



Post-Completion OPT I-765 Guide International Student Services

Form I-765: Application for Employment Authorization

The I-765 is an application with USCIS. If approved, you will receive an Employment Authorization Document (EAD) card.

- Submit the I-765 **after you receive your OPT I-20 from ISS.**
 - You must submit your I-765 **within 30 days** of receiving your OPT I-20.
- Apply online or by paper.
 - ISS highly recommends you file online.
- Review the [**ISS Post-Completion OPT webpage**](#) for information regarding the OPT application process and timeline.
- If you are applying for the **STEM OPT Extension**, please refer to the STEM OPT Extension I-765 guide.

Disclaimer



- This is a general guide for the Form I-765.
- It is your responsibility to ensure your I-765 is completed correctly and accurately.
- It is your responsibility to submit the Form I-765 to USCIS before the deadline.
- **Following this guide does not guarantee approval of your OPT by USCIS and should not be construed as legal advice.**
- Please read the USCIS I-765 instructions [HERE](#).



Accessing the I-765

Create an USCIS Account

- Visit <https://myaccount.uscis.gov/>.
- Click “Create an account”.
- ISS recommends you use your personal email (not UW email).
- An USCIS account confirmation email will be sent to you. Follow the instructions in the email to create your account.
- If you already have an USCIS account, log in with your existing account information.

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 *

Submit

Already have an account?

[Sign In](#)

Legal

[Department of Homeland Security Consent](#) ↗

[DHS Privacy Notice](#) ↗

[FBI Privacy Notice](#) ↗

[Paperwork Reduction Act Burden Disclosure Notice](#) ↗

Access myUSCIS

Welcome to your USCIS Account

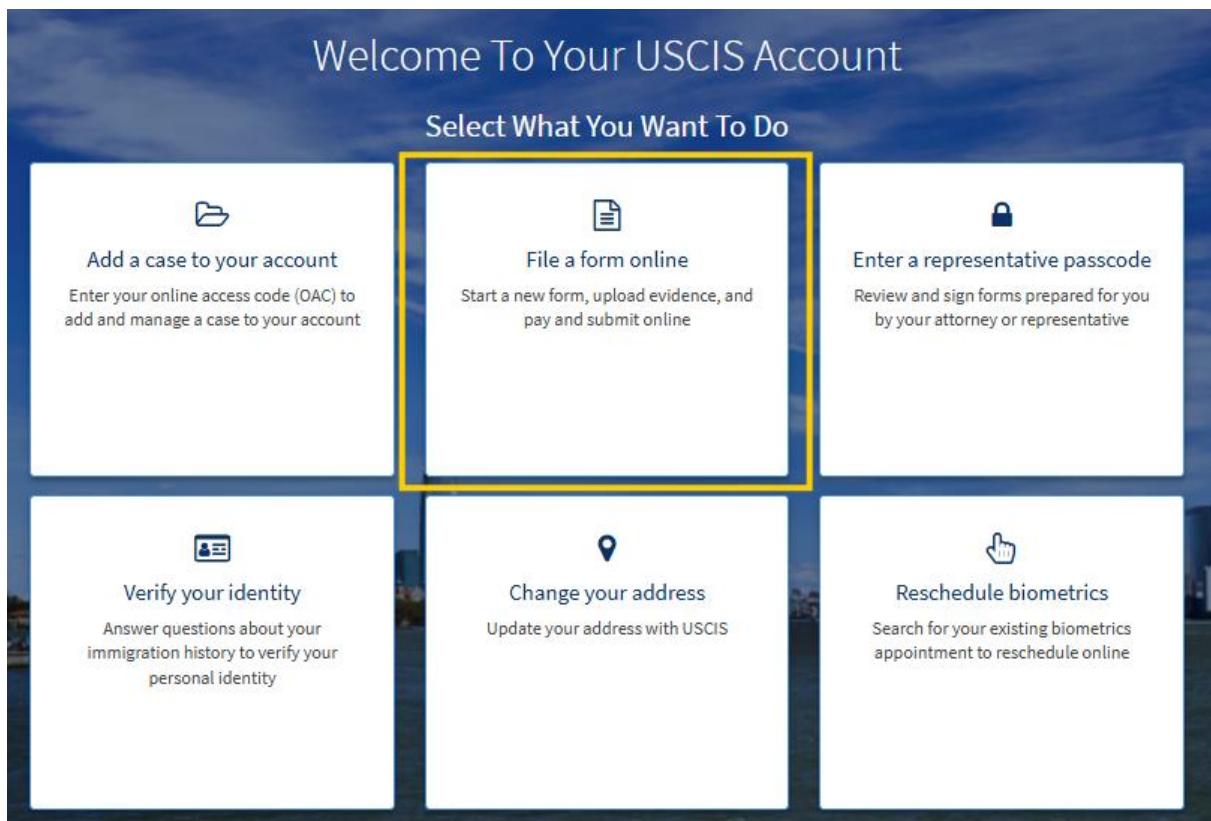
Please select what you want to do.

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. Edit My Account	 Apply for immigration benefits, find tools and resources to assist in preparation for naturalization, and search for doctors in your local community. Go to myUSCIS
FIRST	Submit, manage and receive Freedom of Information Act (FOIA) requests. Go to FIRST	 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) Go to myE-Verify
E-Verify+	E-Verify+ is only for newly hired employees contacted by their employer to complete the Employment Eligibility Go to E-Verify+	

- Click “Go to myUSCIS”.
- “myUSCIS” is where you can file online applications with USCIS.

Start your Application

- Click “File a form online”



- Select “I-765, Application for Employment Authorization”.
- Select “(c)(3)(B) Student Post-Completion OPT”.

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 www.uscis.gov/feewaiver.

Select the form you want to file online.

I-765, Application for Employment Authorization

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.

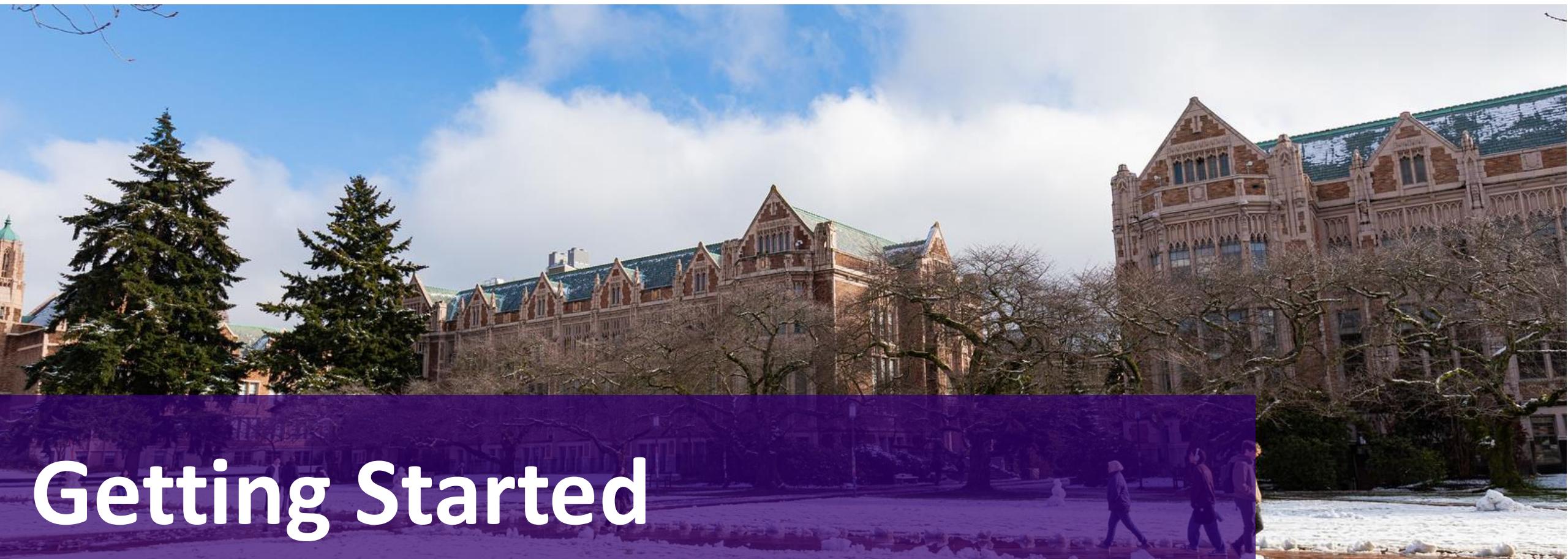
(c)(3)(B) Student Post-Completion OPT



Reminders

Keep in Mind

- **You must have your OPT I-20 from ISS before submitting the I-765.**
 - You must submit your I-765 within 30 days of receiving your OPT I-20.
- You must be **physically inside the U.S.** when submitting the I-765.
- ISS recommends you include all information that is applicable to you.
 - Even if it is not marked with an asterisk (*).
- If you do not work on your I-765 draft for more than 30 days, USCIS will delete it.
- The final step in the I-765 is to pay the application fee. Do not pay the I-765 fee if you are not ready to submit your application to USCIS. You can find the most up-to-date fee information [HERE](#).



Getting Started

Getting Started: Basis of eligibility

- Select “(c)(3)(B) Student Post-Completion OPT”.
- Premium Processing (I-907)
 - Premium Processing is optional.
 - If you want premium processing, you can choose to apply for it when you submit your I-765 or add it later while your I-765 is pending.
 - If you choose to apply for premium when submitting the I-765, you will pay the I-765 fee and premium processing fee together.
 - View the premium processing fee information [HERE](#).

What is your eligibility category? *

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

Getting Started

Basis of eligibility

Reason for applying

Preparer and interpreter information

About You

Evidence

Additional Information

Review and Submit

! 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.

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.

Yes

No

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Getting Started: Reason for Applying

Getting Started

Basis of eligibility

Reason for applying

Preparer and interpreter
information

About You

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Review and Submit

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

Reason for Applying:

- Select "Initial".
- **Replacement:** If you were authorized for OPT, but your EAD was lost, stolen, damaged, or needs to be corrected.

Previously Filed Form I-765:

- Yes: You have applied for an EAD in the past.
- No: This is your first time applying for an EAD.

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Getting Started: Preparer and Interpreter

- If someone is helping you complete your application, you will need to enter information about them.

Get help completing an online application by calling 1-800-606-0290

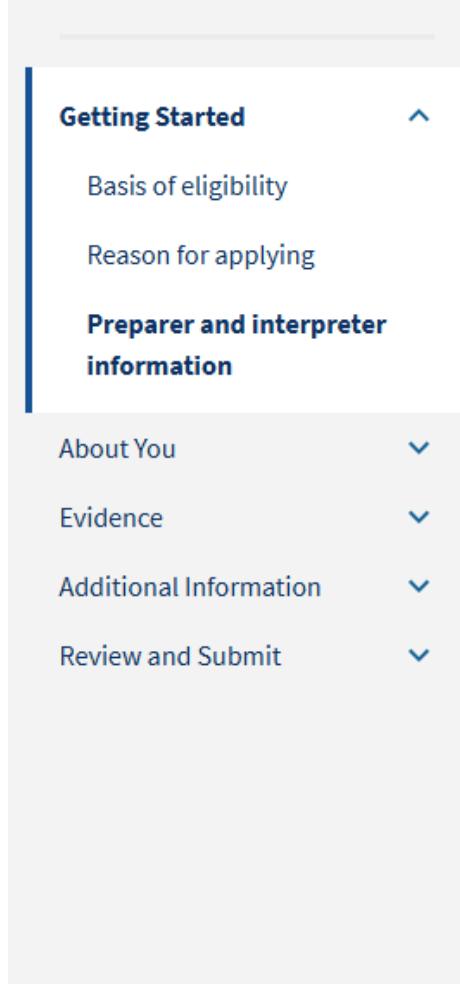
Is someone assisting you with completing this application?

Yes

No

[Back](#)

[Next](#)



The screenshot shows a digital application interface. On the left, a vertical sidebar menu lists several sections: 'Getting Started' (which is expanded, showing 'Basis of eligibility' and 'Reason for applying'), 'Preparer and interpreter information' (which is expanded, showing 'About You', 'Evidence', 'Additional Information', and 'Review and Submit'), and other collapsed sections like 'About You', 'Evidence', 'Additional Information', and 'Review and Submit'. On the right, the main content area displays a question: 'Is someone assisting you with completing this application?' with two radio button options: 'Yes' and 'No'. The 'No' option is selected. At the bottom right are 'Back' and 'Next' buttons.



About You

About You: Your Name

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)

Middle name

Family name (last name) *

Have you used any other names since birth?

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

Yes

No

Back

Next

- Type in your name as it appears on your I-20.
- If you have used any other names on official records, please include those (i.e., maiden names, preferred names).

About You: Contact Information

- Provide your contact information.
- Your EAD card and any notices will be sent to the mailing address on file. Please use a secure address that will be valid throughout your I-765 processing.
- “In Care of Name”
 - If you are not physically residing at the mailing address, indicate the name of the person who is.
- If your mailing address and physical address are different, provide your current physical address here.

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.

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

Yes
 No

About You: Describe Yourself

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

- Provide your gender and marital status.

Back

Next

About You: When and Where you Were Born

- Provide your location of birth as indicated on your birth certificate.
- If the country's name has changed or no longer exists, select the name of the country as it was named when you were born. If that name is not listed, select the name of the country as it is today.
- Date of Birth: Use the U.S. date formatting (Month/Day/Year)

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 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

[Back](#)

[Next](#)

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.

+ Add country

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.

Date of arrival (on or about)

MM/DD/YYYY

Place of arrival

Status at last arrival

About You: Your Immigration Information

- List all countries you are a citizen or national of.
- Follow the steps outlined [HERE](#) to get your I-94.
 - If you did an in-country change of status and have not left the country since, your most recent I-94 will be on the bottom of your approval notice.
- Use your I-94 record/travel history to fill out your most recent arrival information.

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?

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-

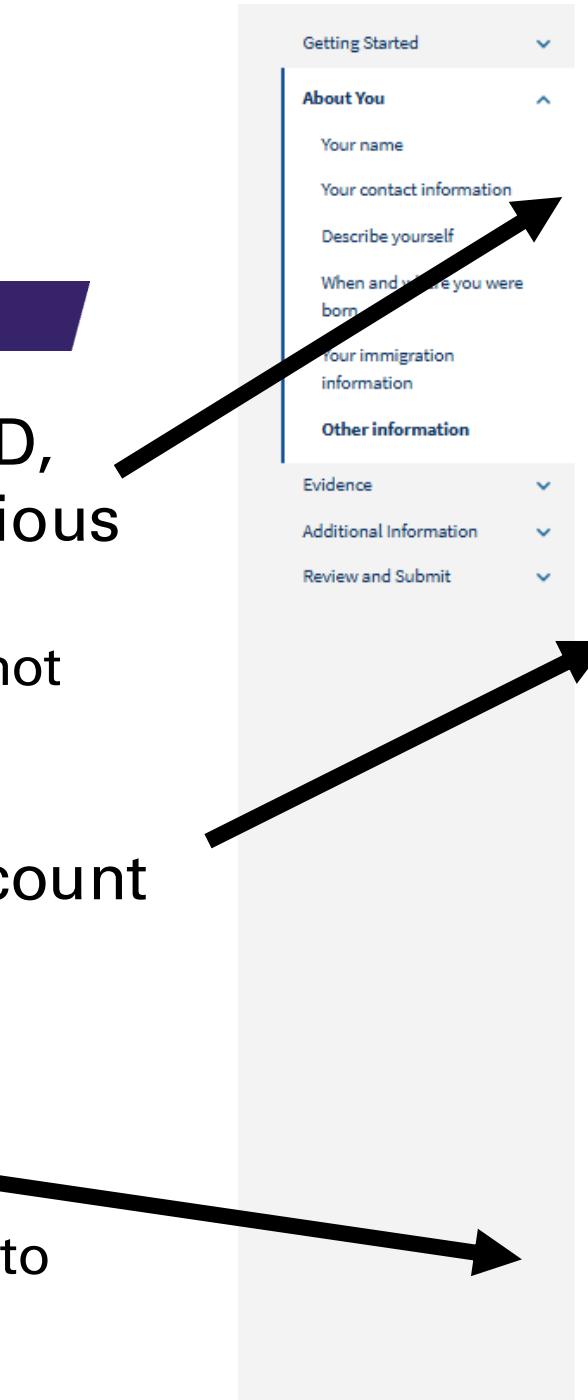
Provide a 10, 11, or 12-digit SEVIS number.

About You: Your Immigration Information

- Provide your most recent passport information.
- Travel Document Number
 - Most students do not have a travel document number. If you do not, skip this question.
- Current Immigration Status or Category
 - Select "F-1".
- Your SEVIS Number is written at the top of your I-20.

About You: Other Information

- If you have previously received an EAD, provide the A-number from your previous EAD (written as a USCIS#).
 - If this does not apply to you, select “I do not have or know my A-Number.”
- If you do not have a USCIS Online Account Number, please indicate that.
- If you do not have an SSN, ISS recommends you select “Yes”.
 - If you select “Yes”, you will be prompted to provide your parent’s names.



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-

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 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.

Provide a 12-digit Online Account Number.

Has the Social Security Administration (SSA) ever officially issued a Social Security card to you?

Yes

No

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

Yes

No

Evidence



Getting Started

About You

Evidence

2" x 2" photo of you

Form I-94 or passport

Employment Authorization Document

Additional Information

Review and Submit

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 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.

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 [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

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

Evidence: 2 x 2 Photo

- Your photo should be recent (taken within the last 30 days).
- The photo must meet [USCIS standards](#).
 - As of December 12, 2025, USCIS accepts only photographs taken at an Application Support Center (ASC) during a Biometrics Services Appointment (BSA), or by other USCIS-authorized entities.
 - If your submitted photo does not meet their requirements, you may receive a request to attend a Biometrics Services Appointment at an ASC.

Evidence: Form I-94 or Passport

- Provide your I-94 and/or a photo of your passport (the biographical page).

The image shows a digital form interface with a sidebar on the left containing navigation links: 'Getting Started', 'About You', 'Evidence' (which is expanded), '2" x 2" photo of you', 'Form I-94 or passport' (which is selected and highlighted in blue), 'Employment Authorization Document', 'Additional Information', and 'Review and Submit'. The main content area is currently empty.

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 [CBP website](#) 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, [see Form G-1055](#).

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.

[Learn more about Primary and Secondary evidences.](#)

Evidence: Employment Authorization Document

Getting Started



About You



Evidence



2" x 2" photo of you

Form I-94 or passport

Employment Authorization Document

Previously authorized CPT or OPT

Form I-20

Additional Information



Review and Submit



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

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

- If you have previously received an EAD card, upload photos of the card(s).
- If you have never received an EAD card, upload photos of your passport and/or F-1 visa.

Evidence: Previously Authorized CPT or OPT

- If you have participated in CPT or OPT in the past, upload all previous CPT and OPT I-20s.
 - All I-20s should have your signature on page 1.
- If you have not done CPT or OPT before, leave this section blank.
 - You will receive a pop-up message if you leave this blank. You can ignore that message if you do not have any previous CPT or OPT I-20s.

The screenshot shows a digital form interface with a sidebar and a main content area. The sidebar on the left lists several sections: 'Getting Started', 'About You', 'Evidence' (which is expanded), 'Form I-20', 'Additional Information', and 'Review and Submit'. The main content area is titled 'Previously Authorized CPT Or OPT' and contains instructions: 'Upload evidence of any previously authorized CPT or OPT and the academic level at which it was authorized.' Below this is a 'File requirements' section with a bulleted list of guidelines. At the bottom of the main area is a dashed box containing the text 'Choose or drop files here to upload'.

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

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Getting Started

About You

Evidence

2" x 2" photo of you

Form I-94 or passport

Employment Authorization Document

Previously authorized CPT or OPT

Form I-20

Additional Information

Review and Submit

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-765. 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.

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

Evidence: Form I-20

- Upload your **OPT I-20** from ISS.
- Reminders!
 - You need to sign page 1 by hand.
 - You must apply to USCIS within 30 days of receiving your OPT I-20.
 - Make sure page 2 includes the OPT recommendation from ISS (see example below).



Department of Homeland Security
U.S. Immigration and Customs Enforcement

I-20, Certificate of Eligibility for Nonimmigrant Student Status
OMB NO. 1653-0038

SEVIS ID: N00

(F-1)

NAME:

EMPLOYMENT AUTHORIZATIONS

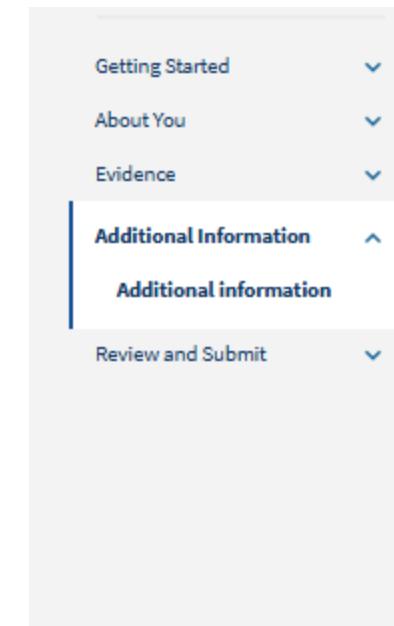
TYPE	FULL/PART-TIME	STATUS	START DATE	END DATE
POST-COMPLETION OPT	FULL TIME	REQUESTED	24 MAY 2024	23 MAY 2025

Final Steps



Additional Information

- If you need to provide any additional details regarding a previous answer in the I-765, you may provide that information here.



The image shows a screenshot of a digital form interface. On the left, there is a vertical sidebar with the following navigation options: "Getting Started", "About You", "Evidence", "Additional Information" (which is highlighted in blue), and "Review and Submit". Each option has a small downward arrow to its right. The "Additional Information" section is expanded, revealing a sub-section titled "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](#)

Check your application before you submit

Please review your application and check it for accuracy and completeness before you submit it.

We encourage you to provide as many responses as you can throughout the application. Missing or incomplete information may 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

Your form filing fee is: \$470

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.

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

What is your degree?

What is your employer's name
as listed in E-Verify?

Review Your Application

- Review your application.**
 - Ensure you answered all questions applicable to you.
 - Ensure you accurately reported all of your information.
 - Ensure you have no alerts or warnings.
- Note: When reviewing the application summary or draft snapshot, there will be questions included that are blank. That is normal – those questions do not apply to F-1 applicants.**
- If you would like an ISS advisor to review your application, do not proceed from this step.**

Statement and Signature

- Complete the required statement and signature.

Getting Started ▾

About You ▾

Evidence ▾

Additional Information ▾

Review and Submit ▾

- Review your application
- Your application summary
- Your statement**
- Your signature

Getting Started ▾

About You ▾

Evidence ▾

Additional Information ▾

Review and Submit ▾

- Review your application
- Your application summary
- Your statement
- Your signature**

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.

[Back](#) [Next](#)

Applicant's statement

You must read and agree to the statement below.

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



Employment
Authorization

Getting Started

About You

Evidence

Additional Information

Review and Submit

Review your application

Your application summary

Your statement

Your signature

Pay and submit

Pay for and submit your application

The final step to submit your Form I-765, Application for Employment Authorization, is to pay the required fee.

Your application fee is: **\$470**.

Refund policy: By continuing this transaction, you agree that you are paying for a government service and that the filing fee, biometric services fee and all related financial transactions are final and not refundable, regardless of 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, 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 application 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

Pay the USCIS Fee

- **This is the final step in the application**
- **If you are not ready to submit your application, do not pay the application fee.**
- **If you opted for premium processing, you will be asked to pay the premium processing (I-907) and I-765 fee together.**



After Submission

After Submission



- You should receive a digital receipt notice from USCIS within 24 hours of submitting your application. A paper receipt notice will be mailed to you.
- If you need to change your mailing address after submitting your application, you must submit an [official change of address to USCIS](#).
- If you receive a Request for Evidence (RFE) or Request for Information (RFI), please notify ISS immediately.
- If approved, USCIS will provide you a digital and paper approval notice. Your EAD card will arrive in the mail.
- Review the ISS page [HERE](#) for additional information.