

# Steps for Completing the I-765 Application Online

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## General Information

1. **Create your online USCIS account:** <https://myaccount.uscis.gov/>
2. **Gather the following documents:**
  - 1) Digital 2x2 color passport photo that meets USCIS specifications
  - 2) A scan of your passport photograph page
  - 3) A scan of the front and back of any previous EAD cards (if applicable)
  - 4) A scan of any previous I-20s with CPT or OPT information (if available)
  - 5) A digital copy of your I-20 with an OPT recommendation
    1. Must be issued within the last 30 days for post-completion OPT and within the last 60 days for STEM extension OPT. You **MUST** consult with your DSO to receive a new I-20 before filing for your OPT online.
    2. The I-20 must be signed by your DSO and by you. You can use a digital or handwritten signature.
  - 6) Your most recent form I-94.
    1. Your I-94 can be obtained <https://i94.cbp.dhs.gov/I94/#/home>
    2. Select “Get Most Recent Form I-94”
  - 7) A credit card with which you can pay the filing fee
3. **File the form online**

The Form I-765 Application for Employment Authorization

## Suggested Application Details

### I. Post-Completion OPT

## Getting Started

- Basis of eligibility
  - ✓ Select C3B
- Reason for applying
  - ✓ Select Initial permission to accept employment

- Have you previously filed Form I-765?
  - ✓ Check No if you have not previously applied for work authorization with an I-765
  - ✓ Check Yes if you have previously filed an I-765 (provide evidence)
- Is someone assisting you with completing this application?
  - ✓ Check No

## Your Information

- Your Name
  - ✓ What is your current legal name?
  - ✓ Have you used any other names since birth?
- Your contact information
  - ✓ How may we contact you?
    - Daytime telephone number
    - Email address
    - What is your current U.S. mailing address?
    - Is your current mailing address the same as your physical address?
- Describe yourself
  - ✓ What is your gender?
  - ✓ What is your marital status?
- When and where you were born
  - ✓ 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?
- Your immigration information
  - ✓ What is your country of citizenship or nationality?
  - ✓ What is your Form I-94 Arrival-Departure Record Number?
  - ✓ When did you last arrive in the United States?
    - Date of Arrival
    - Place of arrival (airport)
    - Status at last arrival
      - Select F-1 unless you changed your status after your most recent arrival
  - ✓ What is the passport number of your most recently issued passport?
  - ✓ What is your travel document number (if any)? In most cases, leave this section blank. Likely you don't have one.
  - ✓ What is the expiration date of your passport or travel document?
  - ✓ What country issued your passport or travel document?

- ✓ What is your current immigration status or category?
  - Select F-1
- ✓ What is your Student and Exchange Visitor Information System (SEVIS) Number?
  - Check on your I-20. Your SEVIS ID number is listed at the top left of your most recent I-20.
- ✓ Other Information
  - What is your A-number?
    - Check “I do not have or know my A-Number.”
- ✓ What is your USCIS Online Account Number?
  - Check “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?
- ✓ Do you want the SSA to issue you a Social Security card?
  - If you do not have a social security number or do not have your card, you should check “yes.” You will need to complete the required information so that the SSA can issue you a social security card.

#### ➤ Evidence

- ✓ 2x2 photo
- ✓ Form I-94
- ✓ Previous Employment Authorization Document if applicable.
  - **If you do not have a former EAD, you should upload a copy of the photo page of your passport here.**
- ✓ I-20s with former CPT or OPT details, if applicable. You should include previous degree level CPT and OPT here if available. If you do not have these document available, see “Additional Information” below.
- ✓ Form I-20
  - This is the I-20 you will receive from your DSO for OPT recommendation endorsed (your new I-20). **DO NOT upload a previous I-20 without an OPT recommendation from the last 30 days on page 2.**
  - The I-20 must be signed by your DSO and by you. You can use a digital or handwritten signature.

#### ➤ Additional Information

- ✓ If you have previously authorized CPT or OPT and do not have former I-20s with these details, you should do the following:
  - Section: Evidence

- Page: Post-completion CPT or OPT
- Question: Post-completion CPT or OPT
- Additional Information:
  - Type of previously authorized practical training (CPT, OPT, etc.)
  - Dates of previously authorized practical training
  - Application status (approved, denied, or withdrawn)
  - Degree Level (bachelors, masters, PhD, etc.)
  - Receipt or Card Number if known

➤ **Review and Submit**

- ✓ Review your application
- ✓ Read and agree to the “applicant’s statement”
- ✓ Digitally sign
- ✓ Pay the application fee
- ✓ Submit your OPT application

**Good Luck!**

**II. STEM Extension OPT**

**Getting Started**

➤ **Basis of eligibility**

- ✓ What is your degree?
  - List your STEM eligible major and degree level
- ✓ What is your employer’s name as listed in E-Verify?
  - List your employer’s name
- ✓ What is your employer’s E-Verify company identification number or a valid E-Verify client company identification number?
  - List the 5 – 7 digit number here. Note that this IS NOT the same thing as the Employer Identification (EIN) number that is required on the Form I-983.
- ✓ Reason for applying
  - Check initial permission to accept employment (as this is your first time applying for category C3C)
  - Have you previously filed Form I-765

- Check Yes
- Preparer and interpreter information
  - Is someone assisting you with completing this application:
    - Check No

## Your Information

- Your Name
  - ✓ What is your current legal name?
  - ✓ Have you used any other names since birth?
- Your contact information
  - ✓ How may we contact you?
    - Daytime telephone number
    - Email address
    - What is your current U.S. mailing address?
    - Is your current mailing address the same as your physical address?
  - ✓ Describe yourself
    - What is your gender?
    - What is your marital status?
  - ✓ When and where you were born
    - 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?
  - ✓ Your immigration information
    - What is your country of citizenship or nationality?
    - What is your Form I-94 Arrival-Departure Record Number?
    - When did you last arrive in the United States?
      - Date of Arrival
      - Place of arrival (airport)
      - Status at last arrival
        - Most likely F1
      - What is the passport number of your most recently issued passport?
      - What is your travel document number (if any)? In most cases, leave this section blank. Likely you don't have one.
      - What is the expiration date of your passport or travel document?
      - What country issued your passport or travel document?
      - What is your current immigration status or category?
        - F1

- What is your Student and Exchange Visitor Information System (SEVIS) Number?
  - Check on your I-20. Your SEVIS ID number is listed at the top left of your most recent I-20.
- Other Information
  - What is your A-number?
    - You should include the USCIS number listed on your post-completion OPT EAD card here.
  - What is your USCIS Online Account Number?
    - You will most likely check “I do not have or know my USCIS Online Account Number” since the online filing is employed recently.
  - Has the Social Security Administration (SSA) ever officially issued a Social Security Card to you?
    - Mostly yes
  - What is your Social Security number?
    - Enter your SSN

➤ Evidence

- ✓ 2x2 photo
- ✓ Form I-94
- ✓ Previous Employment Authorization Document if applicable. **If you do not have a former EAD, you should upload a copy of the photo page of your passport here.**
- ✓ I-20s with former CPT or OPT details, if applicable. You should include previous degree level CPT and OPT here if available. If you do not have these document available, see “Additional Information” below.
- ✓ Form I-20
  - This is the I-20 you will receive from your DSO for STEM OPT recommendation endorsed (your new I-20). . **DO NOT upload a previous I-20 without a STEM OPT recommendation on page 2.**
  - The I-20 must be signed by an ISS advisor and by you. You can use a digital or handwritten signature.
- ✓ Your diploma showing proof of the STEM eligible degree
- ✓ Institution Accreditation
  - You do not need to upload anything for this section unless you are applying for STEM OPT based on a PREVIOUS degree; as in a degree prior to the one you obtained at Kentucky State University.

➤ **Additional Information**

- ✓ If you have previously authorized CPT or OPT and do not have former I-20s with these details, you should do the following:
  - Section: Evidence
  - Page: Post-completion CPT or OPT
  - Question: Post-completion CPT or OPT
  - Additional Information:
    - Type of previously authorized practical training (CPT, OPT, etc.)
    - Dates of previously authorized practical training
    - Application status (approved, denied, or withdrawn)
    - Degree Level (bachelors, masters, PhD, etc.)
    - Receipt or Card Number if known

➤ **Review and Submit**

- ✓ Review your application
- ✓ Read and agree to the “applicant’s statement”
- ✓ Digitally sign
- ✓ Pay the application fee
- ✓ Submit your STEM OPT application

**Good Luck!**