- Go to USCIS **https://www.uscis.gov/i-765**
- USCIS recommends using the latest version of Google Chrome, Firefox, Edge, Firefox, or Internet Explorer 11
- Click **"File Online"**

- you will then be directed to the Forms Available to File Online page.
- Scroll down to I-765|Application for Employment Authorization.
- Click File Online

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

Español   ⊕ Multilingual Resources

U.S. Citizenship and Immigration Services

Search our site

Sign In ⌄

Topics ⌄   Forms ⌄   Newsroom ⌄   Citizenship ⌄   Green Card ⌄   Laws ⌄   Tools ⌄

Home > File Online > Forms Available to File Online

Forms Available to File Online

File Online

USCIS Online Account Videos

Forms Available to File Online

Benefits of a USCIS Online Account

How to Create a USCIS Online Account

Attorneys and Accredited Representatives

Tips for Filing Forms

ALERT: On Oct. 8, 2024 we launched a PDF filing option for certain forms. The list below shows which forms you may upload in PDF format, along with required evidence, via a USCIS online account. Eligible applicants may also upload a completed Form I-912, Fee Waiver Request, with their PDF application.

This page lists the USCIS forms that are currently available to file online. To learn about the benefits of filing a form using our secure online system, visit the File Online page, where you can get started by first creating a free USCIS online account.

In addition to submitting a form online, if you are immigrating to the United States as a lawful permanent resident, you must pay the USCIS Immigrant Fee unless exempted. You can pay this fee online. You may also pay for your travel document online.

I-765 | Application for Employment Authorization

Online PDF filing option available for these categories:

- (a)(12) – Temporary Protected Status granted;
- (c)(8) – Application for employment authorization based on pending Form I-589, Application for Asylum or for Withholding of Removal, and applicants for pending asylum under the ABC Settlement Agreement ;
- (c)(9) - Certain family-based and employment-based applicants pending adjustment of status under Section 245 of the Immigration and Nationality Act;
- (c)(11) – Paroled for urgent humanitarian or significant public benefit purposes; or
- (c)(19) – Certain pending TPS applicants whom USCIS has determined are prima facie eligible for TPS and who may then receive an EAD as a "temporary treatment benefit" under 8 C.F.R. 244.10(a).
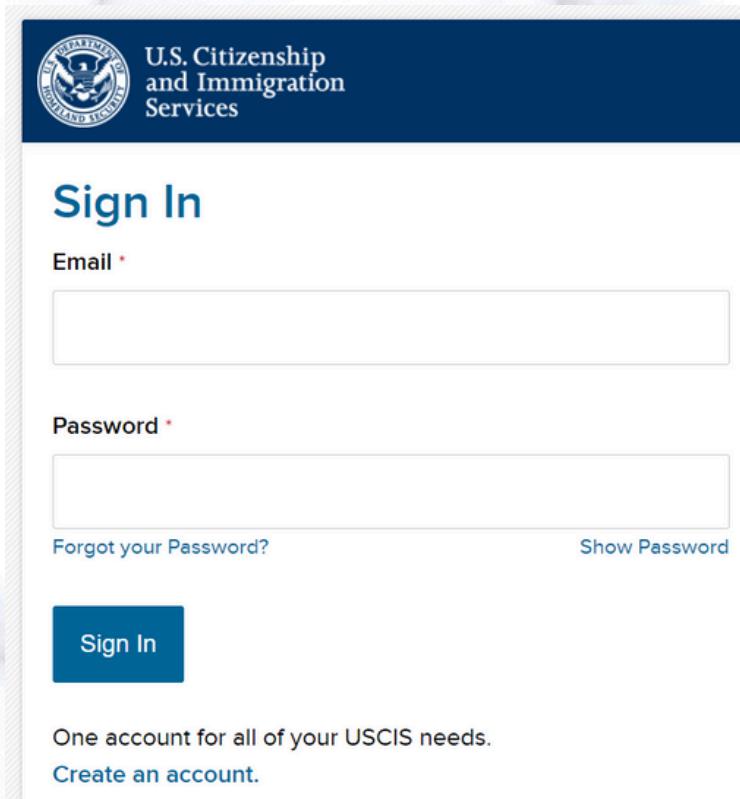
Note: If you are applying for a (c)(9) Pending Adjustment of Status category of Form I-765 that is fee exempted, do not submit your application through the PDF filing option at this time. **If you file Form I-765 for the (c)(9) category, you will be required to pay a fee or submit a fee waiver request.** If you are fee-exempt and proceed with paying the fee and submitting your application through the PDF filing option, **USCIS will not issue you a refund.** If you are filing under a fee exempt category, you should mail a paper Form I-765 to the address on the Direct Filing Addresses for Form I-765, Application for Employment Authorization website to receive the fee exemption.

File Online

Guided online filing option available for these categories:

- (a)(12) – Temporary Protected Status granted
- (c)(3)(A) – F-1 student, pre-completion Optional Practical Training (OPT);
- (c)(3)(B) – F-1 student, post-completion OPT;
- (c)(3)(C) – F-1 student, 24-month extension of OPT for science, technology, engineering and mathematics (STEM) students;
- (c)(8) – Application for Employment Authorization Based on Pending Form I-589, Application for Asylum or for Withholding of Removal and Applicants for Pending Asylum under the ABC Settlement Agreement;
- (c)(11) – Paroled for urgent humanitarian or significant public benefit purposes; or
- (c)(19) – Certain pending TPS applicants whom USCIS has determined are prima facie eligible for TPS and who may then receive an EAD as a "temporary treatment benefit" under 8 C.F.R. 244.10(a); or

- Create a USCIS Account
- The USCIS system will ask for two-step verification for security purposes upon **every sign-in**. Security code messages may go into your spam/junk folder!
- Keep your account information secure as you will need to return to your account to finish the application and to view updates once you have submitted your application.
- To avoid any future issues accessing your account, it is recommended to use a personal email address that you will have long-term access to.
- **NOTE**: If you have created a USCIS Online Account before, please use the same account information to file your I-765 OPT application now.

From: MyAccount@uscis.dhs.gov <MyAccount@uscis.dhs.gov>
Sent: Friday, November 12, 2021 2:50 PM
To:
Subject: Secure two-step verification notification

You have requested a secure verification code to log into your USCIS Account.

Please enter this secure verification code: XXXXXXXX

If you are not attempting to log into USCIS, please go to https://myaccount.uscis.g

Please be aware that this update might require your immediate attention.

PLEASE DO NOT REPLY TO THIS MESSAGE

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.

Enter your verification code

A verification code has been sent to jessica_heffernan@harvard.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 jessica_heffernan@harvard.edu, enter your backup code instead, or Contact Us.

Secure verification code *

When you log into your USCIS Account, click **"Go to myUSCIS"**

Next, click "File a Form Online"

- E-file option is only available for OPT and STEM OPT applications.
- *DO NOT USE* the e-File option for **F-1 Work permission with International Organizations** *OR* for F-1 Work Authorization for **Economic Hardship**. You must file these applications via standard mail. Contact your HIO advisor for more information.

- Select **"I-765, Application for Employment Authorization"** from the first drop down menu.

- Next, select the type of OPT you are applying for in the second drop down:
  - (c)(3)(B) Post-Completion OPT (after-graduation; select if graduation this term)
  - (c)(3)(A) Pre-Completion OPT (for continuing students only; expected graduation date in future term)

- Then, click **"Start Form"**

File a Form

Select the form you want to file online. For some forms you will have the option to either fill out your form online or upload a completed form. Once you start, we will automatically save your information for 30 days, or from the last time you worked on the form.

Fee waiver: Fee waivers can be requested online only when submitting certain benefit requests using the PDF filing option. If your desired benefit request is not eligible for PDF filing, 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.

> I-765, Application for Employment Authorization ▾

What is your eligibility category?

If your eligibility category is not listed in the drop down menu, you can submit a paper form by mail.

> (c)(3)(B) Student Post-Completion OPT ▾

Use this form to request employment authorization and an Employment Authorization Document

OR

What is your eligibility category?

If your eligibility category is not listed in the drop down menu, you can submit a paper form by mail.

> (c)(3)(A) Student Pre-Completion OPT ▾

Use this form to request employment authorization and an Employment Authorization Document

- Review the information on the next page that you are routed to.

- When you are ready to proceed, click **"next"**

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 Authoriza Document (EAD). Other foreign nationals whose immigration status authorizes them to work in th 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 onl authorized for employment with a specific employer under 8 CFR 274a.12(b), do **not** use Form I-7

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 o 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;

➡ After You Submit Your Application

🧭 Track your case online

After you submit your form, you can track its status through your USCIS account. Sign into your account often to check your case status and read any important messages from USCIS.

↩ Respond to requests for information

If we need more information from you, we will send you a Request for Evidence (RFE) or Request for Information (RFI). You can respond to our request and upload your documents through your USCIS account.

✉ Receive your decision

The decision on Form I-765 involves a determination of whether you have established eligibility for the immigration benefit you are seeking. USCIS will notify you of the decision in writing. If your application is approved, we will either mail your EAD to you or we may require you to visit your local USCIS office to pick it up. If USCIS cannot approve your application, you will receive a written notice explaining the basis of your denial.

Next

Completing Your Form Online

Filing online

Submitting your form online is the same as mailing in a completed paper form. They both gather the same information.

Complete the Getting Started section first

You should answer all questions in the Getting Started section first so we can best customize the rest of your online form experience.

Provide as many responses as you can

You should provide as many responses as you can. Incomplete fields or sections or missing information can slow down processing of your case after you submit your form.

We will automatically save your responses

We will automatically save your information when you select next to go to a new page or navigate to another section of the form. We will save your information for 30 days from today, or from the last time you worked on the form.

🔒 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.

Back   Start

- Read through the information on the following page.
- When you are ready to begin the form, click **"Start"**

GETTING STARTED - *What is your Eligibility Category?*

- select the type of OPT you are applying for:
  - (c)(3)(B) Post-Completion OPT (after-graduation; select if graduation this term)
  - (c)(3)(A) Pre-Completion OPT (for continuing students only; expected graduation date in future term)

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.

(a)(12) Temporary Protected Status Granted

(c)(3)(A) Student Pre-Completion OPT

(c)(3)(B) Student Post-Completion OPT

(c)(3)(C) STEM Extension

(c)(8) Pending Asylum and Withholding of Removal Applicants and Applicants for Asylum under the ABC Settlement Agreement

- Next, you will be asked if you would like to request Premium Processing Service.
- Premium Processing is an extra service available to F-1 students applying for Optional Practical Training or the STEM OPT Extension. For an additional, substantial fee collected by US Citizenship and Immigration Services (USCIS), applications submitted with Premium Processing are guaranteed to be adjudicated by USCIS within 30 days.
- **You may add Premium Processing at the time of application or later once your application is pending. So you will have the opportunity to upgrade your pending application at a later time if you select 'no' on this page.**
- More information about Premium Processing can be found on our website here: https://www.hio.harvard.edu/premium-processing

Would you like to request Premium Processing Service?

Premium Processing Service guarantees that USCIS will take one of several possible actions (issue an approval notice, a denial notice, a notice of intent to deny, or a request for evidence or open an investigation for fraud or misrepresentation) on your Form I-765 within 30 days.

If you request premium processing, you will be asked to complete the Form I-907 after you sign your Form I-765. You will then be able to pay for and submit both forms at the same time.

○ Yes

○ No

Back

Next

GETTING STARTED - *Reason for Applying & Have you previously filed Form I-765*

- Select **"Initial Permission":** This is considered your first time applying for Post-OPT, even if you applied for OPT at another time at Harvard or at another degree level.
- Select either **"Yes"** or **"No":** the answer to this question may vary from one person to another, based on their own immigration history

GETTING STARTED - *Preparer and interpreter information*

- Select **"No"**
- This is a personal application; even though the HIO is involved, you are filing your own case. The first option, "Yes" is not applicable for Harvard OPT applications.

ABOUT YOU - *Your Name*

- Enter your legal name per your biographical passport page and Form I-20.
- If your name on your passport does not match your current I-20, please contact your [HIO advisor](#).

Getting Started ⌄

About You ⌃

    Your name

    Your contact information

    Describe yourself

    When and where you were born

    Your immigration information

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)

ABOUT YOU - *Your Name*

- Select "Yes" if applicable and enter other names

Have you used any other names since birth?

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

- ◉ Yes
- ○ No

Provide the other names you have used.

Given name (first name)

Middle name

Family name (last name)

+ Add another name

ABOUT YOU - *Your contact information*

- Enter your personal U.S. telephone number and primary email address

How may we contact you?

Daytime telephone number

Mobile telephone number (if any)

☐ This is the same as my daytime telephone number.

Email address

ABOUT YOU - *Your contact information*

- Enter a U.S. Mailing Address. Must be valid for at least 5 months from date you submit your application.

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)

Insert Friend or Family Member Name

Address line 1

1500 MASSACHUSETTS AVE

Street number and name

Address line 2

APT 1

Apartment, suite, unit, or floor

City or town

CAMBRIDGE

State

Massachu... ▼

ZIP code

02138

MAILING RECOMMENDATIONS

- EADs are considered government documents that cannot be forwarded by the U.S. Postal Service (USPS).

- Your U.S. Mailing Address – This is the address where you will receive your application receipt, approval notice, and OPT EAD.

- If you will move from your current residence in less than 5 months, you should use the U.S. address of a reliable friend or relative who can receive the card for you.

- ***DO NOT USE*** campus or University mailing addresses, as it will become inactive after graduation.

- Attempting to change the address midway through the OPT application process can cause delays and be extremely disruptive, resulting in lost, or returned OPT EADs.

- Alternatively, you may wish to consider using a U.S. Post Office address (known as a P.O. Box) if that is how you would prefer to receive your mail.

- Prior to completing your U.S. mailing address, verify your address with USPS: https://tools.usps.com/go/ZipLookupAction_input

- Your U.S. Physical Address should be the address where you reside at time of application.

ABOUT YOU - *Your contact information*

- Select the accurate answer for you.
- Select "No" if your physical/residential address is different than the mailing address you listed in the prior section.
- Enter your residential address at time of application, if applicable *(does not need to be valid for 5 months after submission date).*

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

○ Yes

◉ No

Where in the United States do you live?

Address line 1

Street number and name

Address line 2

Apartment, suite, unit, or floor

City or town   **State**   **ZIP code**

ABOUT YOU - *Describe Yourself*

- Select your gender and marital status.

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

What is your marital status?

○ Single

○ Married

○ Divorced

○ Widowed

ABOUT YOU - *When and where you were born*

- Enter your information.

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?

What is your state or province of birth?

What is your country of birth?

What is your date of birth?

MM/DD/YYYY

ABOUT YOU - *Your immigration information*

- Enter the information per your passport and Form I-20.
- Click "Add country" if you have a second country of citizenship.

ABOUT YOU - *Your immigration information*

- Go to https://i94.cbp.dhs.gov/ to access and download your I-94 Arrival Record.
- Enter the eleven (11) digit number from your most recent I-94 record.
- Please verify that the Date of Entry reflects your most recent entry to the U.S. If it is NOT correct, STOP and please contact your HIO Advisor.

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

123456789AA

ABOUT YOU - *Your immigration information*

- Enter the date of your most recent arrival per your I-94 record.
- Select place of arrival from drop-down menu.
- Select Status from Last Arrival.
  - Unless you had a change of status, you should select *F-1 Student, Academic, or Language Program*

When did you last arrive in the United States?

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

Date of arrival

01/01/2021

Place of arrival

BOSTON, MA

Status at last arrival

F1 - Student, Academic Or Language Program.

ABOUT YOU - *Your immigration information*

- Enter your passport number.
- Leave "What is your travel document number (if any)?" blank.
- Enter the expiration date of your passport, and the country which issued your passport (country of citizenship).
- Select **F-1 Student, Academic, or Language Program** for current immigration status.

What is the passport number of your most recently issued passport?

What country issued your passport or travel document?

What is your travel document number (if any)?

What is your current immigration status or category?

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

ABOUT YOU - *Your immigration information*

- Enter SEVIS Number from top left-hand corner of your current Form I-20.

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.

N- 00100224512

ABOUT YOU - *Other information*

- Check "I do not have or know my A-Number".
- Check "I do not have or know my USCIS Online Account Number" (not applicable for first time USCIS e-Form/online users).

What is your A-Number?

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	⌄

☑ 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.

ABOUT YOU - *Other information*

- If you have ever been issued an SSN (Social Security Number), select **"Yes"** and enter your SSN number. If you have your SSN card, select "No" to the question "Do You want the SSA to issue you a Social Security card?"
- **If you do NOT have an SSN,** the HIO highly recommends that you use the I-765 (this form) to apply for your SSN.
- Select the following options below
  - **"Yes"** to apply
  - **"Yes"** to disclosure

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

◉ Yes

◯ No

What is your Social Security number (if known)?

[   ]

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

◉ Yes

◯ No

⚠ You must agree to the Consent for Disclosure

If you answer "Yes", you must also answer "Yes" to the Consent for Disclosure.

Consent for Disclosure: I authorize disclosure of information from this application to the SSA as required for the purpose of assigning me an SSN and issuing me a Social Security card.

◉ Yes

◯ No

What is your father's birth name?

Given name (first name)   Family name (last name)

[   ]   [   ]

What is your mother's birth name?

Given name (first name)   Family name (last name)

[   ]   [   ]

EVIDENCE - *2 X 2 Photo of You*

- Upload recently taken passport sized photo.
- **DO NOT USE** photo from recent passport renewal, U.S. visa application, or prior OPT/EAD application.
- Upload a digital version of a passport style photo (ex: CVS Photo Center)
- Use U.S. Department of State photo composition tool **https://tsg.phototool.state.gov/photo**
- **Note:** After you submit your application, the photo document may be labeled as an 'unvalidated photo' in your documents section. Do not be alarmed, this is to be expected and does not require a new or additional upload. Ensure the photo document that you've uploaded meets the requirements listed.

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

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 to 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.
- Upload no more than five documents at a time
- Accepted file name characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 6MB per file

EVIDENCE - *Form I-94*

- Go to I-94 website to access and download your most recent entry record.

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 ⌄

Form I-94, Arrival And Departure Record Or Passport

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.

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.
- Upload no more than five documents at a time
- Accepted file name characters: English letters, numbers, spaces, periods,

EVIDENCE - *Passport Biographical Page*

- **All applicants** must upload a clear picture of your government issued valid passport, AND
- Additionally, if you were previously issued an EAD, upload a clear picture of any previously issued EAD documents, if applicable.

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 ⌄

☑

Employment Authorization Document Or Government ID
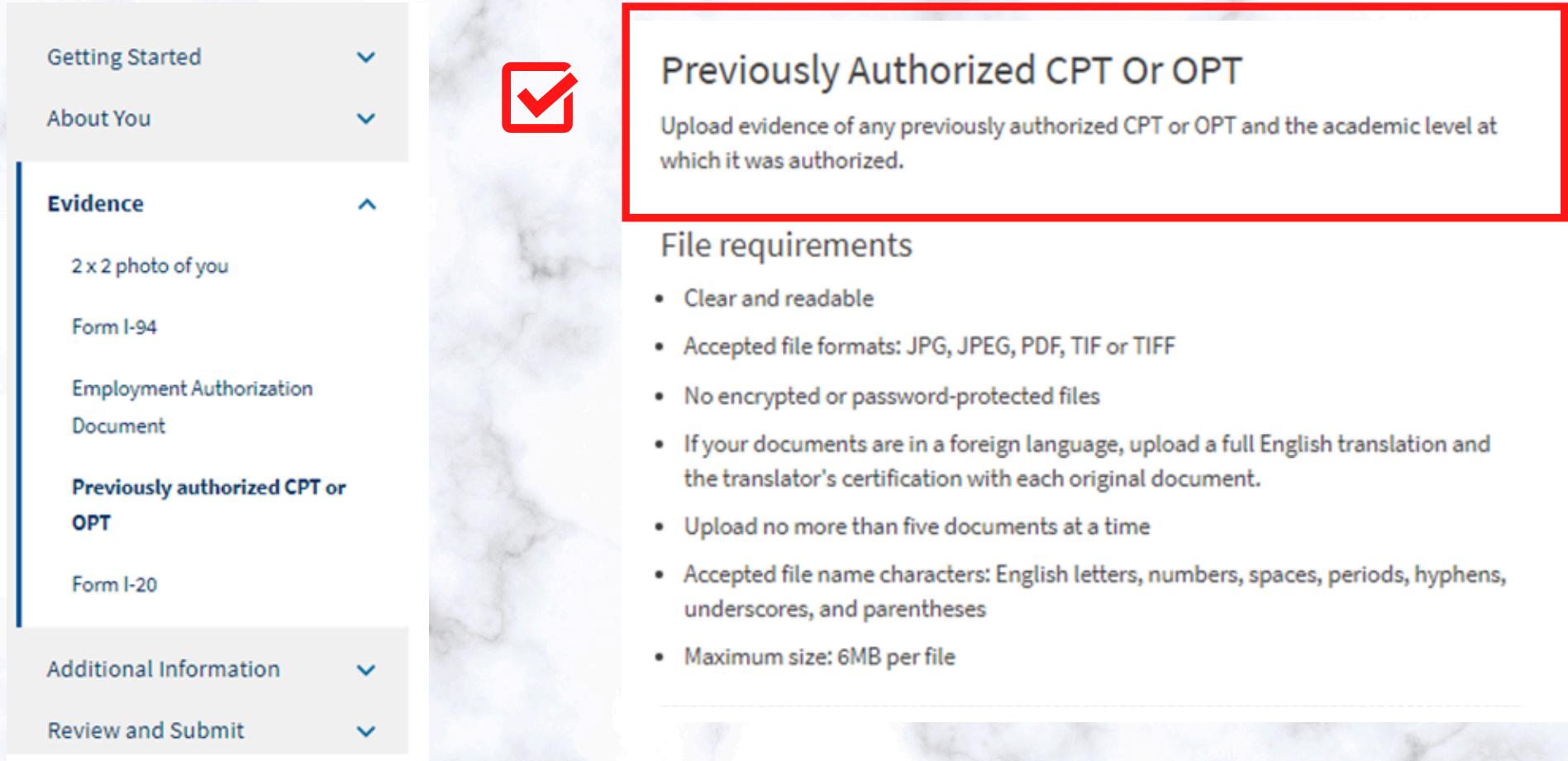
Upload a copy of your last Employment Authorization document (EAD) (front and back). If you were not previously issued an EAD, you must upload a copy of a government-issued identity document (such as a passport) showing your picture, name, and date of birth; a birth certificate with photo ID; a visa 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.
- Upload no more than five documents at a time
- Accepted file name characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 12MB per file

EVIDENCE - *Previously authorized CPT or OPT*

- Upload evidence of all previously authorized CPT or OPT periods, if applicable (i.e. I-20s showing CPT or OPT authorization, etc.).

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 ⌄

Previously Authorized CPT Or OPT
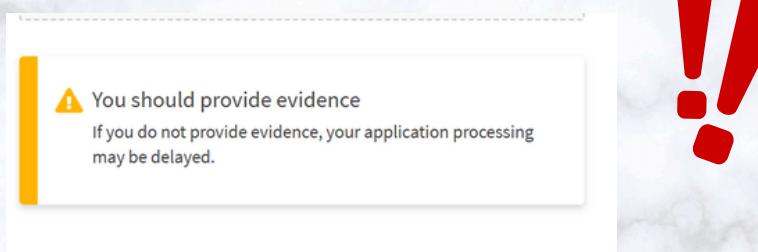
Upload evidence of any previously authorized CPT or OPT and the academic level at which it was authorized.

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.
- Upload no more than five documents at a time
- Accepted file name characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 6MB per file

If you have <u>never</u> been authorized for OPT or CPT, you will not need to upload any documents in this section. Not uploading a document in this section will prompt a warning. <u>It is okay to move forward with the form if this section does not apply to you</u>

⚠ You should provide evidence
If you do not provide evidence, your application processing may be delayed.

EVIDENCE - *Form I-20*

- Upload a **SIGNED** copy of the most recently issued OPT I-20 from the HIO.

DO NOT FILE WITHOUT THE OPT I-20 FROM THE HIO.
MAKE SURE YOU HAVE PRINTED AND SIGNED IN INK THE I-20 DOCUMENT ON THE CORRECT LINE ON PAGE 1 BEFORE UPLOADING!

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 ⌄

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.

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.

- Upload no more than five documents at a time

- Accepted file name characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses

- Maximum size: 6MB per file

Choose or drop files here to upload

ADDITIONAL INFORMATION - *Previously issued SEVIS ID Numbers*

- Click **"Add Response."**
- Select option from drop-down menu.
- **TYPE** Answer/Explanation - you will **NOT** be uploading any documents in this section.
- **For example:** Some students may have been issued more than one SEVIS ID during their time in the U.S. Many students who took a leave of absence will have 2 or more SEVIS IDs.
  - See example below:

Getting Started ⌄

About You ⌄

Evidence ⌄

Additional Information ⌄

Review and Submit ⌃

Review your application

Your application summary

Your statement

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:

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

✓ We found no alerts or warnings in your application

🛑 DO NOT FILE WITHOUT THE OPT I-20 FROM THE HIO 🛑

REVIEW AND SUBMIT - *Review your application*

- Select "View draft snapshot" to download and review for accuracy.
- HIO recommends saving I-765 PDF for your records.

I-765, Application for
Employment Authorization

Getting Started ⌄

About You ⌄

Evidence ⌄

Additional Information ⌄

Review and Submit ⌃

Review your application

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

✋ SUBMITTING PAYMENT = FILING YOUR CASE WITH USCIS ✋

Submit Payment

IMPORTANT: Once your payment has been successfully received, your application will be filed!!
- You cannot change or edit your I-765 application responses after payment has been submitted.
- The USCIS fee is non-refundable.

- Once you are ready, the system will direct you to Pay.gov, a US government payment site.
    - You will be able to pay the application fee using a US credit / debit card or through an ACH transfer (direct withdrawal) from your US checking account.
    - Make sure to double check that you have entered your debit/credit card number correctly.

Finish and continue to pay and submit

By finishing this form, your Form I-765 will be locked and no further changes can be made. Please make sure that the information on your Form I-765 is complete and accurate before continuing. If you need to make any edits after finishing, you will need to create both a new Form I-821 and a new Form I-765.

Next, you will continue to the pay and submit page where you can pay for and submit both your Form I-821 and Form I-765 at the same time.

[Back]   [Continue]

We will send you to Pay.gov — our safe and secure payment website — to pay your fees and submit your form online.

Here are the steps in the payment and submission process:

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 form will be submitted.

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]

TRACK CASE & STATUS UPDATES

- You will receive your USCIS receipt number shortly after paying and submitting your case.
- Log-in to your USCIS account for all case updates.
  - You will also receive the official USCIS receipt notices via the USPS mail service.
  - Contact your <u>HIO advisor</u> if you do not receive your physical receipt notice within 60 days.

I-765 Application for Employment Authorization

Submitted on April 13, 2021 | Receipt #
View PDF ▼

Case status	Case history	Documents

USCIS Notices

File	Date Sent
Receipt Notice.pdf	April 13, 2021

Your uploads

You may upload additional evidence that you believe may assist USCIS in adjudicating yo... requested. USCIS will consider the timeliness and relevance of unrequested evidence wh...

File	Document

Unsolicited evidence

Unsolicited evidence is any additional information or evidence that we did not request fr... from you, USCIS will consider the timeliness and relevance of this information when mak...

Upload evidence

Case status	Case history	Documents

Case history

Status	Date
Card Was Produced	January 19
We are producing your new card for your Form I-765, Application for Employment Authorization.	January 14
We received your Form I-765, Application for Employment Authorization, and sent you a receipt notice.	December 17