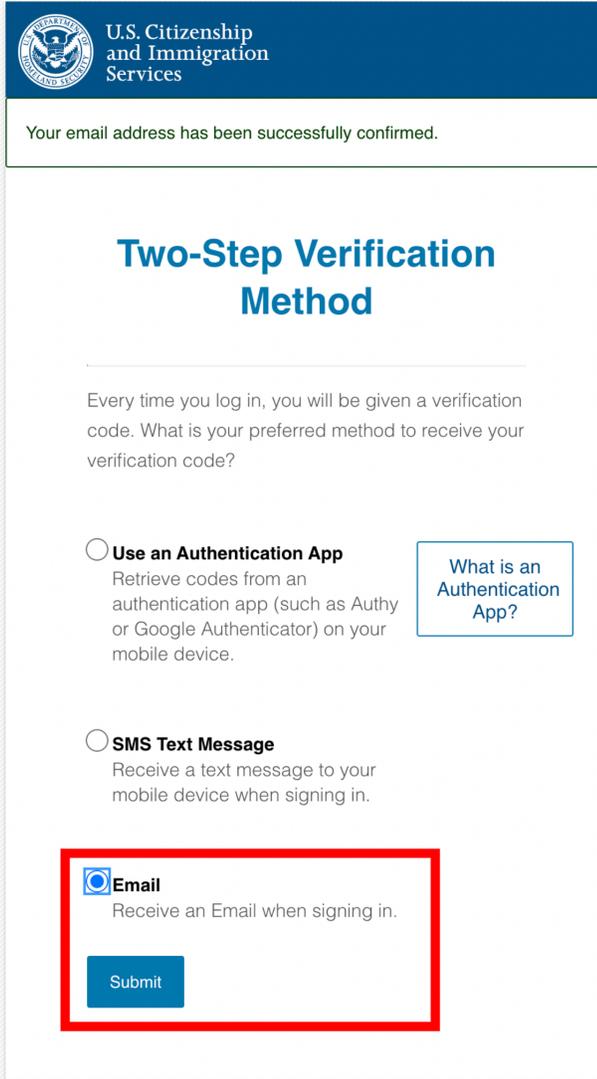
Password confirmation

.....

[Show Password](#)

Submit

Setting up the two-step verification with Email is recommended for international students.



U.S. Citizenship and Immigration Services

Your email address has been successfully confirmed.

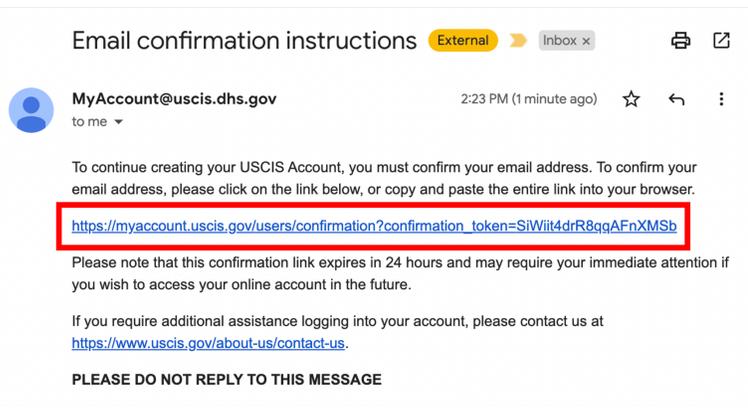
Two-Step Verification Method

Every time you log in, you will be given a verification code. What is your preferred method to receive your verification code?

- Use an 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.
- Email**
Receive an Email when signing in.

[What is an Authentication App?](#)

Once you receive an email titled "Email confirmation instructions" from MyAccount@uscis.dhs.gov, Click the link to verify your email address.



Email confirmation instructions External Inbox x

MyAccount@uscis.dhs.gov 2:23 PM (1 minute ago) ☆ ↶ ⋮
to me ▾

To continue creating your USCIS Account, you must confirm your email address. To confirm your email address, please click on the link below, or copy and paste the entire link into your browser.

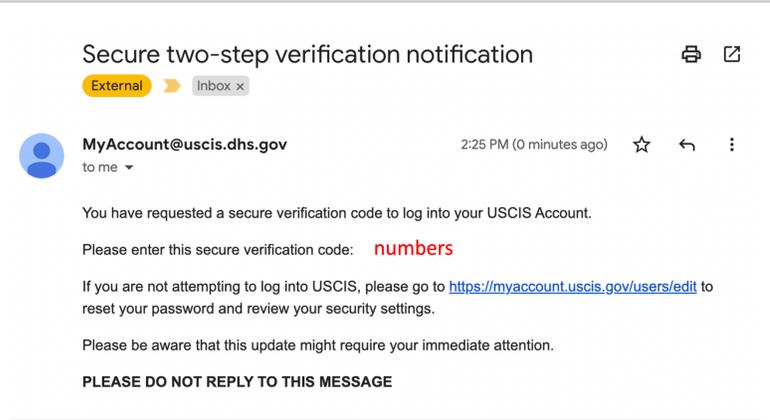
https://myaccount.uscis.gov/users/confirmation?confirmation_token=SiWit4drR8qqAFnXMSb

Please note that this confirmation link expires in 24 hours and may require your immediate attention if you wish to access your online account in the future.

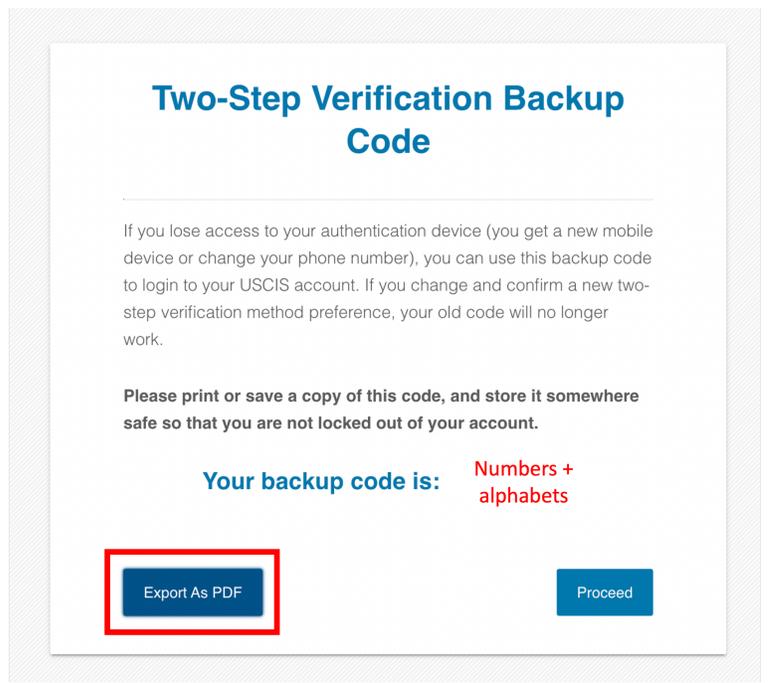
If you require additional assistance logging into your account, please contact us at <https://www.uscis.gov/about-us/contact-us>.

PLEASE DO NOT REPLY TO THIS MESSAGE

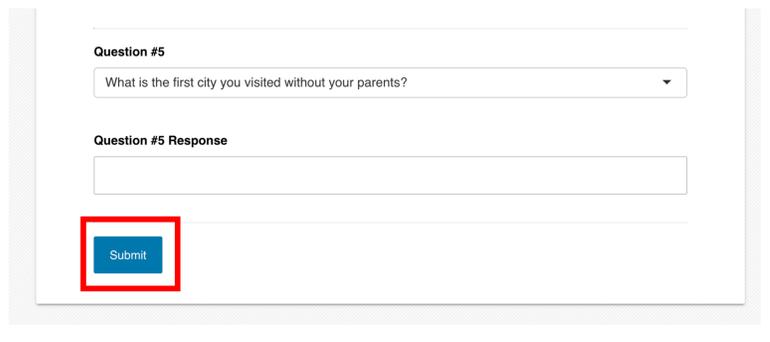
You will also receive an email titled "Secure two-step verification notification" from MyAccount@uscis.dhs.gov. Copy the verification code from the email and complete the account creation process.



Save your backup code by clicking the "Export As PDF" button and save it in your folder where you house your immigration documents like passport, visa, and Form I-20.



You will need the backup code to log back into your USCIS account in case you lose access to your authentication device.



Finish up the account creation process by selecting password questions and responses.

Students are encouraged to keep a memo of these responses.



Complete the Form I-765 online application

After you log in to your USCIS account, click “My USCIS” to start completing the Form I-765 online application.

Welcome to your USCIS Account

Select what you want to do

Edit My Account Profile

Editing your profile includes making changes to your email, password, phone number, security questions, or the two-step verification method and backup code.

Login to a USCIS Service



Apply for immigration benefits, find tools and resources to assist in preparation for naturalization, and search for doctors in your local community.

FIRST

Submit, manage and receive Freedom of Information Act (FOIA) requests.

myE-Verify

Confirm your records for employment eligibility, track E-Verify or Self-Check case status, and protect your identity by locking your Social Security Number (SSN).

Not sure what service you need? Start at [USCIS.gov](https://uscis.gov)

Select “I am an applicant, petitioner, or requestor” and click the submit button.

Account Type

Select an account type:

- I am an applicant, petitioner, or requestor.**
- USCIS only offers certain benefit types for online filing. Please refer to uscis.gov for further guidance.
 - You may use this account type to file Form I-134 as an individual agreeing to financially support a beneficiary. You may also use this account type if you are a beneficiary of a confirmed Form I-134 filed under the Uniting for Ukraine parole program.
 - You cannot file an H-1B Registration with this account type.
- I am a Legal Representative.**
- I am an attorney eligible to practice law in the United States.
 - I am an accredited representative of a qualified organization that is recognized by the Department of Justice in accordance with 8 CFR part 1292.

Submit

Click “File a form online”



My Account

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



Verify your identity

Answer questions about your immigration history to verify your personal identity

Search “I-765” then select “I-765, Application for Employment Authorization” in the drop-down menu.



U.S. Citizenship and Immigration Services

My Account

My Account Resources Sign Out

File a Form

Select the form you want to file online. Once you start, we will automatically save your information for 30 days, or from the last time you worked on the form.

Fee waiver: If you are requesting a fee waiver, you cannot file online. 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.

Select the form you want to file online.

I-76

I-765, Application for Employment Authorization

Read through the information and click the Next button.

IMPORTANT: Do not just scroll down the page, read it thoroughly as it contains important information that OPT applicants should be aware of.



After You Submit Your Application



Track your case online

After you submit your form, you can track its status through your USCIS 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 USCIS 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. If USCIS cannot approve your application, you will receive a written notice explaining the basis of your denial.

Next

Note that the page says students must submit the online I-765 applications within 30 days from the date when they start the form.

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
5900 Capital Gateway Drive, Mail Stop #2140
Camp Springs, MD 20588-0009

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

OMB No. 1615-0040
Expires: 01/31/2023

 **Security Reminder**

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

[Back](#)

[Start](#)

Search “C” then click “(C)(3)(B) Student Post-Completion OPT” in the drop-down menu.

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

What is your eligibility category?

 You can file your request online only for certain eligibility categories

If your eligibility category does not appear on the drop-down list, you must file a paper [Form I-765](#). If you submit online and are not eligible for one of the listed categories, your application may be denied.

(c)(3)(B) v

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

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[Next](#)

Choose "Initial permission to accept employment" then...

- If you have not filed Form I-765 before, click "No."
- If you had filed Form I-765 before, choose "Initial permission to accept employment" then click "Yes."

I-765, Application for Employment Authorization

Getting Started ^

Basis of eligibility

Reason for applying

Preparer and interpreter information

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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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Next

Complete the form accordingly.

I-765, Application for Employment Authorization

Getting Started ^

Basis of eligibility

Reason for applying

Preparer and interpreter information

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Is someone assisting you with completing this application?

Yes

No

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Next

Complete the form accordingly.

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)

Oswego

Middle name

Family name (last name)

ISSS

Have you used any other names since birth?

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

Yes

No

Back

Next

Students who are not sure where they are going to stay after graduation can put the ISSS Office's address;

301 Washington Blvd
Suite 116 Sheldon Hall
Oswego NY 13126

Then, they can click 'No' for the next question that asks about their physical addresses.

Once we receive the EAD card for the student, we will scan them to add them into their records and notify the student via email, and students are required to pay for the shipping label.

*Note that students who put the ISSS Office's address for the U.S. mailing address may encounter the "Edit your address" error (see the image below) - students can click "ignore."

**By adding the ISSS mailing address, you agree that EAD cards can be scanned before you pick them up. Students who put their mailing addresses should scan their EAD copies and send them to the ISSS office.

Additional Information

Review and Submit

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)
ISSS Office

Address line 1
301 Washington Blvd

Street number and name

Address line 2
Suite 116 Sheldon Hall

Apartment, suite, unit, or floor

City or town State ZIP code
Oswego New York 13126

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

Yes
 No

Back

Next

In care of name (if any)

⚠ Edit your address

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

Edit Ignore

Suite 102 Sheldon Hall

Apartment, suite, unit, or floor

City or town State ZIP code
Oswego New York 13126

Complete the form accordingly.

I-765, Application for
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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

Evidence 

Additional Information 

Review and Submit 

What is your gender?

- Male
 Female

What is your marital status?

- Single
 Married
 Divorced
 Widowed

Back

Next

Complete the form accordingly.

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 state or province of birth?

What is your country of birth?

What is your date of birth?

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Next

Click [here](#) to learn how to retrieve Form I-94.

Please refer to Form I-94 to write the “I94 Arrival-Departure Record Number” and “status at last arrival (see Class of Admission on the I-94)”.

If you changed your status in the U.S., refer to the Change of Status approval notice to find the I-94 number.

Students can refer to the “[Traveler’s history](#)” to enter:

- Date of arrival
- Place of arrival

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 country of citizenship or nationality?

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

Nepal

+ Add country

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

123456789A1

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)

08/01/2022

Place of arrival

JFK INTL, NY

Status at last arrival

F1 - Student, Academic Or Language Program.

Students can leave it blank for the question that asks about the travel document number.

Make sure to select "F1- student, Academic Or Language Program" for your current immigration status. Students should be within the U.S. when they apply for the OPT.

What is your travel document number (if any)?

What is the expiration date of your passport or travel document?

12/31/2025

What country issued your passport or travel document?

Nepal

What is your current immigration status or category?

F1 - Student, Academic Or Language Program.

SEVIS N number can be found on top of your Form I-20. It says "SEVIS ID:" and starts with "N".

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- 1234567890

Back

Next

Students can check “I do not have or know” for A- Number and USCIS Online Account Number questions.”

If you have a Social Security Number, you can click “Yes” and provide the SSN.

If you do not have a Social Security Number and you would like to apply for the number might as well, select “No” for “Has the SSA ever officially issued a Social Security card to you?” Then, click “Yes” for “Do you want the SSA to issue you a Social Security card?”

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) 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

What is your Social Security number (if known)?

123-45-6789

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

Yes

No

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Next

Refer to 2d of this resource to download and print the photo requirement. Once the photo is taken, ask them if they can email you the photo as you need to upload them to the online application.

If they can't email you, scan the photo and use photo tools including USCIS's photo composition tools to crop the photo that meets the 2X2 requirement.

DO NOT upload your passport photos as the photo sizes do not meet the requirement.

The photo that you submit to the online I-765 application should be recent photos that were taken within the last 6 months from the submission date.

Evidence ^

2 x 2 photo of you

Form I-94

Employment Authorization Document

Additional Information v

Review and Submit v

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

or drag files here to upload

File name	Document	Action
How to apply fo...e.png	2 x 2 photo	Delete

Upload your Form I-94 and select the document type accordingly.

- Additional Information
- Review and Submit

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.
- Upload no more than five documents at a time
- Accepted file name characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 12MB per file

Choose or drop files here to upload

File name	Document	Action
-----------	----------	--------

[I94 - test.pdf](#)

Form I-94

Delete

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Next

Students who were issued an Employment Authorization Document (EAD) before should upload the scanned copy of EAD here. Previously EAD-issued students are also encouraged to upload scanned copies of their passports, visas and Academic Advisor's Recommendation Letter here.

Students who were not issued an EAD before can submit scanned copies of passports, visas and Academic Advisor's Recommendation Letter here.

Form I-94

Employment Authorization Document

Additional Information 

Review and Submit 

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

 or drop files here to upload

File name	Document	Action
Passport - test.pdf	Employment authorization or Government issue ID	 Delete
F-1 visa - test.pdf	Employment authorization or Government issue ID	 Delete

[Back](#)

[Next](#)

Students who were issued CPT-authorized or OPT-authorized Form I-20s during their studies can upload the CPT or OPT Form I-20 here.

Students who were not issued any of the CPT or OPT authorized Form I-20s can click "Next."

*Please note that the ISSS Office does not keep any of the student's CPT authorized Form I-20.

Employment Authorization

Getting Started ▼

About You ▼

Evidence ▲

2 x 2 photo of you

Form I-94

Employment Authorization Document

Previously authorized CPT or OPT

Form I-20

Additional Information ▼

Review and Submit ▼

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

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

File name	Document	Action
-----------	----------	--------

CPT authorized...0.pdf	Previously authorized CPT or OPT	Delete
--	----------------------------------	------------------------

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[Next](#)

This is where students **MUST STOP** if they haven't received the OPT-recommended Form I-20.

Students must come to the OPT final review meetings on Wednesday to meet with the ISSS Office then they will be issued a new Form I-20 with OPT remarks.

*Please note that students need to submit the online I-765 application within 30 days from the OPT recommended Form I-20 issued date.

**Students who are issued OPT recommended Form I-20 should print it out, sign on the form, scan it and upload it to the online application.

Authorization

- Getting Started
- About You
- Evidence**
- Additional Information
- Review and Submit

2 x 2 photo of you

Form I-94

Employment Authorization Document

Previously authorized CPT or OPT

Form 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.
- Upload no more than five documents at a time
- Accepted file name characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 12MB per file

Choose or drop files here to upload

File name	Document	Action
OPT recommended...0.pdf	Form I-20	Delete

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If there's anything you would like to add to the online application, click the "Add a response" button and add the description.

I-765, Application for Employment Authorization

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- About You
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- Additional Information**
- Review and Submit

Additional information

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

Review and click “Next.”

I-765, Application for Employment Authorization

- Getting Started ▼
- About You ▼
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- Additional Information ▼
- Review and Submit ▲

- Review your application
- Your application summary
- Your statement

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

i 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

✔ We found no alerts or warnings in your application.

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Next

Applicants are strongly encouraged to download Form I-765 for their future references. For example, when their applications are denied, they can look back to see if all entered information is correct.

I-765, Application for Employment Authorization

- Getting Started ▼
- About You ▼
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- Additional Information ▼
- Review and Submit ▲

- Review your application
- Your application summary
- Your statement

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

Getting Started

Basis of eligibility

What is your eligibility category? (c)(3)(B) Student Post-Completion OPT

Check the box and click "Next."

I-765, Application for
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Getting Started 
About You 
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Review and Submit 

Review your application
Your application summary
Your statement
Your signature

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.

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Next

Check the box and type your full legal name and click "Next."
Confirm the payment amount on the application before you proceed with the payment.

I have read and agree to the applicant's statement

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.

Your full legal name here

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Next

Click “Pay and submit” and it will direct you to the payment page.

Review and Submit ^

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

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 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