

## #2

**Suggestions for Online Filing of Form I-765 for Post-Completion OPT**

The information is intended to give general assistance with completing the online form I-765. Without notice, updates and changes may be made at any time, either by SMU or the government. You are responsible for the accuracy and completeness of the form. Use USCIS' detailed instructions for the I-765 [here](#).

1. Prepare digital copies of the items below in order to upload evidence into the USCIS system. Make sure digital items are clear and easily read (in English). Usually file formats such as JPG, JPEG, or PDF work best.
  - a. Digital color U.S. style passport photo of yourself
    - \*taken within last 3 months
    - \*pictures have NOT been used previously for government purposes (passport, visa, etc.)
    - \*Check the [Department of State's information](#) as well as the I-765 instructions. You may also want to use the [photo tool](#) to help with the uploading of correctly sized photos.
    - \*If your passport photo looks very different from your current appearance, it's suggested you also upload another form of government identification (state issued driver's license etc.)
  - b. Most recent I-94 (arrival document). You will be able to find yours [here](#).
  - c. Any past Employment Authorization Document (EAD) cards (front & back)
    - \*many of you will NOT have previously had an EAD card
    - \*With an EAD card, other evidence is optional, but it is recommended that in addition to any EAD cards, you upload your most recent valid passport identification page (with picture, name, date of birth, expiration date...etc.)
  - d. Passport identification page (needs to show clearly picture, name, date of birth...etc.)
  - e. All past issued I-20s with CPT and/or OPT authorizations/recommendations (see page 4 of this document)
  - f. Most recent I-20 with the OPT recommendation
    - \*Check your Program of Study on page 1 & the OPT recommendation dates on page 2 to make sure they are correct
    - \*Make sure your signature & date are on the bottom of page 1
    - \*remember: you only have 30 days after the date on this I-20 to submit your OPT I-765 application to USCIS
  - g. If you have ever had a different SEVIS number from the number on your current I-20 (top left corner of the I-20), see page 4 of this document
2. Create a [USCIS online account](#) (if you already have an account, use it)

3. Choose *File a Form Online* under *Select What You Want To Do* or through the *My Account* tab. Choose *I-765 Application for Employment Authorization* from the list. Click, *Start Form*.

**QUESTION GUIDANCE:**

**Eligibility Category?**

Select c(3)(B) for post-completion OPT

**Reason for Applying?**

Initial permission to accept employment

**Previously filed I-765?**

Choose correct answer. The form I-765, if approved, issues you an EAD (Employment Authorization Document), so if you've completed an I-765 in the past, make sure you also upload evidence of any past EAD cards.

**Assistance with Completing the Application?**

Most students will choose no (unless you have a lawyer or employer helping you).

**Current Legal Name?**

Write your name as given on your passport

**Other Names since Birth?**

Give all naming formats/aliases/maiden names/nicknames used on any formal or legal documents

**How to Contact You?**

List telephone number and email address

**Current U.S. Mailing Address?**

\*Give the address you want your OPT and EAD documents mailed to. You may use your campus address.

\*If you are providing the address of a friend or family member, write their name in the *In Care Of Name* box (if you've provided your own address, leave that box empty)

\*Any OPT/EAD mail will NOT be forwarded, so be sure the address you include is good for at minimum the next 6 months.

**Is Current Mailing Address Same as Physical Address?**

If no, provide your physical address.

**Gender?**

**Marital Status?**

**City, Town, of Birth?**

**State of Province of Birth?**

**Country of Birth?**

**Date of Birth?**

\*Use the U.S. date format ... MM/DD/YYYY (month/day/year)

**Country of Citizenship or Nationality?****I-94 Arrival-Departure Record Number?**

\*See 1b above

**Date of Arrival?**

\*Give most recent U.S. arrival date

**Place of Arrival?**

\*Choose your port of entry from drop down menu. Pre-clearance is available in some foreign airports, so your port of entry could be a location outside the U.S.

**Status at Last Arrival?**

\*F-1 – F1 – Student, Academic or Language Program (unless an in-country change of status was obtained through USCIS after most recent date of entry to U.S.)

**Passport Number of Most Recently Issued Passport?****Travel Document Number (if any)?**

\*Most students should leave this question blank. If you do not have a valid passport, but your country has issued a valid travel document instead, enter the travel document number here. If you have a valid passport, list the passport number in the previous question.

**Expiration Date of Passport or Travel Document?**

\*Give expiration date of most recently issued passport

**What Country Issued Your Passport or Travel Document?****Current Immigration Status or Category?**

\*F-1 – F1 – Student, Academic or Language Program

**Student and Exchange Visitor Information System (SEVIS) Number?**

\*Get this information directly from your I-20 (on the top left corner of your I-20....usually starts with N00...)

**A-Number?**

\*Most students should choose *I do not have or know my A-number*. If you have been issued an A-number from a past EAD such as OPT or as part of the green card process, list your A-number. The A-number is the USCIS number given on previous OPT EAD cards, if applicable.

**USCIS Online Account Number?**

\*Most students will select *I do not have or know my USCIS Online Account Number.*

\*You may already have a USCIS Online Account Number (OAN) if you previously filed various paper forms and received an Account Access Notice in the mail. You will see the OAN at the top of that notice (it's different from an A-number).

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

**Do You Want the SSA to Issue You a Social Security Card?**

\*If you need a social security number/card, you MUST select Yes to the consent of disclosure and provide your parents' name information.

**Evidence - Additional Information**

\*If you need to give more information about any of your answers to the form questions, enter in the space below. You should include the questions that you are referencing.

\*Leave this section blank if you do not need to give any more information.

\*Be sure to provide the following information if it applies:

**CPT Authorizations**

If you had CPT authorizations at any degree level (from any academic institution) provide this information. For every CPT approval, indicate:

\*Full-time or Part-time CPT

\*Start & end dates of approval (from page 2 of I-20)

\*Degree level at time of authorization

Example:      CPT Authorizations:

Part-time, 08/29/2021 – 12/06/2021, Bachelor's

Part-time, 01/22/2020 – 04/19/2020, Bachelor's

**OPT Authorizations**

If you had OPT authorizations at any degree level (from any academic institution) provide:

\*Pre-completion, Post-completion, or STEM OPT

\*Start and end dates of approval (on EAD card)

\*Degree level for which OPT was issued (on EAD card)

Example:      Post-completion OPT authorization:

04/29/2022 – 03/29/2023, Bachelor's

**Previous SEVIS Numbers**

If you have a SEVIS number(s) different from the number on your current I-20 (top left corner), provide that information here. For each SEVIS record, indicate:

\*SEVIS number

\*Degree level

\*Immigration status

Example:      Previous SEVIS IDs:

N0087654321, Bachelor's, F-1

**Applicant's Statement**

*\*Choose, 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.*

**Signature**

*\*After reading all carefully, choose, I have read and agree to the applicant's statement.*

*\*You must add your electronic signature by typing your full legal name in the box.*

**Review your application very carefully**

*\*The online system will allow you to submit the form “successfully” even if you have missed information or included an incorrect answer. The best solution, REVIEW the form and its instructions.*

**Pay / Submit**

*\*Before you can submit your form, you must pay. Pay the fee indicated by USCIS. You can do this through a bank account (ACH), debit card, or credit card.*

**After Submitting**

*\*You should get confirmation that the I-765 was successfully submitted. You should be able to review your I-765 receipt notice in your online USCIS account and track the status of your form.*