

OPT Application Checklist

Please review the [F-1 Guide to Optional Practical Training](#) for general questions about OPT. To apply:

1) Gather complete packet:

- 2 color U.S. passport-style photographs. Photos must be taken within the last 30 days, measure 2 inches by 2 inches, and have a plain white or off-white background.
- Completed [Form I-765](#) draft (important: follow completion directions in this packet)
- Current [I-94](#) printout
- Copy of your visa and passport identity page (and any renewal pages)
- Copy of all previously issued I-20s (1st and 2nd page; do not copy instruction page).
- Scan of the front and back of any previous EAD cards (i.e. previously done OPT)
- Application fee in the amount of \$410

2) Make an appointment with your Admissions and International Student Advisor to complete the application. This appointment will last roughly 30 minutes. You will be given the I-20 needed to complete your application at this appointment. DO NOT submit your application without it.

NOTE: Your form must be received by USCIS no later than 30 days after KGI issues the I-20 *and* within 60 days of your last day of class.

3) Next Steps

- Create your online account and begin your application at <https://www.uscis.gov/i-765>
- Print and physically sign the I-20 sent to you showing your OPT recommendation. Upload a scanned copy of the 1st and 2nd page of your new I-20 to your application.
- Email a copy of your application receipt to international@kgi.edu** when received (formal receipt; no copy of the confirmation email is needed).
 - [Sign up for Informed Delivery](https://informeddelivery.usps.com) by USPS at <https://informeddelivery.usps.com>. This will help you track the expected arrival of your EAD card.
 - You will receive notices from USCIS when there is movement on your case, including notification of when your EAD card is mailed.
- If you receive a Request For Evidence (RFE), please contact us immediately for assistance.
- Email a copy of your EAD card and I-797 approval notice to international@kgi.edu** when received. You may only begin work once you have received the card and the dates on the card have been reached.

Reporting Employment and Travel:

- You must report any changes to your contact or employment information (including breaks in employment) within 10 days. To report changes, complete the OPT Reporting Form on the [Current Students](#) page under Forms; **OR** report directly in the SEVP OPT Portal. You will be emailed login information AFTER your OPT has been approved and the start date has been reached. Learn more and review the User Guide at <https://studyinthestates.dhs.gov/create-an-sevp-portal-account>.
- Your OPT will end if you accrue a total of 90 days of unemployment (counted from the start of your OPT period) or if you transfer your SEVIS record to another school.
- Interested in travel? Please consult the Travel Guide on the [Current Students](#) page under Travel for specific guidance BEFORE making travel plans.

Completion Guide for filling out I-765 Application Form. Please [click here](#) for a link to complete instructions issued by USCIS; it is advised that you read these instructions, including the penalties section, in addition to using the guide below to properly complete your application. It is your responsibility as the applicant to ensure that all information on the application is correct and valid.

General Information:

You can find helpful information on filing your online application at <https://www.uscis.gov/file-online>. Make sure to select that you are applying for (c)(3)(B) – Post-Completion OPT when starting your application.

Part 1: Select “Initial permission to accept employment”

Part 2:

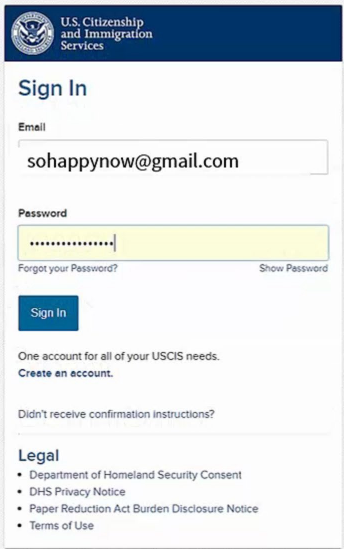
- **1. Name:** Please write your name exactly as it appears on your I-20. If your name will not fit, fill it in as much as possible and then upload a page as “other evidence” spelling your name correctly. If you used previous names, including nicknames in official records or documentation, complete these sections on the application as needed. Do not list nicknames that you did not use on official records.
- **Address:** *Your US Mailing Address* is where the receipt notice and EAD card will be mailed. This address must be valid for at least 3 months and may be a P.O. Box address. If you are using a friend or family’s address, indicate the person’s name in the In Care of Name line (note that this person must be listed with the US Postal Service as living at that address). **If you listed a mailing address that is NOT your current physical living address, then you must indicate this, and provide your current physical address in the appropriate section.**
- **Social Security Number.** If you already have an SSN indicate this and provide the number. If you do not already have an SSN, indicate this, then select “yes” to both follow up questions to give USCIS the ability to share your information with the Social Security Administration and create your card. You will need to provide your mother and father’s names as well.
- **Information About Latest Arrival.** Complete this section using information from your I-94, passport, and I-20. Note that your SEVIS number is found at the top of your current I-20.

Part 6: Additional Information – MUST be completed if you had been issued a different SEVIS ID previously AND/OR completed practical training (CPT/OPT).

- **Explanation of previous work.** List all SEVIS ID numbers, level (i.e. bachelors or masters), and whether CPT or OPT was done. If CPT or OPT was done, explain the opportunity. *Examples:*
 - Student studied in the US for bachelor degree but did not do practical training. Returned to US later to earn masters degree at KGI and has done CPT. Answer would look something like: *“Previous SEVIS ID N0001234567, bachelors degree, no CPT or OPT. Current SEVIS ID N0012345678, masters degree, CPT from 5-1-18 to 8-30-18, at Regeneron for internship requirement, 40 hr/wk.”*
 - Student studied in the US at KGI only and has done CPT practical training. Answer would look something like: *“Current SEVIS ID N0001234567, masters degree, CPT from 5-1-18-8-30-18, at Regeneron for internship requirement, 40 hrs/wk; CPT from 8-31-18 to 12-14-18 at Regeneron for internship course, 20 hrs/wk.”*
 - Student studied in the US at bachelors level, completed OPT, and transferred to KGI for masters but did not do CPT. Answer would look something like: *“Current SEVIS ID N0001234567, bachelors degree, OPT from 5-30-15 to 4-30-16 at Shire, 40 hrs/wk. Masters degree, no CPT or OPT.”*

Screenshots to Guide You Through the OPT Online Application

Account Sign In




The screenshot shows the USCIS Sign In page. At the top, there is a header with the USCIS logo and the text "U.S. Citizenship and Immigration Services". Below the header, the page is titled "Sign In". There are two input fields: "Email" with the value "sohappynow@gmail.com" and "Password" with a masked password "*****". Below the password field, there are links for "Forgot your Password?" and "Show Password". A blue "Sign In" button is located below the input fields. Below the button, there is a message: "One account for all of your USCIS needs. **Create an account.**". Below this message, there is a link: "Didn't receive confirmation instructions?". At the bottom, there is a "Legal" section with a list of links: "Department of Homeland Security Consent", "DHS Privacy Notice", "Paper Reduction Act Burden Disclosure Notice", and "Terms of Use".

- Enter your email address & password
- System will send you one-time PIN
- Repeat these steps every time you login

Click on Create an Account to set up your account OR log in to an existing account.

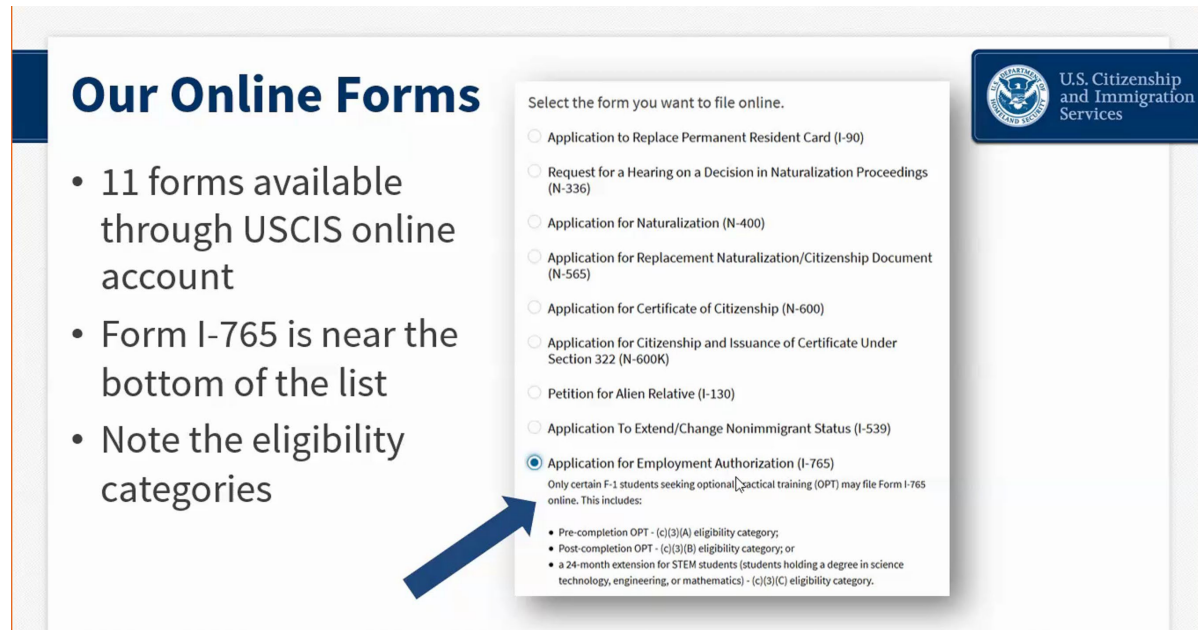
Account Onboarding



The screenshot shows the USCIS Account Onboarding page. At the top, there is a header with the USCIS logo and the text "U.S. Citizenship and Immigration Services". Below the header, the page is titled "Welcome to Your USCIS Account". Below the title, there is a subtitle: "Select what you want to do". There are four main options, each in a white box with a blue border and a blue icon. The first option is "Add a paper-filed case" with a folder icon and the text "View your case status and case history by adding your case to your account". The second option is "File a form online" with a document icon and the text "Start a new form, upload evidence, and pay and submit online". This option is highlighted with a red border and a blue arrow pointing to it. The third option is "Enter a representative passcode" with a lock icon and the text "Review and sign forms prepared for you by your attorney or representative". The fourth option is "Verify your identity" with a person icon and the text "Answer questions about your immigration history to verify your personal identity".

Once you have logged in, click on “File a form online” to begin your application process.

Screenshots to Guide You Through the OPT Online Application



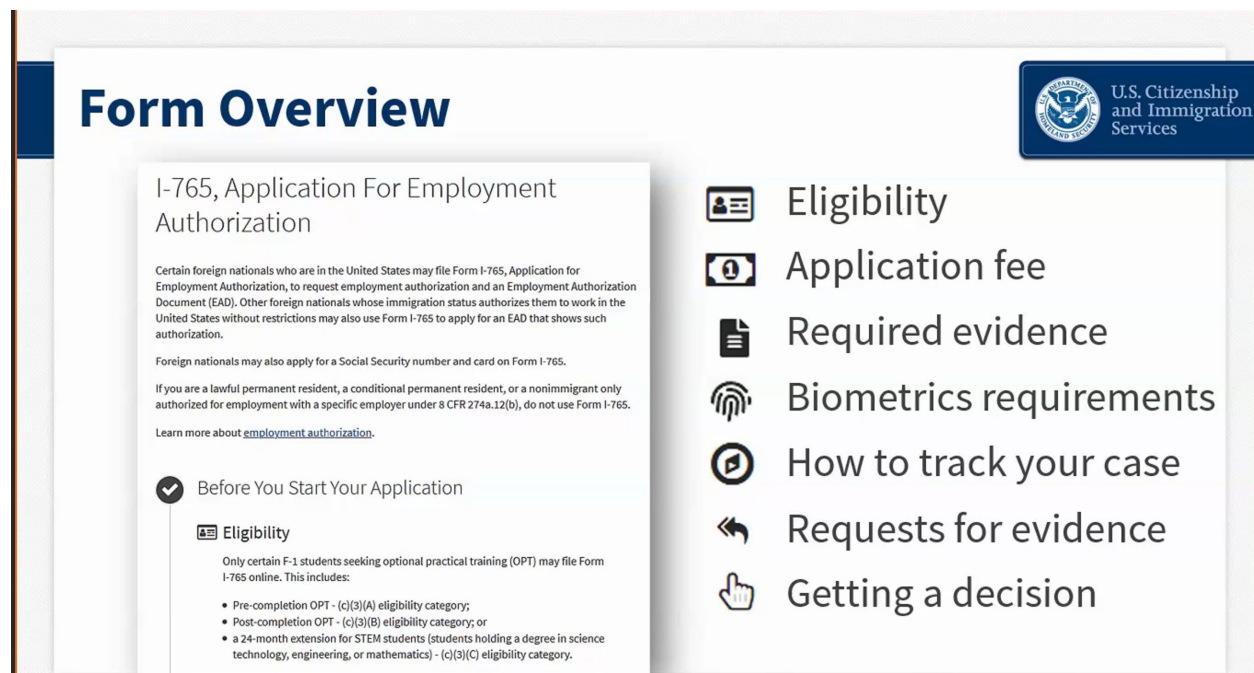
Our Online Forms

- 11 forms available through USCIS online account
- Form I-765 is near the bottom of the list
- Note the eligibility categories

Select the form you want to file online.

- Application to Replace Permanent Resident Card (I-90)
- Request for a Hearing on a Decision in Naturalization Proceedings (N-336)
- Application for Naturalization (N-400)
- Application for Replacement Naturalization/Citizenship Document (N-565)
- Application for Certificate of Citizenship (N-600)
- Application for Citizenship and Issuance of Certificate Under Section 322 (N-600K)
- Petition for Alien Relative (I-130)
- Application To Extend/Change Nonimmigrant Status (I-539)
- Application for Employment Authorization (I-765)
Only certain F-1 students seeking optional practical training (OPT) may file Form I-765 online. This includes:
 - Pre-completion OPT - (c)(3)(A) eligibility category;
 - Post-completion OPT - (c)(3)(B) eligibility category; or
 - a 24-month extension for STEM students (students holding a degree in science technology, engineering, or mathematics) - (c)(3)(C) eligibility category.

Select “Application for Employment Authorization (I-765)” from the drop-down list.



Form Overview

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 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 not use Form I-765.

Learn more about [employment authorization](#).


- Before You Start Your Application
 - Eligibility
 - Only certain F-1 students seeking optional practical training (OPT) may file Form I-765 online. This includes:
 - Pre-completion OPT - (c)(3)(A) eligibility category;
 - Post-completion OPT - (c)(3)(B) eligibility category; or
 - a 24-month extension for STEM students (students holding a degree in science technology, engineering, or mathematics) - (c)(3)(C) eligibility category.

- Eligibility
- Application fee
- Required evidence
- Biometrics requirements
- How to track your case
- Requests for evidence
- Getting a decision

Review the information on this page carefully. It will tell you everything you need to file online. Make sure you have all the items on the list of required evidence prepared before starting your application. Answer the form questions in order – do not skip ahead. The form has conditional logic that will display the next set of questions according to your answers. Go in order so that you only see the questions you need to complete. The form will autosave your answers in each section.

Viewing Janna Evans ((G... ▾)

Filling Out the Form—Getting Started



Who Can Submit Form I-765 Online?

Initial release of online I-765 is limited to students in these categories:

- (c)(3)(A) Student Pre-Completion OPT
- (c)(3)(B) Student Post-Completion OPT
- (c)(3)(C) STEM Extension

What is your eligibility category?


- c(3)(A) Student Pre-Completion OPT
- c(3)(B) Student Post-Completion OPT
- c(3)(C) STEM Extension

All other categories **must submit a paper** form I-765

15

You will be applying for **(c)(3)(B) Student Post-Completion OPT**. Make sure that you select this category

Filling Out the Form—Getting Started



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

- Why are you applying?
- Did you submit Form I-765 previously?

You must select **“Initial permission to accept employment.”** If you have ever filed form I-765 before (even if it was denied), you must say Yes.

Viewing Janna Evans (IG...)

Filling Out the Form— Your Immigration Information

- Country of citizenship/nationality
- Form I-94 Arrival-Departure Record number
- Last arrival date in U.S., port of entry & status
- Current passport/travel document number, expiration date, issuing country
- Current immigration status
- SEVIS number
- A-Number
- USCIS Online Account Number



The screenshot shows the U.S. Customs and Border Protection website's I-94 Number Retrieval page. It displays the following information:


Admission (I-94) Record Number:	69000888062
Admit Until Date (MM/DD/YYYY):	10/10/2012
Details provided on Admission(I-94) form:	
Family Name:	LI
First (Given) Name:	LYDIA
Birth Date (MM/DD/YYYY):	01/01/1990
Passport Number:	P123123213
Passport Country of Issuance:	Mexico
Date of Entry (MM/DD/YYYY):	04/11/2012
Class of Admission:	B1

The next sections in the application will ask information about you. You will need your [I-94](#), passport, and I-20 to complete the immigration information section. You will generally not have A-Number or USCIS account number. It is ok to leave these blank.

Filling Out the Form— Your Immigration Information

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

- If yes, you need to give us authorization to submit your request to SSA
- Enter your father's first and last name, and your mother's first and last name



The image shows a blue Social Security card with the text "SOCIAL SECURITY" and "SIGNATURE" visible. The date "07/29/2009" is printed at the bottom right.

If you do not have a social security number (SSN) already issued, you can apply for it at the same time as you apply for your EAD card!

Note: do not say yes if you were already issued an SSN and have simply misplaced your card. Contact your local Social Security Office to apply for a replacement document (non-citizens must apply for replacement cards in person).

Filling Out the Form—Evidence



All F-1 I-765 applicants must provide:

- Passport-style photograph
- I-94 card, travel document, or electronic I-94
- Most recent EAD, if you have one, or government-issued photo ID
- Proof of enrollment at SEVP-certified school

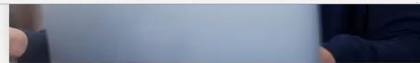


***Other evidence depends on student's category. See this checklist for details:

www.uscis.gov/forms/filing-guidance/checklist-of-required-initial-evidence-for-form-i-765-for-informational-purposes-only

Post-completion OPT (c)(3)(B)

- All prior SEVIS numbers and proof of previously authorized CPT / OPT and corresponding academic level—include under **Additional Information**
- DSO must enter OPT recommendation in SEVIS within 30 days before you submit I-765, if not, we will deny OPT request



For the government-issued photo ID, upload your passport picture page. You will see it listed that your “DSO must enter OPT recommendation in SEVIS within 30 days before you submit I-765” – this will be done at your OPT appointment. **Do not submit your application until then. You will be preparing a draft of your I-765 for review at this time.**

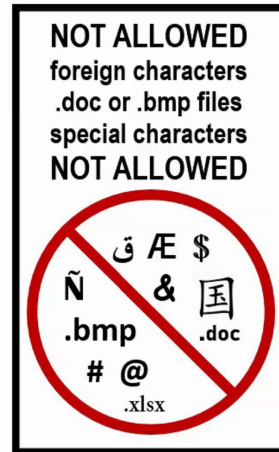
You will be given an I-20 showing your OPT recommendation after your appointment. **Your I-20 must be printed and physically signed (in ink) before uploading.** Do not electronically sign or insert a digital signature on an I-20. This must be uploaded or your application will be denied.

Review the formatting requirements required for your uploads (see next page). It is your responsibility to format your documents properly for USCIS, according to their instructions.

Filling Out the Form—Formats



- Photos: JPG, JPEG, or PNG
- Documents: JPG, JPEG, PDF, TIF or TIFF
- Foreign language documents must have English translation
- Maximum size: 6 MB per file



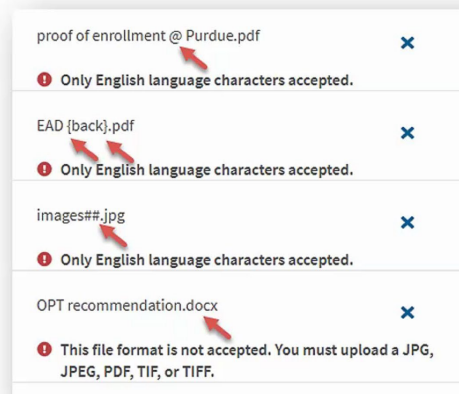
Filling Out the Form—Formats



The only characters allowed in document file name are:

- English letters
- Numbers
- Spaces
- Periods .
- Hyphens -
- Underscores _
- Parentheses ()

***Do NOT use special characters



Examples of proper formatting are:

FamilyName_FirstName_OPTI20.pdf

FamilyName_FirstName_Passport.jpg

It is highly recommended that you do not take pictures. We recommend scanning your documents from a scanner/copier machine and uploading “clean” clearly-legible PDFs, free of shadows, and with nothing in the “background” – no fingers, tabletops, other paperwork, etc.

Filling Out the Form—Review & Submit



Your fee

1 Your form filing fee is: \$410

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.

1 There are errors in About You: Your immigration information

[Edit my responses](#)

- Review your entries before you pay
- Once you submit payment, you cannot make corrections

Filling Out the Form—Review & Submit



Application For Employment Authorization
 Department of Homeland Security
 U.S. Citizenship and Immigration Services

INCL Form I-765
 OMB No. 1615-0040
 Issues 01/10/2012

Authentication/Extension Valid From: _____ Fee Stamp: _____ Action Blank

For USCIS Authentication/Extension Valid Through: _____

Case Only: Admin Registration Number: A- _____

Remarks: _____

To be completed by an attorney or Board of Immigration Appeals (BIA)-accredited representative (if any): Select this box if Form G-28 is attached. Attorney or Accredited Representative USCIS Online Account Number (if any): _____

START HERE - Type or Print in Black Ink. Answer all questions fully and accurately. If a question does not apply to you (for example, if you have never been naturalized in the United States), type "not applicable" or "N/A". If you answer a question which requires a numeric response, use the example: "How many siblings do you have?" - "Two" only. Items have you separated by the United States: type "and" prior "Other" unless otherwise directed.

Part 1: Reasons for Applying

I am applying for (check appropriate box):

1.a. Initial period of temporary employment. Provide all other names you have ever used, including aliases, maiden names, and nicknames. If you need extra space to provide this information, use the space provided in Part 6.

1.b. Replacement of lost, stolen, or compromised employment authorization document. **Do not file for replacement of an employment authorization document unless you are currently in the United States.**

NOTE: Replacement (overriding an expiration) authorization document due to U.S. IT will also not require a new Form I-765 and filing fee. Follow the instructions of the Form I-765 Instructions for Applicants.

1.c. Renewal of the permission to accept employment (attach a copy of your previous employment authorization document).

Part 2: Information About You

Your Full Legal Name: _____

1.a. Family Name (Last Name): _____

1.b. Given Name (First Name): _____

1.c. Middle Name: _____

Review the I-765 form information [Print](#)

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](#)

Getting Started

Basis of eligibility

What is your eligibility category? c(3)(A) Student Pre-Completion OPT

Before moving to payment, the application will check for errors and notify you if you may need to edit your response. **Errors will NOT be checking your answers for accuracy – you must make sure that the data you provided in your application is correct.** An “error” simply means you may have missed something on the application or formatted something incorrectly. If an error is highlighted in **red**, it must be corrected before you can submit your application. A “yellow” error calls your attention to something that *may* need correction. Review it to make sure your information is correct. If it is, you can submit without changing your response.

DO NOT move to the next step of payment and submission of your application until after you have had your OPT appointment, received your OPT I-20, and uploaded this evidence to your application. You will be preparing a draft of your I-765 for review at this time. **Download the draft snapshot and send it to your International Student Advisor.**

Screenshots to Guide You Through the OPT Online Application

After reviewing your draft I-765, you will receive an email with any corrections. You will then be offered the opportunity to schedule your OPT appointment. After you have had your appointment, received your OPT I-20, and uploaded it to your application, proceed to the submission and payment page.

Filling Out the Form— Applicant's Declaration & Certification



Applicant's statement
You must read and agree to the statement below.

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.



I have read and agree to the applicant's statement

Applicant's signature
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.

Enter your full legal name here

You will electronically sign your I-765. This is the only electronic signature allowed (again, your I-20 copy must show a signature signed physically, in ink). You will then be directed to pay.gov to pay your application fee.

Filling Out the Form—Paying the Fee



- After you agree to the applicant statement, you will be directed to pay.gov, a secure government portal
- Pay by ACH withdrawal, or debit or credit card

The screenshot shows the 'USCIS I-765' payment selection screen on the pay.gov portal. It features the 'Pay.gov' logo in the top right corner. Below the title, it says '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). To the right of the second option are logos for VISA, MasterCard, AMEX, Discover, and UnionPay. At the bottom, there are 'Cancel' and 'Continue' buttons.

Filling Out the Form—Paying the Fee



- Enter payment information
- Note the form type and agency tracking ID at the top
- When you hit “Continue” to pay the fee, your form will be submitted

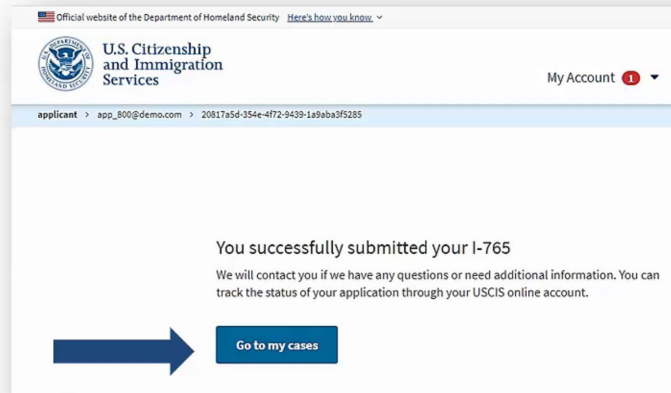
The screenshot shows the 'USCIS I-765' payment review screen. It features the 'USCIS I-765' title and 'Review and submit payment' sub-header. A note indicates that an asterisk (*) denotes required fields. The form displays the following information: Agency Tracking ID: LNJT31CK7SQ1KH, Payment Amount: \$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, and ZIP/Postal Code: 39248. At the bottom, there is a checkbox for authorization, which is checked, and 'Previous', 'Cancel', and 'Continue' buttons.

You may pay by bank transfer (ACH) or via a debit/credit card issued by a US bank. The US billing address provided must match the details on your bank/credit card account.

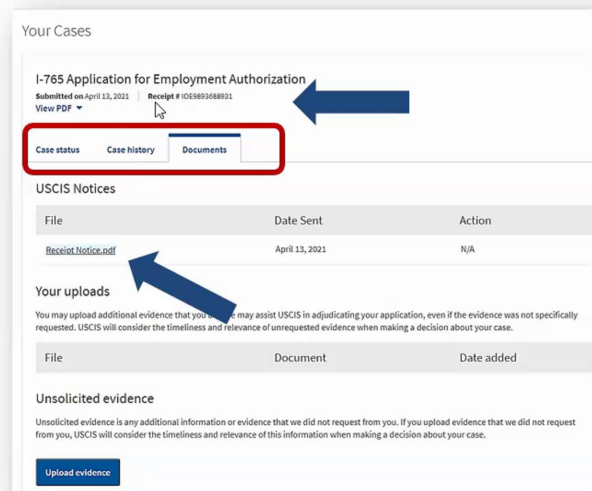
Filling Out the Form—After You Submit



- You will receive confirmation your form was submitted
- Click on “Go to my cases” to see your case card and receipt notice



Tracking Your Case

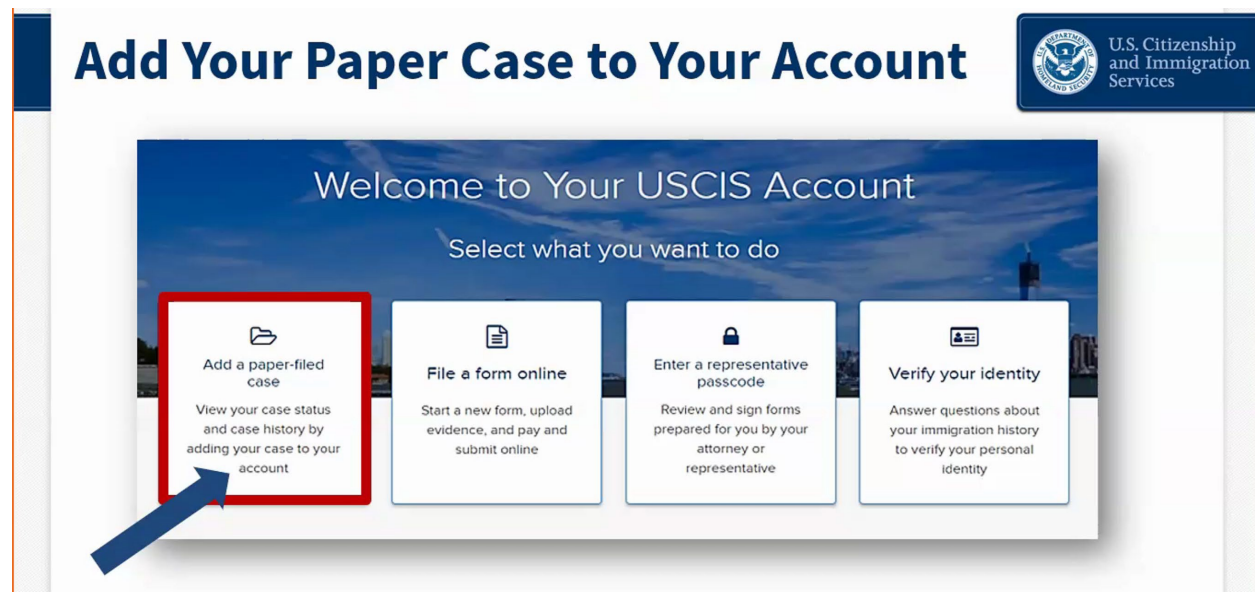


All notices are posted to your account

- Receipt notice
- Biometrics notice
- Request for Evidence (RFE)
- PDF of completed form
- Decision letter

* Notices are also mailed to the mailing address on file

Make sure that you have completed submission. A confirmation will be displayed on the screen, and you will immediately get a receipt notice with your case number. Click on “Go to my cases,” then click on “Documents,” to download and send your receipt to your International Student Advisor.



If you previously paper-filed, you can link your paper-filed case to your account after you receive your receipt. You can then see all notices in the account after that step, just as if you had filed online.