How to Complete Form I-765 Online for Initial OPT Application







- Sign into your USCIS account at USCIS.gov
- Select my USCIS to apply for OPT work authorization.



Account Type

Select an 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 an online Form I-134A as an individual agreeing to financially support a beneficiary. You may also use this account type if you are a beneficiary of a confirmed online Form I-134 or I-134A.
 - 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

Select this option because you are the applicant.



My Account

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Sign Out



Add a case to your account

Enter your online access code (OAC) to add and manage a case to your account



File a form online

Start a new form, upload evidence, and pay and submit online

Enter a representative passcode

Review and sign forms prepared for you by your attorney or representative Click on "File a form online".



Verify your identity

Answer questions about your immigration history to verify your personal identity



Reschedule biometrics

Search for your existing biometrics appointment to reschedule online





My Account ▼ Resources ▼

Sign Out

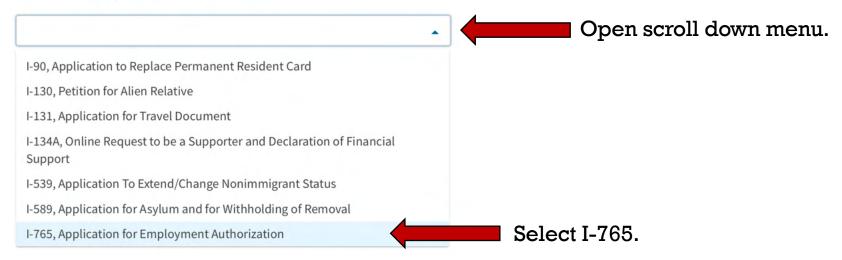
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File a Form

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.

Fee waiver: If you are requesting a fee waiver, you cannot file online. 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.



Select the form you want to file online.

I-765, Application for Employment Authorization

Use this form to request employment authorization and an Employment Authorization Document (EAD) if your immigration status allows you to work in the United States.

A Note: You may apply online if your eligibility category is:

- (a)(12) Temporary Protected Status (You are submitting an initial Form I-821 or you have an
 approved Form I-821);
- (c)(3)(A) F-1 student, pre-completion OPT;
- (c)(3)(B) F-1 student, post-completion OPT;
- (c)(3)(C) F-1 student, 24-month extension for STEM students (students holding a degree in science, technology, engineering, or mathematics);
- (c)(8) Applicants for Asylum under the ABC Settlement Agreement;
- (c)(8) Application for Employment Authorization Based on Pending Form I-589, Application for Asylum or for Withholding of Removal;
- (c)(11) Parole;
- (c)(19) Temporary Protected Status (You have a pending Form I-821); or
- (c)(33) Consideration of Deferred Action for Childhood Arrivals (DACA) (You must have a pending or approved Form I-821D in order to file Form I-765).

All other applicants must submit a paper Form 1-765.

Concurrent filing available

You can file Form I-907, Request for Premium Processing Service, if you are filing under one of the eligible categories.

If you request premium processing, we will present Form I-907 for you to complete after you sign Form I-765. This will allow you to pay for and submit both forms at the same time.

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Click "start form" at the bottom of the page.

I-765, Application For Employment Authorization

Certain foreign nationals who are in the United States may file Form I-765, Application for Employment Authorization, to request employment authorization and an Employment Authorization Document (EAD). Other foreign nationals whose immigration status authorizes them to work in the United States without restrictions may also use Form I-765 to apply to U.S. Citizenship and Immigration Services (USCIS) for an EAD that shows such authorization.

Foreign nationals may also apply for a Social Security number and card on Form I-765.

If you are a lawful permanent resident, a conditional permanent resident, or a nonimmigrant only authorized for employment with a specific employer under 8 CFR 274a.12(b), do ${\bf not}$ use Form I-765.

Learn more about employment authorization.



Before You Start Your Application

Eligibility

You may apply online if your eligibility category is:

- (a)(12) Temporary Protected Status (You are submitting an initial Form I-821 or you have an approved Form I-821);
- (c)(3)(A) F-1 student, pre-completion OPT;
- (c)(3)(B) F-1 student, post-completion OPT;
- (c)(3)(C) F-1 student, 24-month extension for STEM students (students holding a degree in science, technology, engineering, or mathematics);

Read instructions carefully!

Paperwork Reduction Act

An agency may not conduct or sponsor an information collection, and a person is not required to respond to a collection of information, unless it displays a currently valid Office of Management and Budget (OMB) control number. The public reporting burden for this collection of information is estimated at 4 hours and 30 minutes per response, including the time for reviewing instructions, gathering the required documentation and information, completing the application, preparing statements, attaching necessary documentation, and submitting the application. The collection of biometrics is estimated to require 1 hour and 10 minutes. The public reporting burden for the collection of information for Form I-765WS is estimated at 30 minutes per response, including the time for reviewing instructions, gathering the required documentation and information, completing the application, preparing statements, attaching necessary documentation, and submitting the application. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to:

U.S. Citizenship and Immigration Services Office of Policy and Strategy, Regulatory Coordination Division 5900 Capital Gateway Drive, Mail Stop #2140 Camp Springs, MD 20588-0009

Do not mail your completed I-765 application to this address.

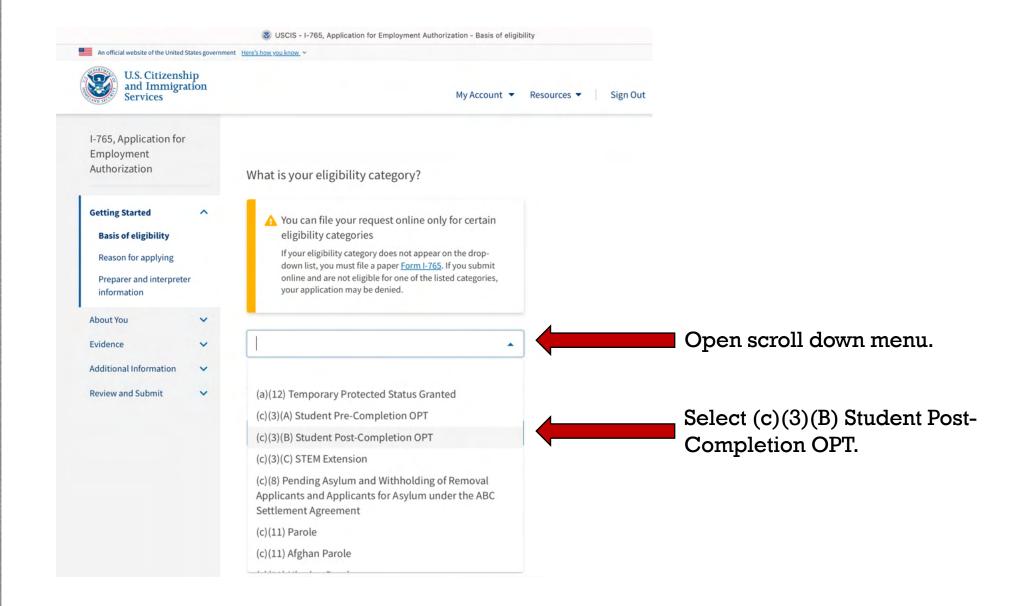
OMB No. 1615-0040 Expires: 10/31/2025



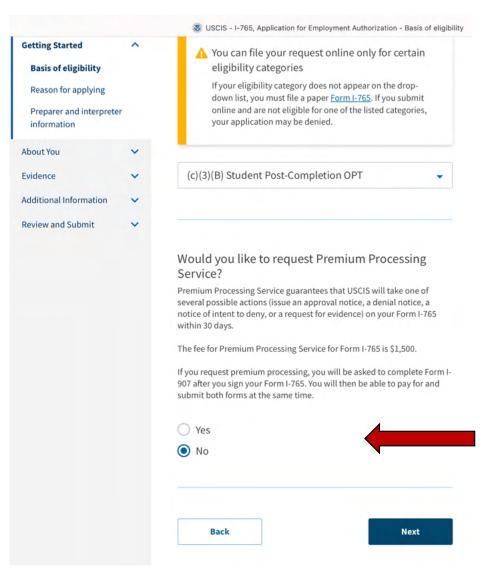
Security Reminder

If you do not work on your application for more than 30 days, we will delete your data in order to prevent storing personal information indefinitely.

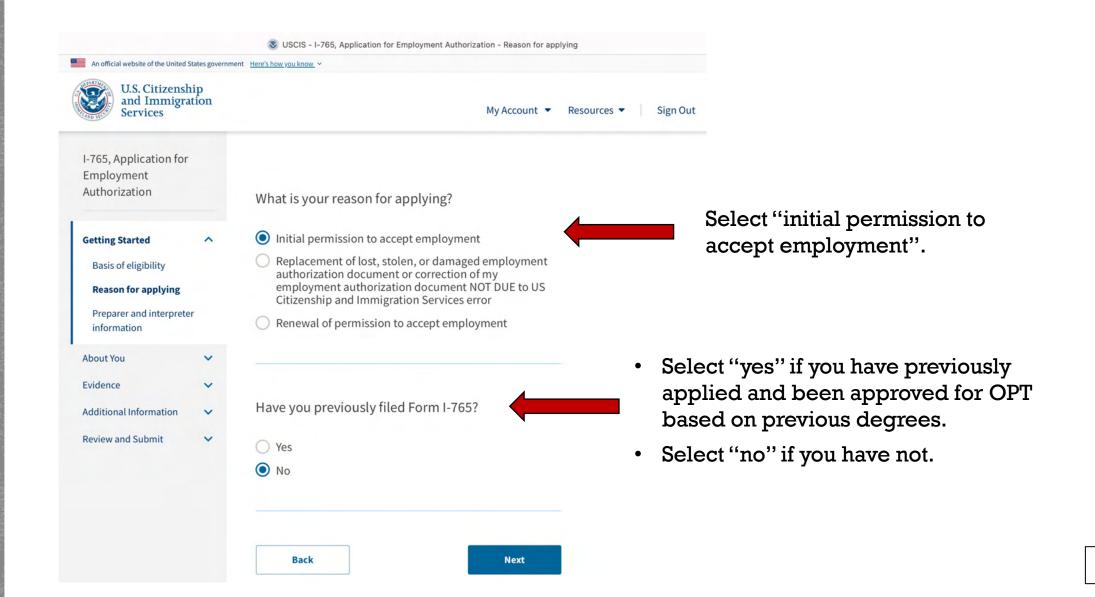
Click "start" after reading remainder of the instruction.

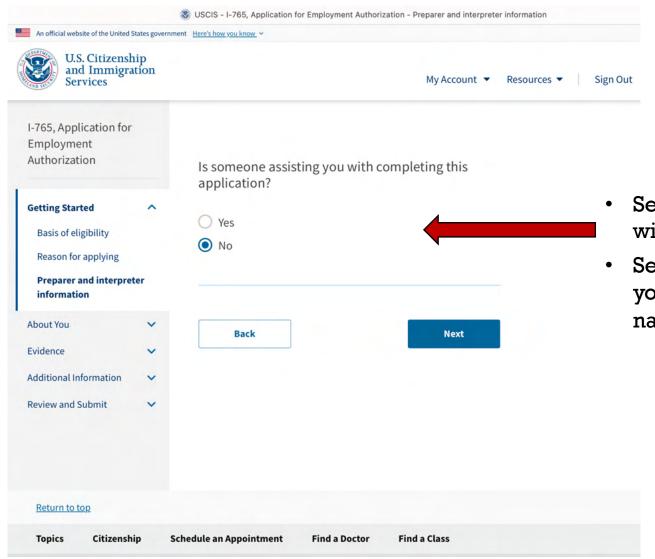


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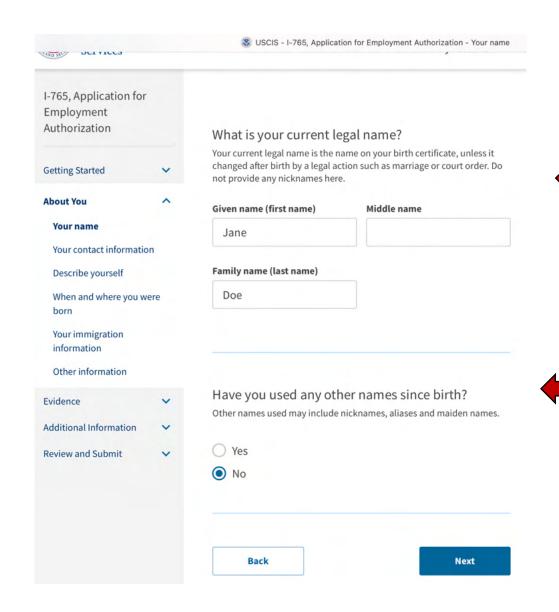


Select "yes" or "no" depending on whether you are requesting premium processing or not.





- Select "no" if no one is assisting you with the application.
- Select "yes" if someone is assisting you. You will be required to share their name and contact information.



Enter your first, middle, and last name as they appear on your official documents (passport, I-20).

If you have used other names, you must choose "yes" and will need to list these names.

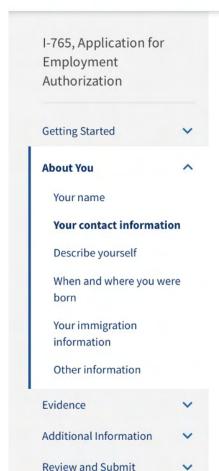


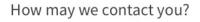
My Account -

Resources -

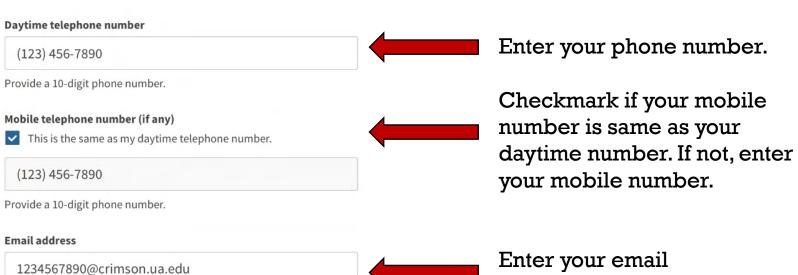
Sign Out

address.





Example: user@domain.com



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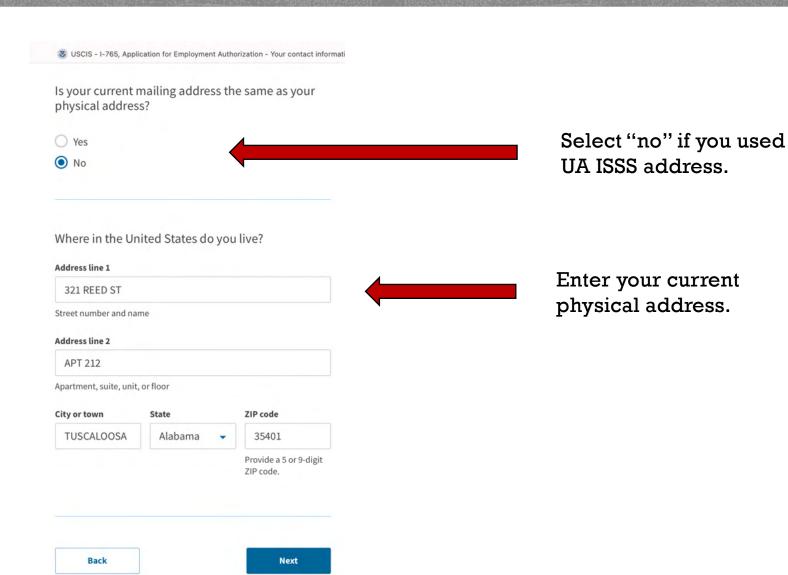
What is your current U.S. mailing address?

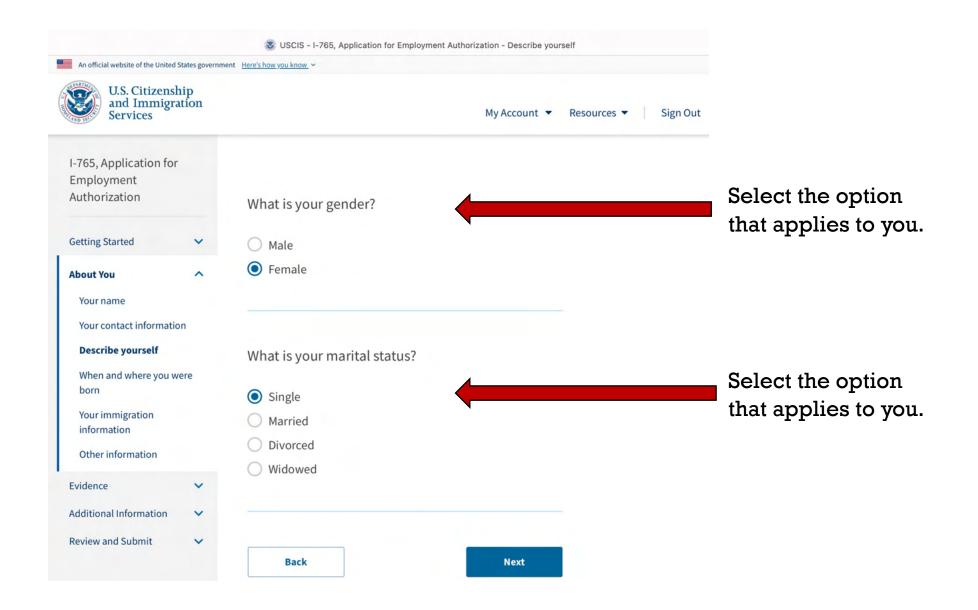
We will use your current mailing address to contact you throughout the application process. We may not be able to contact you if you do not provide a complete and valid address. Please provide a U.S. address only.

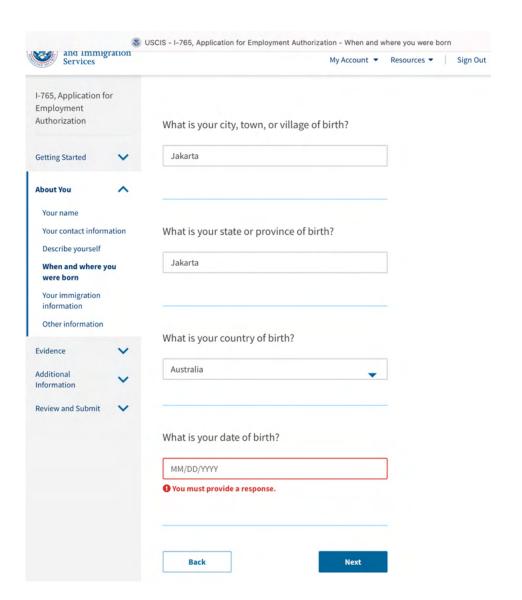
In care of name (if any	/)	
UA ISSS OFFICE		
Address line 1		
400 MCCORVEY I	OR, BOX 870254	
Street number and nar	ne	
Address line 2		
Apartment, suite, unit,	or floor	
City or town	State	ZIP code
TUSCALOOSA	Alabama ▼	35487-0001
		Provide a 5 or 9-digit

ZIP code.

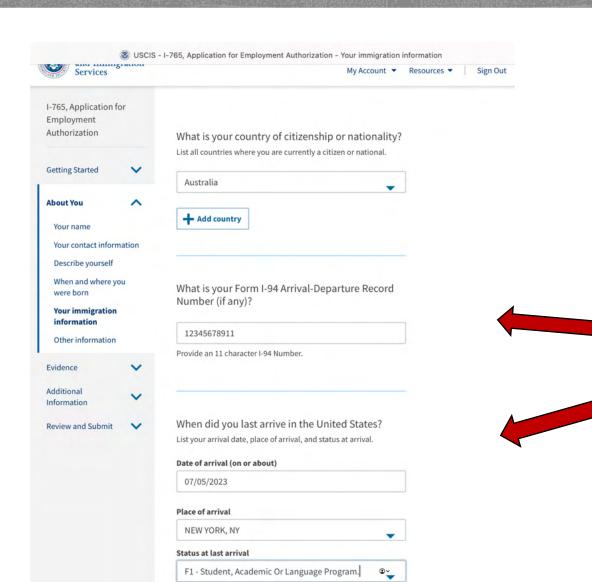
We recommend that you use the ISSS office address as your mailing address.







Make sure these answers match the information on your passport!



You will find these information on your most recent I-94 available at https://i94.cbp.dhs.gov/I94

What is the passport number of your morecently issued passport?	t	
B123456		
What is your travel document number (i	any)?	
What is the expiration date of your passp travel document?	ort or	
07/05/2026		
What country issued your passport or tra	vel	

Make sure these answers match the information on your passport!

Most F1 students do not have a travel document. This field can be left blank. However, if you have a travel document issued by USCIS, provide the document number here.

Select F1 – Student, Academic, or Language Program.

Use the "Additional Information" section to include all previously used SEVIS numbers.

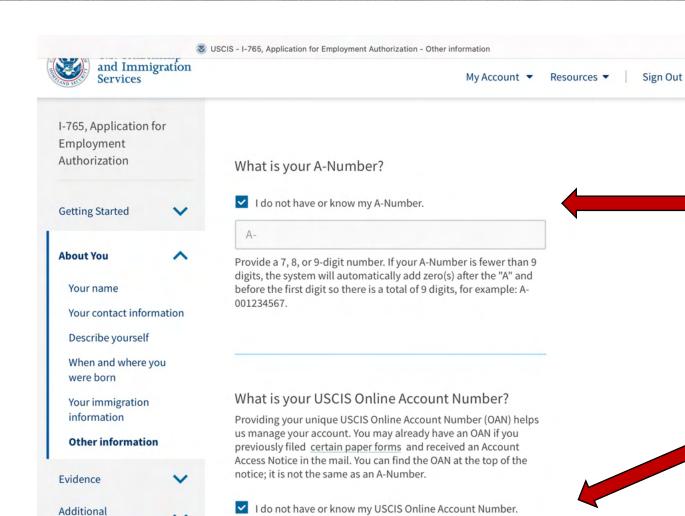
N- 0000000000

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

Back

Next

You will find your SEVIS number listed on your I-20.



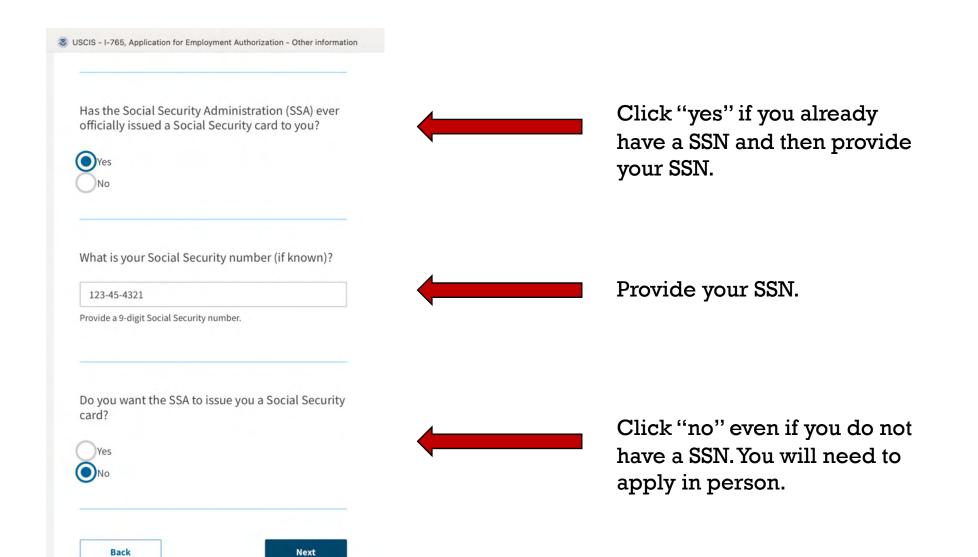
Checkmark "I do not have or know my A-Number".

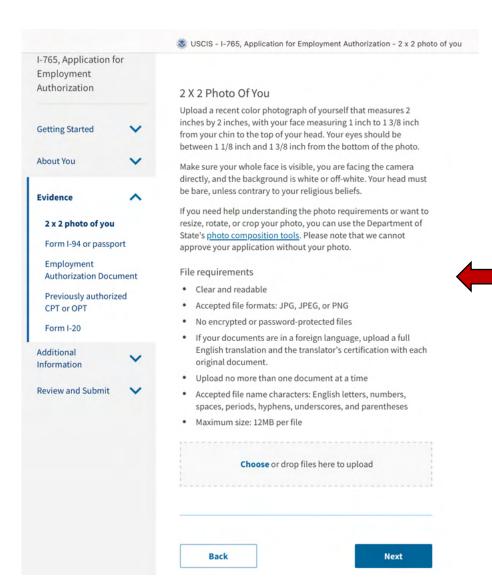
Checkmark "I do not have or know my USCIS Online Account Number".

Provide a 12-digit Online Account Number.

Information

Review and Submit





You will need to upload a digital picture. The picture will have to meet the requirements listed. You can use the composition tool to crop a picture taken on your cellphone.



An official website of the United States government Here's how you know >



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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





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.

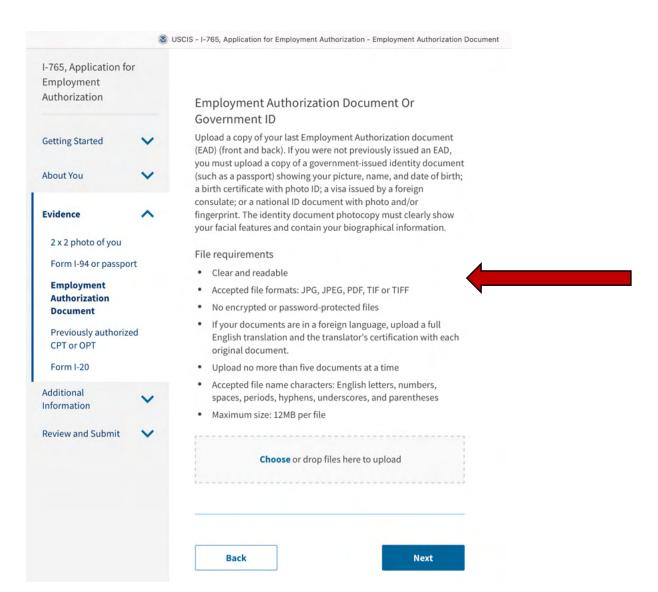
If you were admitted to the United States by CBP at an airport or seaport after April 30, 2013, CBP may have issued you an electronic Form I-94 instead of a paper Form I-94. You may visit the CBP website to obtain a paper version of an electronic Form I-94. CBP does not charge a fee for this service. 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.

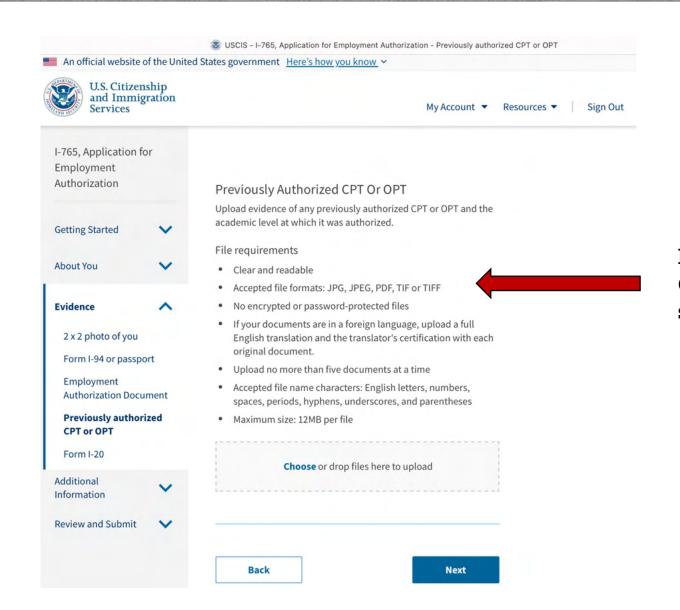
If you do not have and cannot get a required document, you must demonstrate this and provide secondary evidence. If secondary evidence does not exist or is unavailable, you must demonstrate both the unavailability of the required document and the relevant secondary evidence and submit two or more sworn affidavits by people not named on this application who have direct knowledge of the event and circumstances.

Learn more about Primary and Secondary evidences.

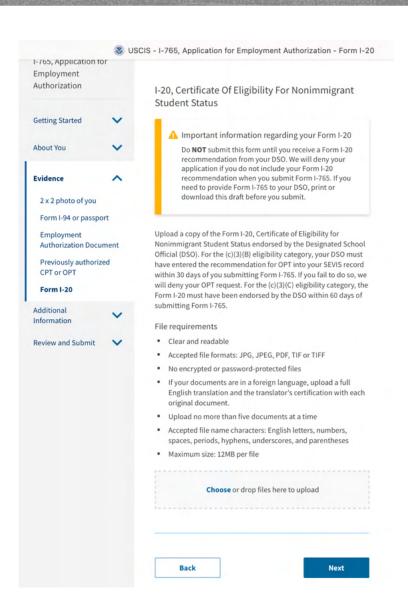
- Upload your most recent I-94 here.
- If you last entered using a passport that is now expired, upload the expired passport as well.



- Upload a copy of your current passport.
- If you were previously issued an EAD card, you will need to upload it (both sides) as well.



If you were previously authorized for OPT/CPT, upload all relevant I-20s showing OPT/CPT authorizations.



Upload a copy of your I-20 that has the OPT recommendation from the DSO here. You must file your I-765 within 30 days of the date the DSO enters the OPT recommendation.



My Account ▼



Getting Started



Evidence

About You



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.

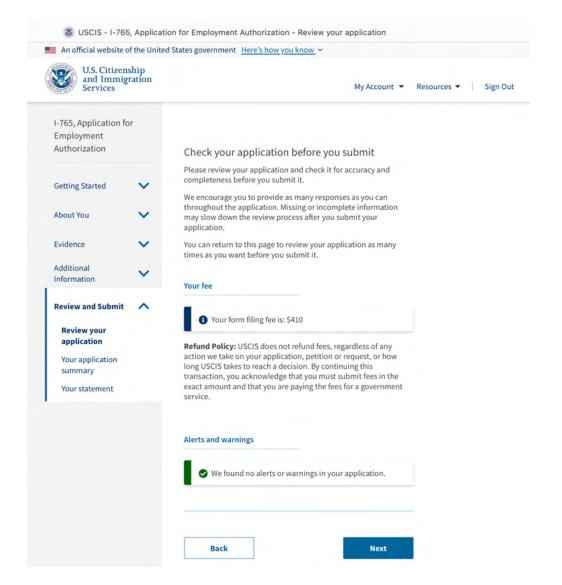
If you do not need to provide any additional information, you may leave this section blank.



Add a response if you have additional information to include.

Back

Next



Read and click "next"!



SUSCIS - I-765, Application for Employment Authorization - Your application summary

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I-765, Application for Employment Authorization

Getting Started

About You

Evidence

Additional Information

Review and Submit ^

Review your application

Your application summary

Your statement

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

We also prepared a draft case snapshot with your responses, which you can download below.

🛆 <u>View draft snapshot</u> 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?

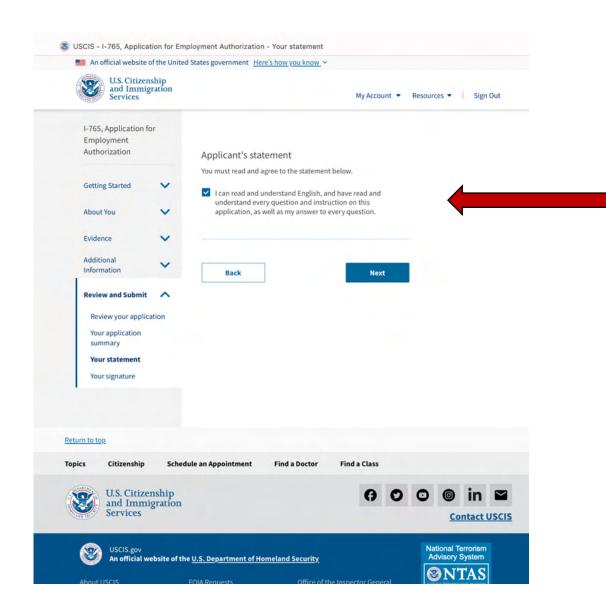
What is your employer's E-Verify company identification number or a valid E-Verify client company identification number?

Are you a Salvadoran or Guatemalan national eligible for benefits under the ABC settlement agreement?

Would you like to request

No

Save a pdf of the document and email it to: internationalservices@ua.edu



Check the box to confirm that you agree with the statement.



SUSCIS - I-765, Application for Employment Authorization - Your signature

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I-765, Application for Employment Authorization

Getting Started



About You Evidence



Review and Submit ^

Review your application

Your application summary

Your statement

Your signature

Applicant's Declaration and Certification

You must read and agree to the certification below. If you knowingly and willfully falsify or conceal a material fact or submit a false document with your application, we can deny your application and may deny any other immigration benefit. You may also face criminal prosecution and penalties provided by the law.



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 authorize the release of any information from any and all of my records that USCIS may need to determine my eligibility for the immigration benefit that I seek.

I furthermore authorize release of information contained in this application, in supporting documents, and in my USCIS records, to other entities and persons where necessary for the administration and enforcement of U.S. immigration law.

I understand that USCIS may require me to appear for an appointment to take my biometrics (fingerprints, photograph, and/or signature) and, at that time, if I am required to provide biometrics, I will be required to sign an oath reaffirming that:

1. I reviewed and understood all of the information contained in, and submitted with, my application; and

Read instructions carefully!

2. All of this information was complete, true, and correct at the time of filing.

I certify, under penalty of perjury, that all of the information in my application and any document submitted with it were provided or authorized by me, that I reviewed and understand all of the information contained in, and submitted with, my application and that all of this information is complete, true, and correct.

✓ 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.

Jane Doe

Checkmark the box to confirm that you have read and agree to the applicant's statement.

Provide your digital signature by typing your full legal name here.



SUSCIS - I-765, Application for Employment Authorization - Pay and submit

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: \$410.

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



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

- 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

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

Read carefully and click on "Pay and submit".



Select your method of payment and follow the instructions. The payment is the final stage of the application.

Do not pay until you have fully completed the application!