Guidance for Online Filing of Form I-765
For Pre- and Post-Completion Optional Practical Training

Please review USCIS instructions in detail here https://www.uscis.gov/i-765

Please note that the information below is only intended to provide general guidance on how to complete the online I-765 form. It is not intended to serve as formal legal advice. **You are responsible for the accuracy and completeness of the I-765 form.**

1. Gather the documents below for completion of your online I-765 form. Additional information on these documents can be found in the 'Evidence' section of the guide below:

- Digital color U.S. style passport photo of yourself taken within the last 6 months
    - Digital photos can be taken through International Student Affairs. Email intlstudents@depauw.edu for details
- Most recent Form I-94
- Scan of passport identification page (plus extension page, if applicable)
- Scan of any previous Employment Authorization Document (EAD) cards (front and back), if applicable
- Scan of OPT-endorsed I-20 issued within 30 days of filing the OPT application with USCIS
- Scan of all previously issued CPT and/or OPT I-20s

2. If you have not already done so, you will need to create a USCIS online account.

3. Begin your application by clicking 'File a Form Online' under 'Select What You Want To Do' (if you do not have an applications already in progress) or through the 'My Account' tab. Select 'I-765, Application for Employment Authorization' from the list of options -> Click 'Start form.'

*For any fields that are not applicable on the electronic application, please leave blank.

- **What is your eligibility category?**

  - **Select c(3)(B) for post-completion OPT** or c(3)(A) for pre-completion OPT. The category of OPT you applied for can be verified by reviewing page 2 of your I-20 which contains the details of your OPT recommendation.

- **Reason for applying**

  - Select initial permission to accept employment

- **Have you previously filed I-765?**

- Select the appropriate answer and upload evidence of your previous employment authorization document (EAD), if applicable. Please note that Curricular Practical Training (CPT) does not require an I-765 filing.

- **Is someone assisting you with completing this application?**

- Select the appropriate answer. Most students should select 'no,' unless you have an immigration attorney or employer representative helping you prepare the application. Most students handle the OPT application filing on their own.

- **What is your current legal name?**

- Record your name as shown in your passport.

- **Have you used any other names since birth?**

- Please be sure to include any other names used with the university or listed on any formal documents. This includes other naming formats, aliases, maiden names and nicknames.

- **How may we contact you?**

- Daytime telephone number
- Mobile telephone number (if any)
- Email address

Note: Ensure that the email address you enter here is one that you will check frequently.

- **What is your current U.S. mailing address?**

- Record the address you want your OPT documents and EAD card mailed to.

  - This address: should not be your U.B. Box. After graduation and when students are not on campus, all student mail will be "returned to sender" by the Student Post Office and cannot be forwarded.
  - can be a reliable friend or family member's address, list their name in the 'In care of name' box, if applicable.
  - could be a P.O. Box that a student sets up and rents at the local Greencastle Post Office, following their guidelines and procedures. Students with a P.O. Box may be able to have their mail forwarded on a temporary basis after graduation/relocation.
  - should be valid for 6 months into the future, given how long OPT processing times may be.

ISA no longer receives international student mail when students are not on campus unless it is sent to ISA directly (through prior arrangement and permission of staff) and explicitly "in care of" (see below).

Note: Students are welcome to have their EAD and other USCIS mail sent to ISA. If you choose to do so, please use the following address in the mailing address section:

In care of: **Beth Haymaker**
5 West Hanna Street

DePauw ISA
Greencastle, IN 46135

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

- Select the appropriate answer and if you answered 'No,' list your physical address.

- **What is your gender?**
- **What is your marital status?**
- **What is your city, town, or village of birth?**
- **What is your state or province of birth?**
- **What is your country of birth?**
- **What is your date of birth?**

- Be sure to use the U.S. date format (MM/DD/YYYY)

- **What is your country of citizenship or nationality?**

- List all countries where you are currently a citizen or national.

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

- Instructions on finding and printing your most recent I-94 are available on the Study in the States' website: https://studyinthestates.dhs.gov/2014/05/how-access-your-form-i-94-online

- Here is the link to the I-94 website. Click on "Most Recent I-94" to get your most recent I-94. Note: Your I-94 is NOT the same as your travel history; you do not need a copy of your travel history for the I-765.

- **Date of arrival**

- Record the date you last entered the U.S (Should be on your I-94.)

- **Place of arrival**

- Select your "port of entry" for your most recent arrival from the drop down menu. U.S. Customs and Border Protection (CBP) preclearance is available in some foreign airports which is why your port of entry may also be a location outside of the U.S. (Should be on your I-94.)

- **Status at last arrival**

- Select F-1 – F1 – Student, Academic or Language Program unless you obtained an in-country change of status through USCIS after your most recent date of entry to the U.S. (Should be on your I-94.)

- **What is the passport number of your most recently issued passport?**
- **What is your 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 for you instead, please enter the travel document number here. If you have a valid passport, be sure to list the passport number in the previous question.

- **What is the expiration date of your passport or travel document?**

Be sure to list the expiration date of your most recently issued passport, even if your F-1 visa is in a prior passport.

- **What country issued your passport or travel document?**

List the information from your most recently issued passport, even if your F-1 visa is in a prior passport.

- **What is your current immigration status or category?**

- Select F-1 – F1 – Student, Academic or Language Program

- ***What is your Student and Exchange Visitor Information System (SEVIS) Number (if any)?***

- Record the information directly from your I-20. The SEVIS ID is listed on the top left corner of your I-20 and starts with "N00…"

- **What is your A-Number?**

Most students should check 'I do not have or know my A-number. However, if you have been issued an A-number from a previous EAD such as OPT or as part of the green card process, please list your A-number. The A-number is the USCIS # listed on your previous OPT EAD card, if applicable.

- **What is your USCIS Online Account Number?**

Most students should check 'I do not have or know my USCIS Online Account Number.' You may already have a USCIS Online Account Number if you previously filed certain paper forms and received an Account Access Notice in the mail. You can find the OAN (Online Account Number) at the top of the notice; it is not the same as an A-Number.

- **Has the Social Security Administration (SSA) ever officially issued a Social Security card to you?**

Enter your SSN if one has been issued to you. Those without SSNs will need to apply for one once they have a job offer letter. Note that Social Security Offices are located throughout the country and are regional, so you will need to apply at a location where you decide to stay for the year, after graduation.

Evidence Section

· **2x2 photo** - You will need to upload a recent (taken within the last 6 months) U.S. style passport photograph of yourself. Please refer to the Department of State's website as well as the instructions on the online I-765 application for additional information on the photo requirements.

NOTE: As of September 2026, the I-765 form still requires that all OPT applicants submit a 2x2 digital photo, but you will also receive a Request for Further Evidence either by mail or on your USCIS online account saying that you must go to an Application Support Center for a Biometrics appointment.

At the appointment you may be asked to submit fingerprints, and an electronic signature in addition to getting a new photograph taken.

The nearest Application Support Center to DePauw is in Indianapolis at this address: USCIS Application Support Center (ASC), Landmark Center 10th Floor, 1099 North Meridian Street, Indianapolis, IN 46204-2942. ISA expects this is the ASC you will be assigned. However, you should check the communication you receive from USCIS to confirm.

It is required that you keep your mailing address and email up to date in the USCIS Portal so that you can receive any mail from USCIS right away.

- **Most recent Form I-94**.

-Access your most recent I-94 from the I-94 website. Additional note: if you changed to F-1 status within the US via a successful in-country change of nonimmigrant status (Form I-539) application with USCIS and have not since traveled outside the US, the I-94 is located on your change of status approval notice document (I-797).

- **Employment Authorization Document or Government ID**

- You only need to upload the EAD (front and back) if you were previously issued one.

- Although other documents are listed as optional if you were issued an EAD, we strongly recommend that you also upload your most recently issued valid passport identification page showing picture, name, date of birth, and passport expiration date, regardless of whether you have been issued an EAD previously.

If the photo in the passport is not clear or varies widely from your current appearance, we recommend that you also include a clear copy of another form of identification, such as a state-issued driver's license or identification card.

- **Previously Authorized CPT or OPT**

- Provide copies of all previously issued CPT and/or OPT I-20s, even if issued at a previous degree level/prior academic institution.
- Ensure that each CPT-endorsed and/or OPT-endorsed I-20s have been signed and dated by you.
-Recommendation: Upload job offer letters with the CPT-endorsed I-20s (merge each CPT endorsed I-20 with its own relevant job offer letter into one pdf; upload one pdf per CPT).

- **Form I-20, Certificate of Eligibility For Nonimmigrant Student Status**

- Upload a copy of your OPT-endorsed I-20 from the International Student Portal **issued within 30 days of filing your OPT application with USCIS**

Please take the following actions before uploading the OPT-endorsed I-20 to the USCIS online system:

1. Double check your Program of Study information on page 1 of the I-20 and the OPT recommendation dates on page 2 of the I-20 to ensure they are correct.

2. Sign/date (MM/DD/YYYY) the bottom of page 1 of your OPT-endorsed I-20 in the 'Student attestation' section.

3. **Your OPT application must be filed with USCIS within 30 days of the OPT-endorsed I-20 issuance date.** You can confirm the date your OPT I-20 was issued by viewing the "DATE ISSUED" section on page 1 in the "School Attestation" box. If your OPT I-20 recommendation is expiring or has expired, please contact **International Student Affairs** as soon as possible for assistance with obtaining an updated OPT-endorsed I-20.

Additional Information
If you need to provide 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.
Students applying for post-completion OPT (c)(3)(B) should also be sure to provide the following information, if applicable:

CPT Authorizations
– If you had CPT authorizations, please indicate this information. For each CPT approval, indicate "Full-time" or "Part-time" CPT, the start and end dates of approval, and the degree level at the time of authorization. This information is available on the CPT I-20 that was printed at the time of authorization.

Sample format:
CPT Authorizations:
Part-time, 1/7/2021 – 4/02/2021
Full-time, 5/7/2020 – 08/31/2020
Full-time, 01/07/2019 – 04/01/2019

- **Previous SEVIS Numbers**

- If you have previously used other SEVIS numbers, provide that information here. For each SEVIS record, indicate the SEVIS number, degree level (if applicable), and corresponding immigration status.

Sample format:
Previous SEVIS IDs:
N0012345678, high school, F-1
N0098765432, J-1 exchange student

- **Review your application**

- Be sure to carefully review your application before filing online to ensure that all applicable questions were answered. The online system will allow you to submit the application without completing some of the required fields for the application.

- **Your statement**

- Under 'Applicant's statement,' you must check '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.'

- **Your signature**

- You must check 'I have read and agree to the applicant's statement.' Be sure to read the statement listed above this attestation.

- Provide your digital signature in the box by typing your full legal name.

- **Pay and submit**

- Pay the application fee indicated on the USCIS website. The application fee can be paid via bank account (ACH), debit, or credit card.

- **After submission**

- You will receive confirmation that your Form I-765 was successfully submitted. Following the completion of your online filing, you should be able to review your I-765 receipt notice in your online USCIS account and track the status of the application.
-Check your USCIS Portal account daily for confirmation of your Biometrics appointment. While USCIS may send you a confirmation of this appointment via mail, mail delays could mean that you don't receive this confirmation until after the appointment.