

- 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"

An official website of the United States government [Here's how you know](#)

USCIS Response to Coronavirus (COVID-19)

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## I-765, Application for Employment Authorization

**All Forms**

Explore My Options

Filing Guidance

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Forms Updates

Department of State (DS) Forms and Other Non-USCIS Forms

**ALERT:** For certain applicants who electronically filed Form I-765, Application for Employment Authorization, based on a pending Form I-589, Application for Asylum and for Withholding of Removal, the receipt notice did not include language about the [540-day automatic Employment Authorization Document \(EAD\) extension](#). On or before the week of March 20, we will send these applicants an email or text notification instructing them to sign into their USCIS online account. Once signed in, they will find their corrected receipt notice. We will also send corrected paper receipt notices by mail. Please note that if you are eligible for the 540-day automatic EAD extension, any USCIS receipt notice for your Form I-765, together with your expired EAD, will serve as acceptable proof of employment authorization and EAD validity during the automatic extension period.

**Alert:** We recently updated the filing location for Special Immigrant Juveniles filing [Form I-360, Petition for Amerasian, Widow\(er\), or Special Immigrant](#), or [Form I-485, Application to Register Permanent Residence or Adjust Status](#).

[See more](#)

**Alert:** To improve efficiency and reduce Form I-765 processing times for Form I-485 applicants, USCIS may decouple Forms I-765 from Forms I-131 filed at the same time.

[See more](#)

**Alert:** As of April 1, 2022, we will no longer accept a single, combined fee payment for the filing of Form I-539, Application to Extend/Change Nonimmigrant Status; Form I-765, Application for Employment Authorization; or Form I-824, Application for Action on an Approved Application or Petition, together with a Form I-129, Petition for a Nonimmigrant Worker.

[See more](#)

**Alert Afghan Parolee:** If you are an Afghan national paroled into the United States and you are applying for employment authorization, you will need a Social Security number (SSN) to work in the United States.

[See more](#)

Certain noncitizens who are in the United States may file Form I-765, Application for Employment Authorization, to request an [Employment Authorization Document \(EAD\)](#). Other noncitizens 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.

[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

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## Forms Available to File Online

**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).

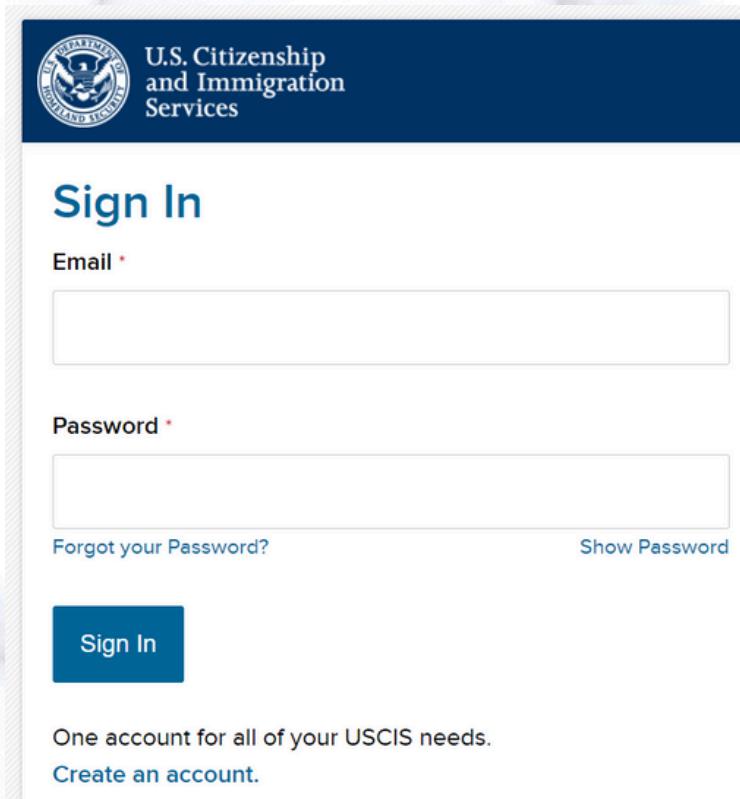
**Note:** If you are applying for a (c)(9) Pending Adjustment of Status category of Form I-765 that is [fee exempted](#), do not submit your application through the PDF filing option at this time. **If you file Form I-765 for the (c)(9) category, you will be required to pay a fee or submit a fee waiver 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.

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;
- (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

[File Online](#)

- 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.



The image shows the USCIS Sign In page. At the top, there is a dark blue header with the U.S. Citizenship and Immigration Services logo and the word "Sign In". Below the header, there are fields for "Email" and "Password". Underneath the password field are links for "Forgot your Password?" and "Show Password". At the bottom of the page is a large blue "Sign In" button. Below the button, text reads "One account for all of your USCIS needs." and "Create an account."

**From:** [MyAccount@uscis.dhs.gov](mailto:MyAccount@uscis.dhs.gov) <[MyAccount@uscis.dhs.gov](mailto: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.gov>

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

**PLEASE DO NOT REPLY TO THIS MESSAGE**

### 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"



Welcome to your USCIS Account

Please select what you want to do.

<p><b>Edit My Account Profile</b></p> <p>Editing your profile includes making changes to your email, password, phone number, security questions, or the two-step verification method and backup code.</p> <p><a href="#">Edit My Account</a></p>	<p><b>my USCIS</b></p> <p>Apply for immigration benefits, find tools and resources to assist in preparation for naturalization, and search for doctors in your local community.</p> <p><a href="#">Go to myUSCIS</a></p>
<p><b>FIRST</b></p> <p>Submit, manage and receive Freedom of Information Act (FOIA) requests.</p> <p><a href="#">Go to FIRST</a></p>	<p><b>my E-Verify</b></p> <p>Confirm your records for employment eligibility, track E-Verify or Self-Check case status, and protect your identity by locking your Social Security Number (SSN)</p> <p><a href="#">Go to myE-Verify</a></p>

E-Verify is only for newly hired employees.

# Next, click “File a Form Online”

The screenshot shows the "Welcome To Your USCIS Account" page. At the top, there is the U.S. Citizenship and Immigration Services logo and navigation links for "My Account", "Resources", and "Sign Out". Below this, the main heading is "Select What You Want To Do". There are three options displayed in boxes:

- Add a case to your account**: This option includes a file icon and instructions to enter an online access code (OAC) to add and manage a case.
- File a form online**: This option is highlighted with a thick red border. It includes a file icon and instructions to start a new form, upload evidence, and pay online.
- Enter a representative passcode**: This option includes a lock icon and instructions to review and sign forms prepared by an attorney or representative.



- 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](http://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 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 not 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

You may apply online if your eligibility category is:

- (a)(12) - Temporary Protected Status (You are submitting an initial Form I-821 if 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 and 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.

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



### 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](#)

## 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)

The screenshot shows a user interface for an online application. On the left, a vertical navigation bar lists several sections: Getting Started, Basis of eligibility, Reason for applying, Preparer and interpreter information, About You, Evidence, Additional Information, and Review and Submit. The 'About You' section is currently active, indicated by a downward arrow icon. To the right, the main content area is titled 'What is your eligibility category? \*'. A yellow warning icon with an exclamation mark is present, followed by a note: '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.' Below this note is a dropdown menu containing the following options:

- (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

The options '(c)(3)(A) Student Pre-Completion OPT' and '(c)(3)(B) Student Post-Completion OPT' are highlighted with a red rectangular border.

- 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

The screenshot shows the 'Reason for Applying' section of an online application. On the left, a vertical navigation bar lists 'Getting Started', 'Basis of eligibility', 'Reason for applying' (which is expanded), 'Preparer and interpreter information', 'About You', and 'Evidence'. The main content area has a heading 'What is your reason for applying?' followed by three radio button options:

- 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

To the right, another section titled 'Have you previously filed Form I-765?' contains two radio buttons:

- Yes
- No

## 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.

The screenshot shows the 'Preparer and interpreter information' section of the application. The vertical navigation bar on the left includes 'Getting Started', 'Basis of eligibility', 'Reason for applying', 'Preparer and interpreter information' (which is expanded), 'About You', and 'Evidence'. The main content area asks 'Is someone assisting you with completing this application?' with two radio button options:

- Yes
- No

At the bottom, there are 'Back' and 'Next' buttons.

## 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](#).

The screenshot shows a sidebar with 'Getting Started' and 'About You' sections. Under 'About You', 'Your name' is selected. To the right, a question 'What is your current legal name?' is asked, with a note explaining it's the name on the birth certificate unless changed by law. There are fields for 'Given name (first name)', 'Middle name', and 'Family name (last name)'. A blue bar at the bottom says 'Other 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

State

ZIP code

CAMBRIDGE

Massachu...

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](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.

The screenshot shows a user interface for 'About You'. On the left, a sidebar lists sections: 'Getting Started', 'About You' (which is expanded), 'Describe yourself', 'When and where you were born', 'Your immigration information', 'Other information', 'Evidence', 'Additional Information', and 'Review and Submit'. The 'About You' section contains two questions: 'What is your gender?' with radio buttons for 'Male' and 'Female', and 'What is your marital status?' with radio buttons for 'Single', 'Married', 'Divorced', and 'Widowed'. Each question has a horizontal line for notes below it.

## ABOUT YOU - *When and where you were born*

- Enter your information.

The screenshot shows the same 'About You' section as above, but with different questions. It includes four questions with input fields: 'What is your city, town, or village of birth?', 'What is your state or province of birth?', 'What is your country of birth?', and 'What is your date of birth?'. The 'MM/DD/YYYY' placeholder is visible in the date input field. The sidebar on the left remains the same.

## **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.

The screenshot shows a user interface for an immigration application. On the left, a sidebar lists sections: 'Getting Started' (with a dropdown arrow), 'About You' (selected, indicated by a blue border and an upward arrow), 'Your name', 'Your contact information', 'Describe yourself', and 'When and where you were born'. The main content area has a light gray background. It asks 'What is your country of citizenship or nationality?' and provides instructions: 'List all countries where you are currently a citizen or national.' Below this is a large, empty rectangular input field with a downward arrow at the top right. To the right of the input field is a blue button with white text that says '+ Add country'.

What is your country of citizenship or nationality?

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

+ Add country

## **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 is your travel document number (if any)?

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 country issued your passport or travel document?

What is your current immigration status or category?

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).

The screenshot shows the 'About You' section of the USCIS e-Form. On the left, a sidebar lists various sections: 'Getting Started' (expanded), 'About You' (expanded), 'Your name', 'Your contact information', 'Describe yourself', 'When and where you were born', 'Your immigration information', 'Other information' (expanded), 'Evidence' (expanded), 'Additional Information' (expanded), and 'Review and Submit' (expanded). The 'About You' section contains two questions with checkboxes:

- What is your A-Number?** A checkbox labeled 'I do not have or know my A-Number.' is checked, and a text input field contains 'A-'.
- What is your USCIS Online Account Number?** A checkbox labeled 'I do not have or know my USCIS Online Account Number.' is checked, and a text input field is empty.

What is your A-Number?

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**
- 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**

2x2 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

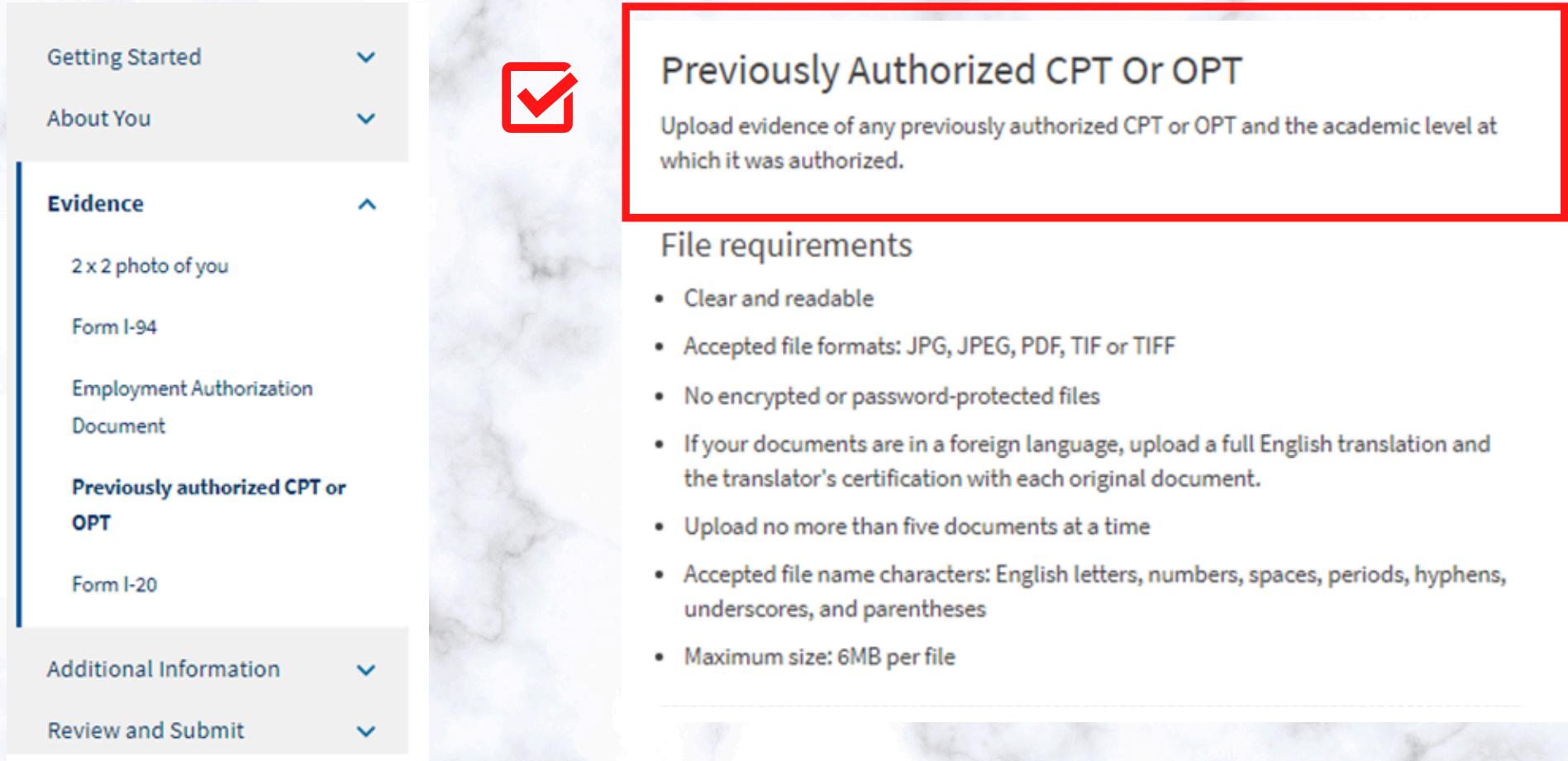
Upload a copy of your last Employment Authorization document (EAD) (front and back). If you were not previously issued an EAD, you must upload a copy of a government-issued identity document (such as a passport) showing your picture, name, and date of birth; a birth certificate with photo ID; a visa 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**

- 2x2 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

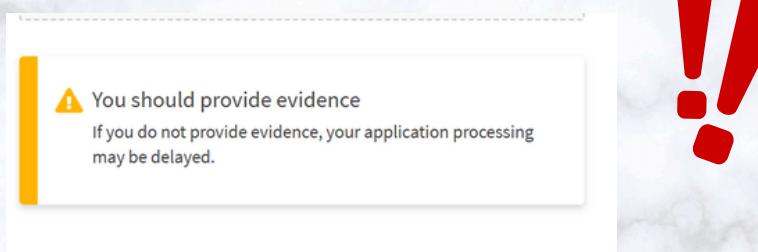
Upload evidence of any previously authorized CPT or OPT and the academic level at which it was authorized.

#### 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 never 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. It is okay to move forward with the form if this section does not apply to you



## 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**

Additional information

Review and Submit

Review your application

Additional Information

Section

About You

Page

Your immigration information

Question

What is your Student and Exchange Visitor Informati...  
issued passport?

What is your travel document number (if any)?

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

What country issued your passport or travel document?

What is your current immigration status or category?

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

The screenshot shows a user interface for a form. On the left, there's a sidebar with navigation links: 'Getting Started', 'About You', 'Evidence', 'Additional Information' (which is currently selected and highlighted in blue), and 'Review and Submit'. Under 'Additional Information', there's a link to 'Additional information'. The main content area has a title 'Additional Information'. Below it, a note says: '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.' Another note says: 'If you do not need to provide any additional information, you may leave this section blank.' There are three dropdown menus: 'Section' set to 'About You', 'Page' set to 'Your immigration information', and 'Question' which is expanded to show several questions related to travel documents and current immigration status. The 'Your immigration information' section is also expanded, showing a specific question about the SEVIS number.

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.

Section

About You

Page

Your immigration information

Question

What is your Student and Exchange Visitor Informati...  
issued passport?

What is your travel document number (if any)?

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

What country issued your passport or travel document?

What is your current immigration status or category?

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

Previous SEVIS ID: .  
SEVIS ID:NXXXXXX  
Program Start Date – Program End Date  
Degree level (Bachelor's, Master's, PhD, etc.)

! You must provide a response.

Save response Cancel

0/500

The screenshot shows a 'Additional Information' form. At the top, there's a note about providing additional information for questions in the form. Below that, there's another note about leaving the section blank if no additional information is needed. The 'Section' dropdown is set to 'About You'. The 'Page' dropdown is set to 'Your immigration information'. The 'Question' dropdown is expanded, showing several questions related to travel documents and current immigration status. The 'Your immigration information' section is also expanded, showing a specific question about the SEVIS number. At the bottom, there's a large red-bordered area containing fields for 'Previous SEVIS ID', 'SEVIS ID', 'Program Start Date', 'Program End Date', and 'Degree level'. A red exclamation mark icon followed by the text 'You must provide a response.' is located at the bottom left of this area. There are 'Save response' and 'Cancel' buttons at the bottom right, along with a character count indicator '0/500'.

# REVIEW AND SUBMIT - *Review your application*

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

**i** 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

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

Getting Started ▼ Here is a summary of all the information you provided in your application.

About You ▼ 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.

Evidence ▼

Additional Information ▼

**Review and Submit** ^

Review your application

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 HIO advisor 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 your request. USCIS will consider the timeliness and relevance of unsolicited evidence when making decisions.

File	Document
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Unsolicited evidence

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

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

The HIO provides general guidance on your OPT/STEM OPT application based on information obtained from reliable sources and reflecting our years of experience in working with students. We make every attempt to ensure that we provide you with the most up to date information available. Any advice provided to you by our office (as well as the information in this packet) does not constitute legal advice, however. The OPT application is a personal application for which you are responsible; the application preparation and USCIS case decision will vary depending on the facts at issue in your particular case. The HIO does its best to provide you with the most current guidance, but please be mindful that USCIS may change its interpretation of these policies, procedures, regulations, and eligibility requirements at any time. The HIO is not responsible for any errors or omissions, or for the results obtained from USCIS. a subheading