

Start Online I-765 application

These instructions are for students seeking to submit an I-765 draft for ISS to review when requesting an OPT I-20. Please remember: DO NOT submit your I-765 application to USCIS before receiving your OPT I-20 from UW ISS.

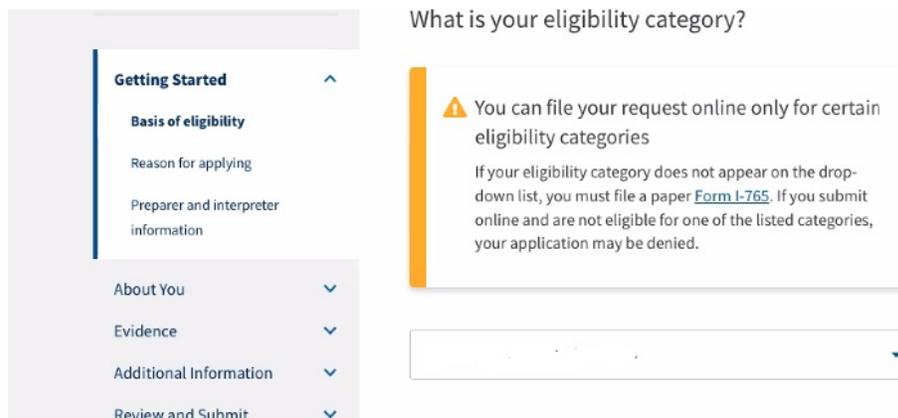
1. Create an account with USCIS. [See their tutorial.](#)
2. Click 'File a Form Online'



3. Choose I-765, Application for Employment Authorization. Read and review the information in the next screens and click Next



4. For Pre-Completion OPT select (c)(3)(A).



5. If you're applying for Pre-Completion OPT select 'Initial Permission to accept Employment'.

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

I-765, Application for Employment Authorization

Getting Started ^

- Basis of eligibility
- Reason for applying
- Preparer and interpreter information**

About You v

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Is someone assisting you with completing this application?

- Yes
- No

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7. Answer questions about you

The sidebar menu is located on the left side of the page. It contains the following items:

- Getting Started (with a downward arrow)
- About You (with an upward arrow)
 - Your name
 - Your contact information
 - Describe yourself
 - When and where you were born
 - Your immigration information
 - Other information
- Evidence (with a downward arrow)
- Additional Information (with a downward arrow)
- Review and Submit (with a downward arrow)

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

8. Add your contact information

The sidebar menu is located on the left side of the page. It contains the following items:

- Getting Started (with a downward arrow)
- About You (with an upward arrow)
 - Your name
 - Your contact information
 - Describe yourself
 - When and where you were born
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 - Other information
- Evidence (with a downward arrow)
- Additional Information (with a downward arrow)
- Review and Submit (with a downward arrow)

How may we contact you?

Daytime telephone number

Mobile telephone number (if any)

This is the same as my daytime telephone number.

Email address

What is your current U.S. mailing address?

We will use your current mailing address to contact you throughout the application process. We may not be able to contact you if you do not provide a complete and valid address. Please provide a U.S. address only.

In care of name (if any)

Address line 1

9. Answer more questions about you

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 gender?

Male

Female

What is your marital status?

Single

Married

Divorced

Widowed

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 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?

10. Enter your Immigration status information

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.

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

When did you last arrive in the United States?

List your arrival date, place of arrival, and status at arrival.

11. Enter additional information. Most students won't have an A- Number.

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.

What is your USCIS Online Account Number?

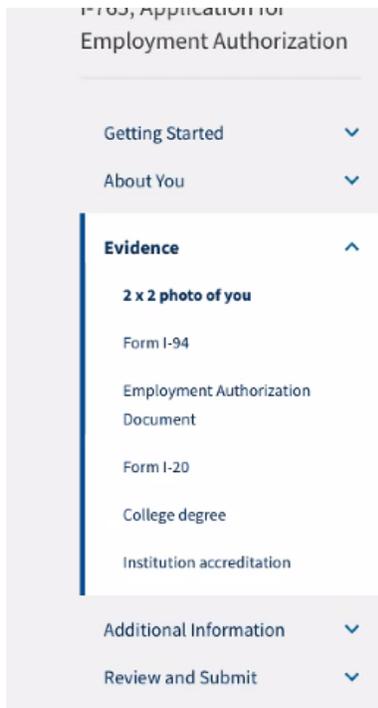
Providing your unique USCIS Online Account Number (OAN) helps us manage your account. You may already have an OAN if you previously filed [certain paper forms](#) and received an Account Access Notice in the mail. You can find the OAN at the top of the notice; it is not the same as an A-Number.

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

12. Upload a 2 x 2 Photo of You. If you're creating the draft to submit for review you can skip this for now.



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.

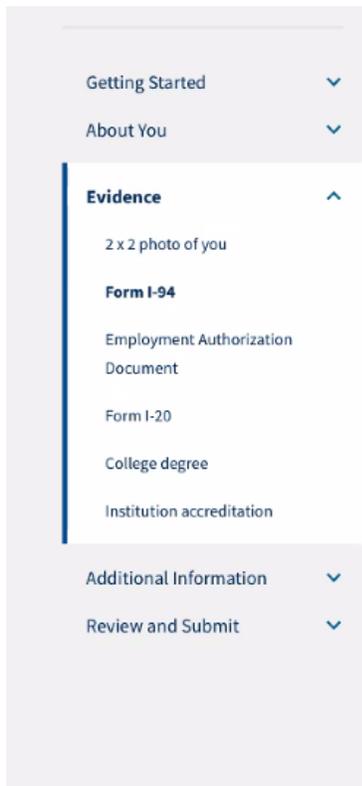
Make sure your whole face is visible, you are facing the camera directly, and the background is white or off-white. Your head must be bare, unless contrary to your religious beliefs.

If you need help understanding the photo requirements or want to resize, rotate, or crop your photo, you can use to 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 five documents at a time
- Accepted file name characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses

13. Upload your I-94. If you're creating the draft to submit for review you can skip this for now.



I-94, Arrival And Departure Record

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.

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

14. Upload a copy of EAD card, if you don't have one, include a copy of your passport bio page and visa. If you're creating the draft to submit for review you can skip this for now.

Getting Started ▼

About You ▼

Evidence ▲

2 x 2 photo of you

Form I-94

Employment Authorization Document

Form I-20

College degree

Institution accreditation

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: 6MB per file

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

15. Upload your OPT I-20 signed by a UW International Student Advisor. If you're creating the draft to submit for review you will **not** have this I-20 yet and will need to skip.

Getting Started ▼

About You ▼

Evidence ▲

2 x 2 photo of you

Form I-94

Employment Authorization Document

Form I-20

College degree

Institution accreditation

Additional Information ▼

Review and Submit ▼

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: 6MB per file

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

16. Enter any additional information you deem necessary. This section is optional.

The screenshot shows a sidebar on the left with navigation options: 'Getting Started', 'About You', 'Evidence', 'Additional Information' (highlighted), and 'Review and Submit'. The main content area is titled 'Additional Information' and contains instructions: '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.' and 'If you do not need to provide any additional information, you may leave this section blank.' Below the text is a '+ Add a response' button, a horizontal line for text entry, and 'Back' and 'Next' buttons at the bottom.

17. Here's where you can generate a draft of your answers to review yourself or for UW ISS to review.

The screenshot shows the 'Review and Submit' section. The sidebar on the left has 'Review and Submit' highlighted. The main content area is titled 'Review the I-765 form information' and includes a 'Print' icon. It contains a summary of the application information and a 'View draft snapshot' button, which is highlighted with a black box and an arrow. Below this is a preview of the 'Getting Started' section, showing the question 'What is your eligibility category?' and 'What is your degree?' with a '-' sign next to the answer.

