

Optional Practical Training: Post-Completion OPT

Optional Practical Training (OPT) provides an F-1 visa holder with an opportunity to gain 12 months of employment experience in his/her major area of study (with an option for a 24-month extension for STEM majors). The 12 months can be used all at once or in increments before graduation, using Pre-Completion OPT, or after graduating, using Post-Completion OPT. If you have used any Pre-Completion OPT time, you will have that amount of time *less* after graduation on Post-Completion OPT. Example: 3 months of Pre-Completion OPT = 9 months of Post-Completion OPT.

Employment while on OPT must be related to your major field of study. A job offer is not required to apply for OPT, but you must obtain authorization by USCIS prior to beginning employment. OPT is granted for specific dates and cannot be adjusted after it is approved. Once the application is submitted, please allow 90 days for processing.

There are three types of OPT: pre-completion, post-completion, and STEM Extension. The information in this document is for Post-Completion OPT only.

For more information, please visit the USCIS website on [OPT](#).

Post-completion OPT is used after the F-1 visa holder has completed his/her program of study, however it is recommended that you apply 90 days before the program end date on your I-20 form. You may apply for Post-completion OPT up until 60 days after the program end date listed on your I-20, though this is not recommended.

To apply for Post-completion OPT: submit the Anticipated Degree Verification letter request form to the Registrar's Office, then prepare all of the documents as outlined in this packet. Complete the OPT Request application in the [ISSS Student Portal](#) (Terra Dotta) to get your OPT-endorsed I-20 Form, in order to complete the OPT application process online.

The government takes at least 3 months to process OPT applications, which is why it is important to ***plan ahead!***

Post-Completion OPT Online Application Process

STEP 1 Submit **Anticipated Degree Verification** letter request (page 6) to the Registrar's Office
Once you submit the letter request to the Registrar's Office, you can begin Step 2 (below). When ISSS receives the Degree Verification letter from the Registrar, ISSS will upload the letter into your OPT Request.

STEP 2 Submit the **OPT Request** through the [ISSS student portal](#) (Terra Dotta)
You will need to pick a start date within the 60 days after the Program End Date on your I-20 form. See OPT Timeline in this packet (page 5).
Once approved, you will receive an OPT-endorsed I-20 from your ISSS advisor. This needs to be submitted within 30 days of your advisor's signature.

STEP 3 Begin OPT application by working on the **I-765 Form online** through the [USCIS Portal](#)

STEP 4 **Have ISSS check your I-765 Form**

It is strongly recommended that an ISSS advisor review your I-765 Form, especially if you have questions or concerns about the information you are submitting. Before submitting payment, you will be able to download a "Draft Snapshot" – send that PDF to ISSS for review.

STEP 5 Submit payment for **application fee = submit I-765 Form**

Once payment is submitted, your application has been submitted to USCIS! You will not be able to edit your application after you submit payment. The application fee is non-refundable and, if you need to submit the application again, you will need to pay the application fee again.

➤ **NOTE:** if you submit the application without the valid OPT-endorsed I-20 Form, your application will be denied and you will need to apply again.

Advising
available
throughout
process!

In-person: bring
your laptop

Virtual: screen
share capabilities

Documentation checklist for Post-Completion OPT application online:

- Screenshot or PDF of your most recent **I-94 Arrival Record**, which can be retrieved [online](#)
- Scans of front and back of any previous **Employment Authorization Document (EAD)** card(s), if previously issued
- Scans of previous CPT-endorsed and OPT-endorsed **I-20s**, if applicable
- Scan of **OPT-endorsed I-20 Form** (you will get this from ISSS)
- Passport-sized photo** (2 inches by 2 inches) taken in the past 6 months, not used before
 - See additional specifications in application or Completion Guide below.
- Credit card, debit card, or bank routing information to pay the **\$470.00 application fee**

➤➤➤ Use the **Completion Guide** to help you complete the online I-765 application. <<<<

After OPT is filed:

You should receive three documents from USCIS:

1. Receipt notice (issued immediately after submitting online)
2. Approval notice
3. EAD Card (normally within 1-2 weeks after receiving the approval notice; scan front and back of the card to ISSS for your immigration file)

➔ If you receive an R.F.E. (Request for Evidence), contact ISSS immediately.

Employment Reminders

- You MAY NOT work before you receive the EAD card or before the start date on the EAD card.
 - You should receive the Employment Authorization Document (EAD) within 3-4 months from the date on the receipt notice. If it is not received in this time, contact ISSS.
- Employment must be directly related to your major field of study.
- You may not be unemployed for more than **90 days** in total while on OPT. If you have been unemployed for more than 90 days on OPT, then you will need to leave the U.S.
- Volunteering/working an unpaid internship for more than 20 hours per week in your major field of study may be considered employment.

➔ *Any violation of these and other employment regulations can cause your immigration status to be terminated.*

Reporting Requirements

While on OPT, you will remain in F-1 status under the sponsorship of James Madison University and, as such, you must maintain your immigration status:

- ➔ Report **employer name** and **address**, **part-time** (less than 20 hours per week) or **full-time** employment (20-40 hours per week), and **start date** to SEVIS through your [SEVIS Portal Account](#) as soon as you start employment.
 - You will need to provide a statement about how employment is related to your major.
- Update your SEVIS record of a change in employment immediately and report all criteria listed above, including end date of previous employment.
- Update your SEVIS record of a change of name or address within 10 days of the change.
- Keep all immigration documents safe and in valid status.

➔ *Any violation of these and other regulations can cause your immigration status to be terminated.*

Travel

Before departing the U.S., it is strongly recommended that you contact ISSS about your particular travel situation, as every situation is unique. Below are general guidelines to consider before departing the U.S. while on OPT.

Items needed for entry to the U.S. while on OPT:

- A valid passport; valid at least 6 months into the future

- A valid F-1 visa to reenter the U.S.
- Your most recent Form I-20 with travel signature from an ISSS staff member
- Your valid EAD (Employment Authorization Document)
- Letter for proof of employment

➔ **It is strongly suggested that you DO NOT travel outside of the U.S. while your OPT application is pending and before you secure employment.**

If you intend to leave the U.S. permanently, inform ISSS of your departure date.

The following two questions are of particular interest while traveling on OPT. The answers are from the ICE website on Travel. Again, consult the ISSS staff before traveling.

1. Can I reenter if my request for Post-Completion OPT is pending?

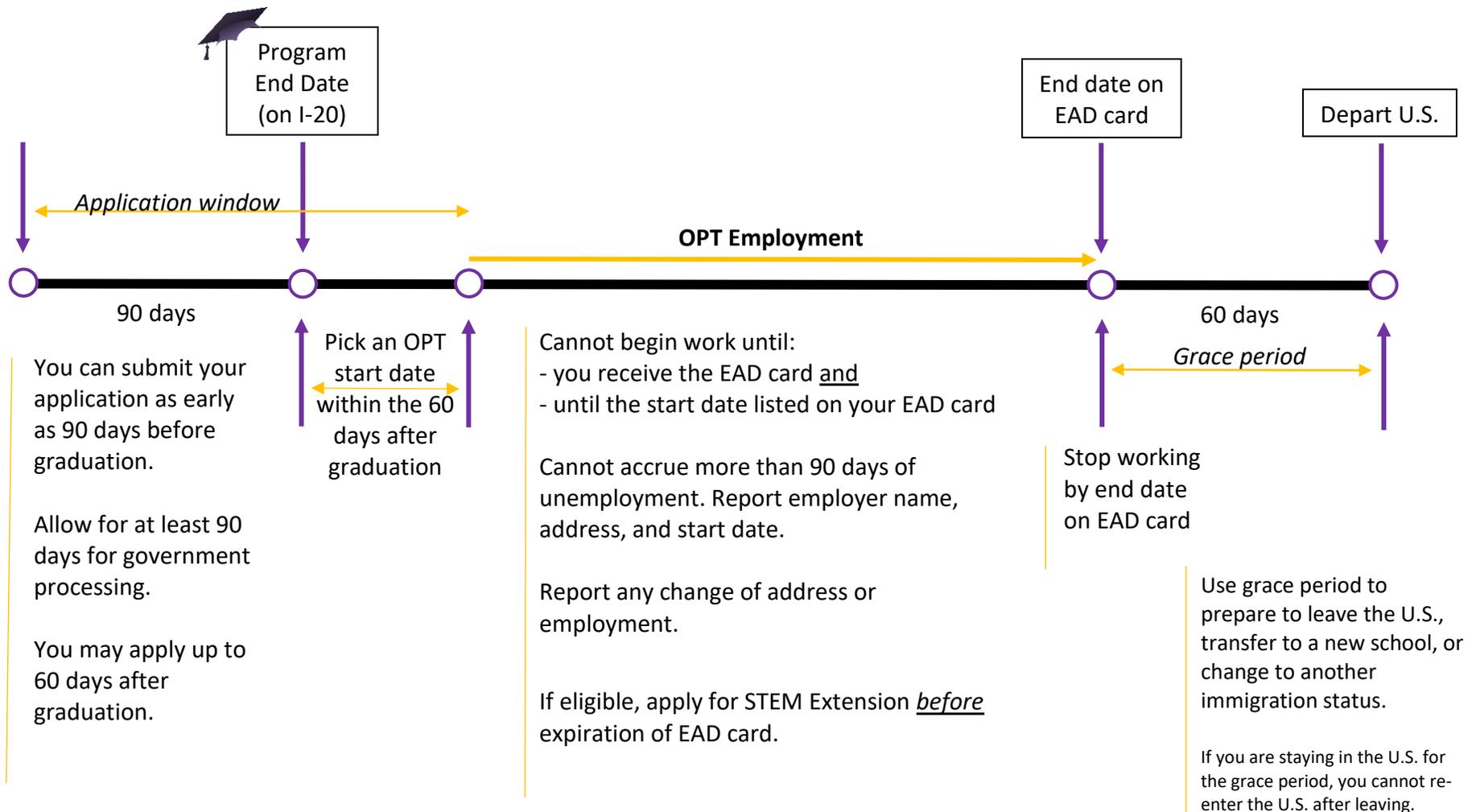
Yes, but traveling during this time should be undertaken with caution. USCIS may send you a request for evidence while you are away, however, so you would want to make sure you have provided a correct U.S. address both to your DSO and on the application and would be able to send in requested documents. Also, if USCIS approves your OPT application, you will be expected to have your EAD in hand to re-enter the United States. Like a request for further information, USCIS can only send the EAD to your U.S. address.

2. Can I reenter if I left while on Post-Completion OPT?

If USCIS has approved your OPT you will be expected to have your EAD in hand to re-enter the United States, in addition to your Form I-20, valid passport and visa, and a letter of employment... If you exceed the limits on unemployment while outside the United States, you will not be eligible to re-enter the United States in F-1 status.

<https://www.ice.gov/sevis/travel>

Post-Completion OPT Timeline



Enrollment Verification Request

PLEASE PRINT LEGIBLY:

Name: _____ Student ID #: _____

Phone: _____ Email: _____@dukes.jmu.edu Date of Birth: _____

Expected Graduation Date (Month/Year) _____ Number of Copies **1**

- *Future enrollment cannot be verified*
- *Normal processing time is within five business days*
- *Verifications cannot be emailed*

(1) Request Information:

- Complete the form I provided (Must complete all student portions and sign before submitting)
- Provide me a Letter of Enrollment
- Provide me a Letter of Enrollment for Military I.D. Renewal
- International Invitation to Commencement (Must provide full names and relationship to the student)
- Degree Verification (JMU degree is conferred on student's transcript)
- Anticipated Degree Verification (Applied to graduate and on track pending successful completion of enrolled courses)
- Other (Please explain) _____

(2) Please check which semester(s) you are requesting verification for:

- Current semester
- Pre-registration for upcoming semester
- Past semester(s): _____

(3) Delivery Information (Verifications will NOT be emailed):

- Hold for Student Pick Up (Student must present valid ID or JACard when picking up the verification)
- I authorize the following individual to pick up my verification on my behalf _____
- Fax: (____) _____ ATTN: _____ Re: _____

Mail: Recipient's Name: **International Student & Scholar Services (ISSS)**

Street Address: _____

City, State: _____ Country: _____ Zip Code: _____

Signature (REQUIRED): _____ Date: _____



Submit to the Registrar's Office: 5th floor of the Student Success Center or registrar@jmu.edu

I-765 Completion Guide for Post-Completion OPT

After you have your OPT-endorsed I-20 Form, complete online at <https://myaccount.uscis.gov/>.

You will first need to **create an account**.

U.S. Citizenship and Immigration Services

Sign In

Email *

Password *

[Forgot your Password?](#) [Show Password](#)

[Sign In](#)

One account for all of your USCIS needs. **Create an account.**

[Didn't receive confirmation instructions?](#)

Legal

- [Department of Homeland Security Consent](#)
- [DHS Privacy Notice](#)
- [Paper Reduction Act Burden Disclosure Notice](#)
- [Terms of Use](#)

U.S. Citizenship and Immigration Services

Sign Up

Your USCIS account is only for you. Do not create a shared account with family or friends. 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.

Email *

Email confirmation *

[Sign Up](#)

Your email address is used to log in to your USCIS Account. All USCIS email communications will be sent to this address.

Already have an account? [Sign In](#)

Legal

- [Department of Homeland Security Consent](#)
- [DHS Privacy Notice](#)
- [Paper Reduction Act Burden Disclosure Notice](#)
- [Terms of Use](#)

Enter your personal / non-JMU Dukes email address

After you graduate, you will lose access to your JMU Dukes account.

The USCIS system will send you a **confirmation email**.

Then they will send you a **verification code** to enter online.

U.S. Citizenship and Immigration Services

Enter your verification code

A verification code has been sent to x@jmu.edu. Please enter the code that you received. If you do not receive the code in 10 minutes, please [request a new verification code](#).

If you have lost access to x@jmu.edu, enter your backup code instead, or [Contact Us](#).

Secure verification code *

[Submit](#)

I-765 Completion Guide for Post-Completion OPT

After you have your OPT-endorsed I-20 Form, complete online at <https://myaccount.uscis.gov/>.

The screenshot shows the 'Welcome to your USCIS Account' page. On the left, there are three service categories: 'Edit My Profile', 'USCIS', and 'myE-Verify'. An orange arrow points to the 'USCIS' button. The main content area features four service tiles: 'Add a paper-filed case', 'File a form online', 'Enter a representative passcode', and 'Verify your identity'. An orange arrow points to the 'File a form online' tile.

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.

Concurrent filing available

Select the form you want to file online.

- I-90, Application to Replace Permanent Resident Card
- I-130, Petition for Alien Relative
- I-539, Application To Extend/Change Nonimmigrant Status
- I-765, Application for Employment Authorization
- I-821, Application for Temporary Protected Status (TPS)
- N-336, Request for a Hearing on a Decision in Naturalization Proceedings
- N-400, Application for Naturalization
- N-565, Application for Replacement Naturalization/Citizenship Document
- N-600, Application for Certificate of Citizenship
- N-600K, Application for Citizenship and Issuance of Certificate Under Section 322

[Start form](#)

I-765 Completion Guide for Post-Completion OPT

After you have your OPT-endorsed I-20 Form, complete online at <https://myaccount.uscis.gov/>.

Read the **instructions**  Before You Start Your Application then click Next.

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 

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.

Select (c)(3)(B) Student Post-Completion OPT from the dropdown menu



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 

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 *Select Yes if you have.*
- No *Select No if you have not.*

I-765 Completion Guide for Post-Completion OPT

After you have your OPT-endorsed I-20 Form, complete online at <https://myaccount.uscis.gov/>.

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

Is someone assisting you with completing this application?

Yes

No

Back Next

I-765, Application for Employment Authorization

Getting Started v

About You ^

- Your name
- Your contact information
- Describe yourself
- When and where you were born
- Your immigration information
- Other information

Evidence v
Additional Information v
Review and Submit v

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)

 *Complete with your information.*

Have you used any other names since birth?

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

 Yes *Select Yes if you have used names other than those listed above.*

No *Select No if you have not.*

I-765 Completion Guide for Post-Completion OPT

After you have your OPT-endorsed I-20 Form, complete online at <https://myaccount.uscis.gov/>.

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

How may we contact you?

Daytime telephone number

Complete with your information.

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.

Complete with your information.

Address line 1

Street number and name

Address line 2

Apartment, suite, unit, or floor

City or town

State

ZIP code

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

Yes

Select Yes if you live at the address above.

No

Select No if you physically live at a different address, and provide that address.

Back

Next

I-765 Completion Guide for Post-Completion OPT

After you have your OPT-endorsed I-20 Form, complete online at <https://myaccount.uscis.gov/>.

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

Complete with your information.

What is your marital status?

- Single
 Married
 Divorced
 Widowed

Complete with your 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 city, town, or village of birth?

Complete with your information.

What is your state or province of birth?

What is your country of birth?

What is your date of birth?

Be sure to use the MONTH / DAY / YEAR format!

I-765 Completion Guide for Post-Completion OPT

After you have your OPT-endorsed I-20 Form, complete online at <https://myaccount.uscis.gov/>.

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.

Select your **country of citizenship** from the dropdown menu

+ Add country

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

Get your most recent I-94 Record online at:

 <https://i94.cbp.dhs.gov/I94/>

When did you last arrive in the United States?

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

Date of arrival

 *Information in your I-94 Record*

Place of arrival



Select the **US airport** you arrived into

If you arrived into Washington Dulles, select "DULLES INTL"

Status at last arrival



Select **F-1 Student**

I-765 Completion Guide for Post-Completion OPT

After you have your OPT-endorsed I-20 Form, complete online at <https://myaccount.uscis.gov/>.

[Section continued.]

Complete with your 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?

What country issued your passport or travel document?

What is your current immigration status or category?

Select F-1 Student

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.

Enter your SEVIS ID number found on your I-20 Form

Back

Next

I-765 Completion Guide for Post-Completion OPT

After you have your OPT-endorsed I-20 Form, complete online at <https://myaccount.uscis.gov/>.

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?

Most F-1 students do not have an 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

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

Yes

If you do not have a Social Security Number, select Yes.

No

If you do have an SSN, select No.

Back

Next

I-765 Completion Guide for Post-Completion OPT

After you have your OPT-endorsed I-20 Form, complete online at <https://myaccount.uscis.gov/>.

I-765, Application for 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



Read the instructions!

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.
- Accepted characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 6MB per file

Choose or drop files here to upload



...then upload your photo

Back

Next

I-765 Completion Guide for Post-Completion OPT

After you have your OPT-endorsed I-20 Form, complete online at <https://myaccount.uscis.gov/>.

I-765, Application for 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 

Read the instructions!

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.
- Accepted characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 6MB per file

Choose or drop files here to upload

...then upload your I-94

Back

Next

I-765 Completion Guide for Post-Completion OPT

After you have your OPT-endorsed I-20 Form, complete online at <https://myaccount.uscis.gov/>.

I-765, Application for 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 ▼

Read the instructions!

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.
- Accepted characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 6MB per file

Choose or drop files here to upload

*...then upload scans of your previous EAD card,
passport main biographic page, or F-1 visa*

Back

Next

I-765 Completion Guide for Post-Completion OPT

After you have your OPT-endorsed I-20 Form, complete online at <https://myaccount.uscis.gov/>.

I-765, Application for 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 

Read the instructions!

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.
- Accepted characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 6MB per file

Choose or drop files here to upload

...then upload your previous CPT and/or OPT documents

Back

Next

I-765 Completion Guide for Post-Completion OPT

After you have your OPT-endorsed I-20 Form, complete online at <https://myaccount.uscis.gov/>.

I-765, Application for 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 

Read the instructions!

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.

This means that the DSO signature on page 1 of your I-20 cannot be older than 30 days.

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.
- Accepted characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 6MB per file

Choose or drop files here to upload

...then upload your OPT-endorsed I-20

Back

Next

I-765 Completion Guide for Post-Completion OPT

After you have your OPT-endorsed I-20 Form, complete online at <https://myaccount.uscis.gov/>.

If you have had other SEVIS ID numbers, should be included in this section.

I-765, Application for Employment Authorization

Getting Started

About You

Evidence

Additional Information

Additional information

Review and Submit

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.

Section

About You

Page

Your immigration information

Question

What is your Student and Exchange Visitor Inform...

Additional information

I have also had the following SEVIS ID number(s):|

50/500

*Type in “I have also had the following SEVIS ID number(s):” and list any other SEVIS ID number or numbers you have had. SEVIS ID numbers start with **N00**...*

I-765 Completion Guide for Post-Completion OPT

After you have your OPT-endorsed I-20 Form, complete online at <https://myaccount.uscis.gov/>.

Carefully review all of your information before you pay the application fee. Once the fee is paid, you cannot make corrections.

I-765, Application for Employment Authorization

Getting Started 

About You 

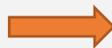
Evidence 

Additional Information 

Review and Submit 

Review your application

This section will also alert you to missing or incorrect information.



If you would like an ISSS advisor to review this, download the “Draft Snapshot” and email it to an ISSS advisor before you click submit.

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

 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

You have one or more alerts and warnings based on the information you provided in your application.

A red alert means you have incomplete responses or inconsistent data. You cannot submit your application with any alerts.

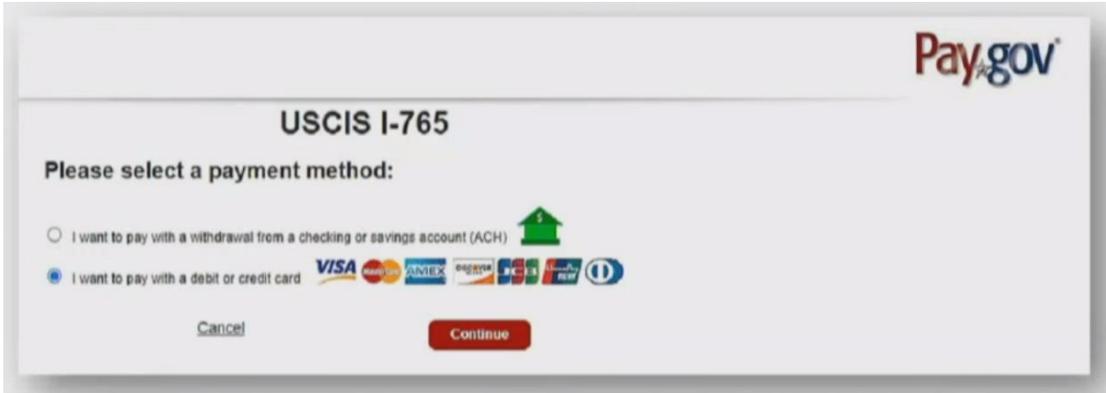
 There are errors in About You: Your name

[Edit my responses](#)

I-765 Completion Guide for Post-Completion OPT

After you have your OPT-endorsed I-20 Form, complete online at <https://myaccount.uscis.gov/>.

After you agree to the **Application Statement**, where you digitally sign and submit the form, you will be directed to pay.gov site, a secure government portal, to pay for the application fee.

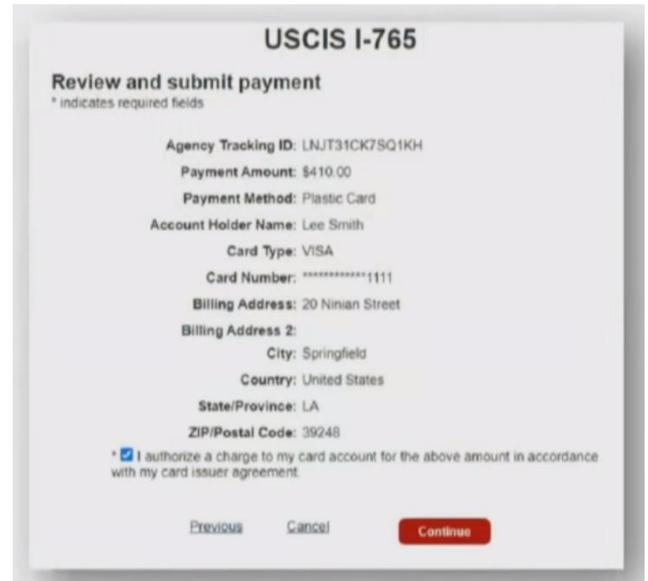


The screenshot shows the 'USCIS I-765' payment selection screen on the Pay.gov website. The title is 'USCIS I-765' and the instruction is 'Please select a payment method:'. There are two radio button options: 'I want to pay with a withdrawal from a checking or savings account (ACH)' (unselected) and 'I want to pay with a debit or credit card' (selected). Below the second option are logos for VISA, MasterCard, AMEX, Discover, and UnionPay. At the bottom, there are 'Cancel' and 'Continue' buttons.

Enter the payment information. Make note of the form type and agency tracking ID at the top. Once you hit “Continue” to pay the fee, your I-765 Form will be submitted.

You will receive a confirmation message that your form has been submitted.

Click on “Go to My Cases” to see your case information and receipt notice.



The screenshot shows the 'USCIS I-765' payment review screen. The title is 'USCIS I-765' and the instruction is 'Review and submit payment'. Below the title is a note: '* indicates required fields'. The form contains the following information: Agency Tracking ID: LNJT31CK7SQ1KH, Payment Amount: \$410.00, Payment Method: Plastic Card, Account Holder Name: Lee Smith, Card Type: VISA, Card Number: *****1111, Billing Address: 20 Ninian Street, Billing Address 2: City: Springfield, Country: United States, State/Province: LA, ZIP/Postal Code: 39248. At the bottom, there is a checkbox with the text '* I authorize a charge to my card account for the above amount in accordance with my card issuer agreement' (checked), and 'Previous', 'Cancel', and 'Continue' buttons.

All notices will be posted to your account and mailed to the mailing address that you entered:

- Receipt Notice
- Request for Evidence (RFE) – *if you receive this, let ISSS know immediately!*
- PDF of completed I-765 Form – *email to your ISSS advisor to add to your immigration file.*
- Decision letter

Let ISSS know if you have any questions during this process!