

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

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Create a USCIS online account





	Create a Password
	Your password must be between 8 and 64 characters, and can contain letters, numbers, special characters and emojis.
	Password
l	Show Password
I	Password strength: Good
1	Password confirmation
	••••••
U	Show Password



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?
	O 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.
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 Impose Impose </th



You will also receive an email titled "Secure two-step verification notification" from <u>MyAccount@uscis.dhs.gov</u> . Copy the verification code from the email and complete the account creation process.	Secure two-step verification notification □ € Kternal > > Inbox 2:25 PM (0 minutes ago) MyAccount@uscis.dhs.gov 2:25 PM (0 minutes ago) to me < . You have requested a secure verification code to log into your USCIS Account. Please enter this secure verification code: Numbers If you are not attempting to log into USCIS, please go to https://myaccount.uscis.gov/users/edit to reset your password and review your security settings. Please be aware that this update might require your immediate attention. PLEASE DO NOT REPLY TO THIS MESSAGE
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.	<section-header><section-header><section-header><text><text><text><text></text></text></text></text></section-header></section-header></section-header>
Finish up the account creation process by selecting password questions and responses. Students are encouraged to keep a memo of these responses.	Question #5 What is the first city you visited without your parents? Question #5 Response Submit



Complete the Form I-765 online application





Select "I am an applicant, petitioner, or requestor" and click the submit button.	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"	U.S. Citizenship and Immigration Services My Account My Account Resources Sign Out			
	Welcome To Your USCIS Account Select What You Want To Do Default Select What You Want To Do Welcome To run Uscis Account File a form online Start a new form, uploade motiver, and pay and submit online Submit online Submit online Submit online			



Search "I-765" then select "I-765, Application for Employment Authorization" in the drop-down	U.S. Citizenship and Immigration Services My Account My Account Resources Sign Out				
menu.	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. Fe waiver: If you are requesting a fee waiver, you cannot file online. You must file a paper version of both the Form H-312. Recurst for fee Waiver and the form for the specific benefit you are requesting.				
	out the Form -312, 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-76 I-765, Application for Employment Authorization				
Read through the information and click the Next button.	••• After You Submit Your Application				
IMPORTANT: Do not just scroll	Track your case online				
down the page, read it thoroughly as it contains important information that OPT applicants	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.				
should be aware of.	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.	<text><text><text><text><text><text></text></text></text></text></text></text>		
Search "C" then click "(C)(3)(C) STEM Extension" in the drop-down menu.	I-765, Application for Employment Authorization Cetting Started Basis of eligibility Reason for applying Preparer and interpreter information About You Evidence Additional Information Review and Submit (c)(3)(C) STEM Extension (a)(12) Temporary Protected Status Granted (c)(3)(C) STEM Extension (c)(3)(C) STEM Extension		



Refer to your Form I-20 to write your education level and major information. If you have more than one major, choose one that you are going to apply for STEM OPT with. Note that the program name that you were enrolled in at SUNY Oswego may not be exactly the same as the major in your Form I-20 which is not a problem. See the image for an example.	What is your degree? Master's in Medical Informatics
Reach out to your employer to get the "employer's name as listed in E-verify" and "E-verify company identification number."	What is your employer's name as listed in E-Verify?
	Back



Choose "Renewal of permission to accept employment" and then check "Yes" for the next question.	I-765, Application for Employment Authorization	What is your reason for applying?
	Getting Started A Basis of eligibility Reason for applying Preparer and interpreter information	 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
	About You Evidence Additional Information Review and Submit	Have you previously filed Form I-765?
Complete the form accordingly.	I-765, Application for Employment Authorization Getting Started Basis of eligibility Reason for applying Preparer and interpreter information About You Evidence Additional Information Review and Submit	Is someone assisting you with completing this application? Yes No Back Next



Complete the form accordingly.		
complete the form accordingly.	I-765, Application for Employment Authorization	What is your current legal name?
	Getting Started 🗸 🗸	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.
	About You ^	Given name (first name) Middle name
	Your name Your contact information	Oswego
	Describe yourself	Family name (last name)
	When and where you were born	ISSS
	Your immigration information	
	Other information	
	Evidence 🗸	Have you used any other names since birth?
	Additional Information 🔹 🗸	Other names used may include nicknames, aliases and maiden names.
	Review and Submit 🔹 🗸	
		YesNo
		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 to 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?			
	application process. V	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 an	iy)			
	ISSS Office				
	Address line 1				
	301 Washingtor	n Blvd			
	Street number and na	me			
	Address line 2				
	Suite 116 Sheld	on Hall			
	Apartment, suite, unit	, or floor			
	City or town	State	ZIP code		
	Oswego	New York	• 13126		
	Yes No		N	ext	
In care of name (i	f any)	_			
🛕 Edit your ad	dress				
	to verify your addre	ss with the US	Postal		
	id delays, please ed				
Edit	nore				
Suite 102 Sh	eldon Hall				
Apartment, suite,	unit, or floor				
City or town	State		ZIP code		
Oswego	New Yo	rk 👻	13126		



Complete the form accordingly.	I-765, Application for Employment Authorization	What is your gender?
	Getting Started About You	 Male Female
	Your name Your contact information	
	Describe yourself When and where you were born	What is your marital status?
	Your immigration information	● Single
	Other information	Married Divorced
	Evidence Additional Information	○ Widowed
	Review and Submit 🛛 🗸	
		Back
Complete the form accordingly.	Your contact information Describe yourself When and where you were born	What is your state or province of birth?
	Your immigration information Other information	
	Evidence Additional Information	What is your country of birth?
	Review and Submit 🛛 🗸	Nepal 🗸
		What is your date of birth?
		01/01/2000
		Back



Click <u>here</u> 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 "<u>Traveler's history</u>" to enter:

- Date of arrival
- Place of arrival

Authorization		What is your country of citizenship or nationality? List all countries where you are currently a citizen or national.
Getting Started	~	
About You	^	Nepal
Your name		
Your contact information		+ Add country
Describe yourself		
When and where you were b	born	
Your immigration informa	tion	
Other information		What is your Form I-94 Arrival-Departure Record Number (if any)?
Evidence	~	
Additional Information	~	123456789A1
Review and Submit	*	
		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.	What is your travel document number (if any)?
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 the expiration date of your passport or travel document?
	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



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.	I-765, Application for Employment Authorization Getting Started ~ About You ^ Your name Your contact information	What is your A-Number? I do not have or know my A-Number. A-
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?"	Describe yourself When and where you were born Your immigration information Other information Additional Information Review and Submit	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 on ont have or know my USCIS Online Account Number. Has the Social Security Administration (SSA) ever officially issued a Social Security card to you? Image: Yes No What is your Social Security number (if known)?
		Do you want the SSA to issue you a Social Security card? Yes No Back



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	^	religious beliefs.		less contrary to your
2 x 2 photo of you		If you need help understanding t crop your photo, you can use the		
Form I-94		Please note that we cannot appro	ove your application without	your photo.
Employment Authorization Document		File requirements		
Document		Clear and readable		
Additional Information	~	 Accepted file formats: JPG, JPE 	G, or PNG	
Review and Submit	~	 No encrypted or password-pro 	tected files	
		 If your documents are in a fore the translator's certification with 		nglish translation and
		 Upload no more than one docu 		
		 Accepted file name characters: underscores, and parentheses 	English letters, numbers, sp	aces, periods, hyphens,
		Maximum size: 12MB per file		
		File name	Document	Action
		How to apply foe.png	2 x 2 photo	<u> </u> Delete
		Back	6	Next



Upload your Form I-94 and select the document type accordingly.	Additional Information Review and Submit	*	Record, with USCIS. USCIS. File requirements • Clear and readable • Accepted file formats: JP • No encrypted or passwor • If your documents are in the translator's certificat • Upload no more than fiw • Accepted file name chara underscores, and parent • Maximum size: 12MB per	rd-protected files a foreign language, upload a full Eng tion with each original document. e documents at a time acters: English letters, numbers, space theses	lish translation and 25, periods, hyphens,
			File name 194 - test.pdf Back	Document	Action Delete Next



STEM OPT applicants should Form I-94 File requirements upload the previously issued **Employment Authorization** Clear and readable Accepted file formats: JPG, JPEG, PDF, TIF or TIFF Document **Employment Authorization** · No encrypted or password-protected files Additional Information ~ Document (EAD) here. • If your documents are in a foreign language, upload a full English translation and the translator's certification with each original document. Review and Submit Previously EAD-issued students ~ • Upload no more than five documents at a time are also encouraged to upload Accepted file name characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses scanned copies of their • Maximum size: 12MB per file passports, and visas. Please note that Form I-983 does not Choose or op files here to upload need to be uploaded to the application as it will be uploaded to the SEVIS system by the ISSS File name Document Office. Employment Passport - test.pdf authorization or Government issue ID Employment authorization or F-1 visa - test.pdf Government issue ID Back

Action

🔟 Delete

🛅 Delete

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		Previously Authoriz	ed CPT Or OPT	
Getting Started	~	Upload evidence of any previousl which it was authorized.	y authorized CPT or OPT and the	academic level at
About You	~	File requirements		
Evidence		Clear and readable		
Evidence	~	 Accepted file formats: JPG, JPE 	G, PDF, TIF or TIFF	
2 x 2 photo of you		 No encrypted or password-pro 	tected files	
Form I-94		 If your documents are in a fore the translator's certification wi 	ign language, upload a full Englisł th each original document.	1 translation and
Employment Authorization		 Upload no more than five docu 	iments at a time	
Document		 Accepted file name characters: underscores, and parentheses 	English letters, numbers, spaces,	periods, hyphens,
Previously authorized CPT OPT	or	Maximum size: 12MB per file		
Form I-20		Choose	or d op files here to upload	
Additional Information	~			
Review and Submit	~			
		File name	Document	Action
		CPT authorized0.pdf	Previously authorized CPT or OPT	<u> </u> Delete
		Back		Next



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

Students must submit Form I-983 to the ISSS Office first and after the review, they will be issued a new Form I-20 with STEM OPT remarks.

*Please note that students need to submit the online I-765 application within 60 days from the STEM OPT recommended Form I-20 issued date.

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

Authorization		I-20, Certificate Of Eli Student Status	gibility For Noni	mmigrant
Getting Started About You	* *	Upload a copy of the Form I-20, Certi Status endorsed by the Designated S category, your DSO must have enterr record within 30 days of you submitt	School Official (DSO). For the	e (c)(3)(B) eligibility OPT into your SEVIS
Evidence	^	your OPT request. For the (c)(3)(C) el endorsed by the DSO within 60 days	igibility category, the Form	
2 x 2 photo of you				
Form I-94		File requirements		
Employment Authorization		Clear and readable		
Document		Accepted file formats: JPG, JPEG,		
Previously authorized CPT or		 No encrypted or password-protect If your documents are in a foreign the translator's certification with et an an	language, upload a full En	glish translation and
OPT		 Upload no more than five docume 		
Form I-20		 Accepted file name characters: En underscores, and parentheses 	glish letters, numbers, spa	es, periods, hyphens
Additional Information	~	Maximum size: 12MB per file		
Review and Submit	~	Choose or	dr p files here to uploa	d
		File name	Document	Action
		OPT recommended0.pdf	Form I-20	面 Delete
		Back		Next



Upload either your transcript that	Authorization	College Degree
shows the STEM OPT eligible program or a degree certificate.	Getting Started 🗸 🗸	Upload evidence the degree that is the basis for the STEM OPT extension is in one of the degree programs currently listed on the <u>STEM Designated Degree Program List</u> or a copy of your prior STEM degree.
	About You 🗸 🗸	File requirements
	Evidence ^	Clear and readable
	2 x 2 photo of you	Accepted file formats: JPG, JPEG, PDF, TIF or TIFF
	Form I-94	No encrypted or password-protected files
	Employment Authorization	 If your documents are in a foreign language, upload a full English translation and the translator's certification with each original document.
	Document	Upload no more than five documents at a time
	Previously authorized CPT or OPT	 Accepted file name characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses Maximum size: 12MB per file
	Form I-20	
	College degree	Choose or drop files here to upload
	Institution accreditation	
	Additional Information	
	Review and Submit 🛛 🗸	File name Document Action
		Transcript or de.pdf College degree Transcript or de. pdf
		Back
If you are applying for STEM	I-765, Application for	
OPT based on the most recently	Employment	
earned STEM degree, you don't	Authorization	Institution Accreditation
have to upload anything for	Getting Started 🗸 🗸	Upload evidence that the institution that granted your STEM degree is currently accredited by the U.S. Department of Education and certified by the Student Exchange
Institution Accreditation. You can	About You 🗸	and Visitor Program (SEVP), if this STEM OPT extension is based on a previously earned STEM degree.
click "Next." (No need to worry	About fou	
about the warning as you can	Evidence ^	File requirements • Clear and readable
see in the "Review and submit"	2 x 2 photo of you	Clear and readable Accepted file formats: JPG, JPEG, PDF, TIF or TIFF
section later.)	Form I-94	No encrypted or password-protected files
If you are applying for STEM	Employment Authorization Document	 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
OPT not based on the most	Previously authorized CPT or	Accepted file name characters: English letters, numbers, spaces, periods, hyphens,
recently earned STEM degree	OPT	underscores, and parentheses Maximum size: 12MB per file
but on the "previously earned	Form I-20	
STEM degree," reach out to the	College degree	Choose or drop files here to upload
ISSS office at isss@oswego.edu	Institution accreditation	
and the office can provide you	Additional Information	C
with the Institution Accreditation	Review and Submit	
letter.	Nevew and Submit	
		Park
		Back



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 Getting Started About You Evidence Additional Information Additional Information Review and Submit	 Additional Information 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
Review and click "Next."	About You Evidence Additional Information	 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 as many times as you want before you submit it. Your for 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. Mets and warnings Me found no alerts or warnings in your application.



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 Evidence Additional Information Additional Information Ceview and Submit Review your application Your application Your application Your statement Control Control C	
Check the box and click "Next."	I-765, Application for Employment Authorization Getting Started About You Evidence Additional Information Review and Submit Your application summary Your statement Your signature	
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 Back Next	



Click "Pay and submit" and it will direct you to the payment page.	Review and Submit	any action USCIS takes on an application, petition or request, or now long USCIS takes to reach a decision. You must submit all fees in the exact amounts.
	Your statement	
	Your signature	
	Pay and submit	We will send you to Pay.gov – our safe and secure payment website – to pay your fees and submit your form online.