Post-Completion OPT I-765 Online Filing Guide
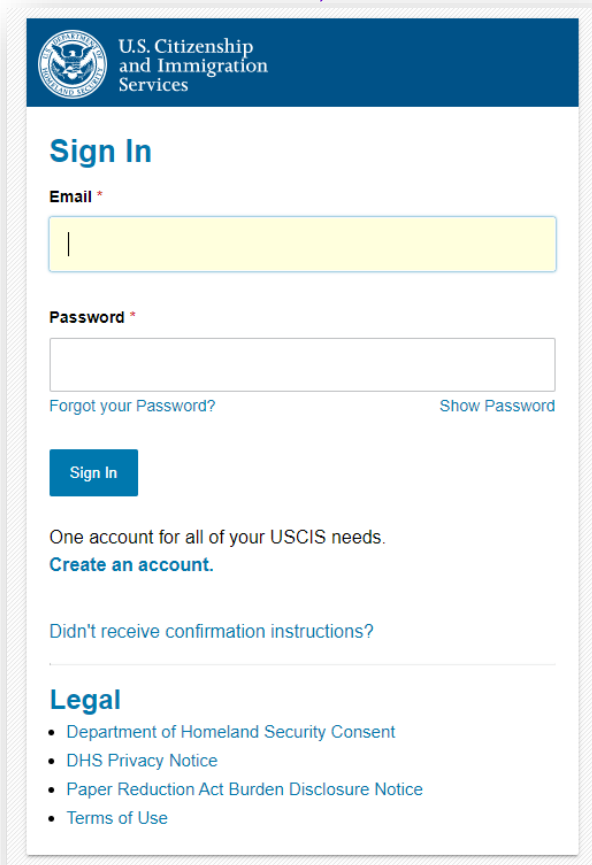
Overview

1. Create a USCIS online account or sign in to your existing account.

2. Select "File a Form Online"

3. Under "Select the form you want to file online" select "I-765, Application for Employment Authorization" then click on "Start Form"

4. Read the instructions carefully and proceed to complete the I-765 application. Note: Do NOT make payment or submit the application before obtaining the I-20 with the OPT recommendation from the ISO.

5. After submission, retain your receipt # and be sure to monitor your case status closely.

See detailed guide below.

Note: This is a logistics guide to the online I-765 OPT Application. It is important you refer to our OPT webpage for eligibility and application requirements for the OPT application.

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Create a USCIS online account or sign in to your existing account at https://myaccount.uscis.gov/

U.S. Citizenship and Immigration Services

Sign In

Email *

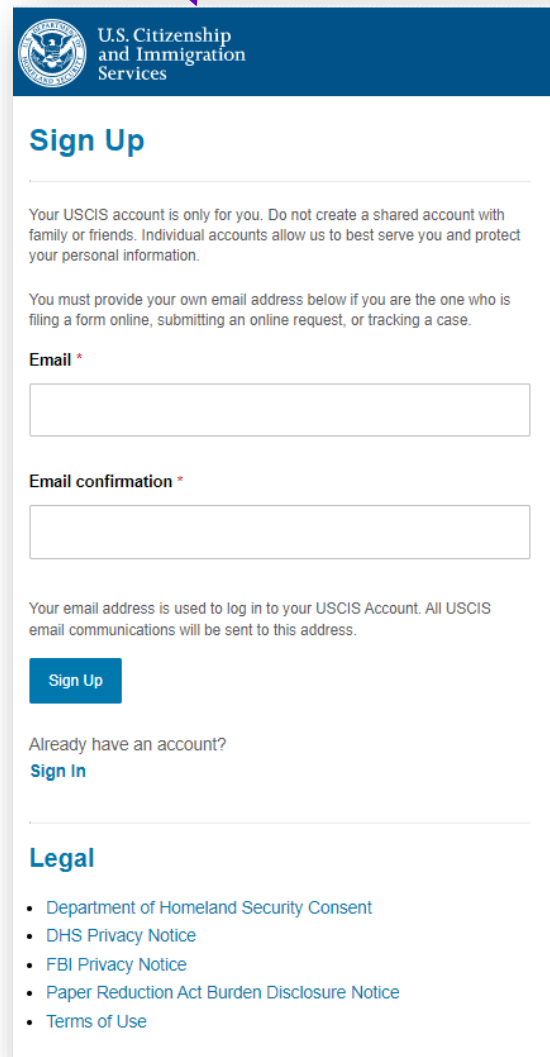Password *

Forgot your Password?   Show Password

Sign In

One account for all of your USCIS needs.
Create an account.

Didn't receive confirmation instructions?

Legal

- Department of Homeland Security Consent
- DHS Privacy Notice
- Paper Reduction Act Burden Disclosure Notice
- Terms of Use

U.S. Citizenship and Immigration Services

Sign Up

Your USCIS account is only for you. Do not create a shared account with family or friends. Individual accounts allow us to best serve you and protect your personal information.

You must provide your own email address below if you are the one who is filing a form online, submitting an online request, or tracking a case.

Email *

Email confirmation *

Your email address is used to log in to your USCIS Account. All USCIS email communications will be sent to this address.

Sign Up

Already have an account?
Sign In

Legal

- Department of Homeland Security Consent
- DHS Privacy Notice
- FBI Privacy Notice
- Paper Reduction Act Burden Disclosure Notice
- Terms of Use

If signing in, skip to the bottom of page 6 of online guide.

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Agree to Terms

U.S. Citizenship and Immigration Services

services fee, checking a case status online, requesting assistance with access, submitting technical configurations or programming interfaces, accessing specific end user data, or any technical issues associated with USCIS online electronic immigration system.

VII. Acknowledgment

By clicking "**I agree**", I acknowledge that I have read the **Terms** and understand and will comply with them. I agree to abide by the **Terms** and understand that if I do not accept the **Terms**, I am not eligible to access or use USCIS online electronic immigration system. I understand that any violations of these **Terms** and any criminal activity will result in immediate suspension and/or termination of my access to and use of USCIS online electronic immigration system and that I may be subject to administrative or civil action as allowed by law, or criminal prosecution.

I Agree

U.S. Citizenship and Immigration Services

Create a Password

Your password must be between 8 and 64 characters, and can contain letters, numbers, special characters and emojis.

Password Tips

Password

[   ]

Show Password

Password strength:

Password confirmation

[   ]

Show Password

Submit

Create Password

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Choose Authentication Method

U.S. Citizenship and Immigration Services

Your email address has been successfully confirmed.

Two-Step Verification Method

Every time you log in, you will be given a verification code. What is your preferred method to receive your verification code?

○ **Use an Authentication App**
Retrieve codes from an authentication app (such as Authy or Google Authenticator) on your mobile device.

| What is an Authentication App? |

○ **SMS Text Message**
Receive a text message to your mobile device when signing in.

● **Email**
Receive an Email when signing in.

Submit

U.S. Citizenship and Immigration Services

Your two-step verification method is selected. Please confirm that it works.

Enter your verification code

A verification code has been sent to j.kai@tcu.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 j.kai@tcu.edu, enter your backup code instead, or Contact Us.

Secure verification code *

[   ]

Submit

Enter Verification Code

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Two-Step Verification Backup Code

If you lose access to your authentication device (you get a new mobile device or change your phone number), you can use this backup code to login to your USCIS account. If you change and confirm a new two-step verification method preference, your old code will no longer work.

Please print or save a copy of this code, and store it somewhere safe so that you are not locked out of your account.

Your backup code is: ac90d0676e

Export As PDF

Proceed

Save backup code and proceed.

Provide Password Reset Answers

Set five security questions. You must remember the answers to these questions if you ever need to reset your password.

Question #1

What is the last name of your favorite childhood teacher?

Question #1 Response

Question #2

In what city/town did you meet your spouse?

Question #2 Response

Question #3

What is the name of the company of your first paid job?

Question #3 Response

Question #4

What was the first team sport you played?

Question #4 Response

Question #5

What is the first city you visited without your parents?

Question #5 Response

Submit

Provide Password Reset Answers

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Account Type

Select an account type:

○ I am an applicant, petitioner, or requestor.

- USCIS only offers certain benefit types for online filing. Please refer to uscis.gov for further guidance.

- You may use this account type to file an online Form I-134A as an individual agreeing to financially support a beneficiary. You may also use this account type if you are a beneficiary of a confirmed online Form I-134 or I-134A.

- You cannot file an H-1B Registration with this account type.

○ I am a Legal Representative.

- I am an attorney eligible to practice law in the United States.

- I am an accredited representative of a qualified organization that is recognized by the Department of Justice in accordance with 8 CFR part 1292.

○ I am an H-1B registrant.

- I am an authorized signatory submitting an H-1B Registration or signing an H-1B Registration to be submitted by a legal representative.

- A registrant account can be used only to submit H-1B Registrations.

- If you are an attorney or accredited representative that requires the submission of a Form G-28 and are submitting H-1B Registrations on behalf of an H-1B employer or agent, you must use a Legal Representative account.

Submit

Choose I am an applicant.

Select "File a form online"

📁
Add a case to your account
Enter your online access code (OAC) to add and manage a case to your account

📄
File a form online
Start a new form, upload evidence, and pay and submit online

🔒
Enter a representative passcode
Review and sign forms prepared for you by your attorney or representative

🪪
Verify your identity
Answer questions about your immigration history to verify your personal identity

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Select "I-765, Application for Employment Authorization"

File a Form

Select the form you want to file online. Once you start, we will automatically save your information for 30 days, or from the last time you worked on the form.

Fee waiver: If you are requesting a fee waiver, you cannot file online. 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-90, Application to Replace Permanent Resident Card

I-130, Petition for Alien Relative

I-134, Declaration of Financial Support

I-539, Application To Extend/Change Nonimmigrant Status

I-589, Application for Asylum and for Withholding of Removal

I-765, Application for Employment Authorization

I-821, Application for Temporary Protected Status (TPS)

I-821D, Consideration of Deferred Action for Childhood Arrivals (DACA)

Click on "Start Form"

File a Form

Select the form you want to file online. Once you start, we will automatically save your information for 30 days, or from the last time you worked on the form.

Fee waiver: If you are requesting a fee waiver, you cannot file online. 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 ▼

Use this form to request employment authorization and an Employment Authorization Document (EAD) if your immigration status allows you to work in the United States.

⚠ **Note:** You may apply online if your eligibility category is:
- (a)(12) - Temporary Protected Status (You are submitting an initial Form I-821 or 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;
- (c)(3)(C) - F-1 student, 24-month extension for STEM students (students holding a degree in science, technology, engineering, or mathematics);
- (c)(11) - Parole;
- (c)(19) - Temporary Protected Status (You have a pending Form I-821); or
- (c)(33) - Consideration of Deferred Action for Childhood Arrivals (DACA) (You must have a pending or approved Form I-821D in order to file Form I-765).

All other applicants must submit a paper Form I-765.

Start form

I-765, Application For Employment Authorization

Before You Start Your Application

Eligibility

Fee

Documents you may need

Biometric services appointment

After You Submit Your Application

Track your case online

Respond to requests for information

Receive your decision

Completing Your Form Online

Filing online

Complete the Getting Started section first

Provide as many responses as you can

We will automatically save your responses

How to continue filling out your form

DHS Privacy Notice

AUTHORITIES:

PURPOSE:

DISCLOSURE:

ROUTINE USES:

Paperwork Reduction Act

Security Reminder

Read through the instructions, then click "Next" then "Start" to start the form.

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Select (c)(3)(B) for Post-Completion OPT

I-765, Application for Employment Authorization

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)(11) Parole
- (c)(19) Temporary Protected Status Pending
- (c)(33) Consideration of Deferred Action for Childhood Arrivals

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I-765, Application for Employment Authorization

Getting Started
- Basis of eligibility
- **Reason for applying**
- Preparer and interpreter information

About You

Evidence

Additional Information

Review and Submit

What is your reason for applying?

- ○ Initial permission to accept employment
- ○ Replacement of lost, stolen, or damaged employment authorization document or correction of my employment authorization document NOT DUE to US Citizenship and Immigration Services error
- ○ Renewal of permission to accept employment

Have you previously filed Form I-765?

- ○ Yes
- ○ No

| Back | | Next |

- **Select Initial Permission if this is your first time applying for OPT for your current degree level**

- **Select Replacement if your EAD card was lost/stolen or if you never received it from USCIS**

- **Select Renewal if you are using this application to apply for STEM OPT**

If this is your first time filing an I-765 form, answer NO. If you have previously filed an I 765, regardless of the category, answer YES.

I-765, Application for Employment Authorization

Getting Started ⌃
- Basis of eligibility
- Reason for applying
- **Preparer and interpreter information**

About You ⌄
Evidence ⌄
Additional Information ⌄
Review and Submit ⌄

Is someone assisting you with completing this application?

○ Yes
○ No

[Back] [Next]

If you have a legal representative assisting you, answer "Yes".

Otherwise, answer "No".

Enter your legal name as indicated on your passport and I-20.

If you do not have any other names, answer no. If you answer yes, the system will prompt you to enter other names used.

I-765, Application for Employment Authorization

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 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)

Have you used any other names since birth?

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

○ Yes
○ No

[Back] [Next]

I-765, Application for Employment Authorization

Getting Started ⌄

About You ⌃

Your name

Your contact information

Describe yourself

When and where you were born

Your immigration information

Other information

How may we contact you?

Daytime telephone number

Mobile telephone number (if any)

☐ This is the same as my daytime telephone number.

Email address

You should use a telephone number and email that you will have access to for at least 6-8 months.

This is the address where USCIS will mail your EAD card and any other relevant documents for your OPT/STEM application. USCIS may take on average 4-6 months to adjudicate your application. Therefore, you will want to put a mailing address that you will have access to for at least 6 months.

Once you enter your address, USCIS will ask you to verify the address. As the recommended address is formatted for USPS mailing, you should select the recommended address if it looks correct to avoid potential delays.

If the mailing address is different from where you live, you should select "No". The system will then prompt you to enter your current residence address. Otherwise, select "Yes".

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)

Address line 1

Street number and name

Address line 2

Apartment, suite, unit, or floor

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

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

○ Yes

○ No

Complete your information in the following pages accordingly.

I-765, Application for Employment Authorization

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

Back   Next

I-765, Application for Employment Authorization

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

I-765, Application for Employment Authorization

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 country of citizenship or nationality?
List all countries where you are currently a citizen or national.

＋ Add country

Note: if you are a citizen/national of more than one country, click the "add country" button to add all countries where you hold citizenship.

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

When did you last arrive in the United States?
List your arrival date, place of arrival, and status at arrival.

Date of arrival (on or about)

MM/DD/YYYY

Place of arrival

Status at last arrival

Please pull your most recent I-94 here and enter your Admission record number as shown on your I-94. Then complete your last arrival information ac-

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International Services

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?

[MM/DD/YYYY   ]

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-   ]

[Back]   [Next]

Complete your passport and travel document information accordingly. The travel document number may be left blank unless you have a travel document other than your passport.

Select "F1 - Student, Academic Or Language Program" for your current immigration status. If you are not currently in F-1 status, you are not eligible to apply for OPT.

Your SEVIS Number can be found on your I-20 (Upper left corner of page 1 of I-20)

I-765, Application for Employment Authorization

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 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.

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

○ Yes
○ No

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

○ Yes
○ No

Back   Next

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)?

If you do not have a SSN, you should select "no". The system will be prompted to ask if you want the SSA to issue you a SSN. If you select "yes", you must agree to the "Consent of Disclosure". You will then be required to enter information for both of your parents. If you choose to apply for the SSN along with your OPT application, you will generally receive your SSN card 1-2 weeks after receiving your EAD card.

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

○ Yes

◉ No

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)

Back   Next

I-765, Application for Employment Authorization

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

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 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 one document at a time
- Accepted file name characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 12MB per file

Choose or drop files here to upload

Back   Next

I-765, Application for Employment Authorization

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

Choose or drop files here to upload

Back   Next

I-765, Application for Employment Authorization

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-94, Arrival And Departure Record

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.

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

Choose or drop files here to upload

Back   Next

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International Services

I-765, Application for Employment Authorization

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: 12MB per file

Choose or drop files here to upload

Back   Next

Upload a copy of previous I-20s with CPT or OPT authorization. If you do not have one, please leave blank.

I-765, Application for Employment Authorization

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: 12MB per file

Choose or drop files here to upload

Back   Next

International Services

Upload a copy of the I-20 with your OPT recommendation. Please ensure the I-20 is signed with wet blue ink.

Important Note: Your application will be rejected without this I-20 resulting in the loss of your application fee.

I-765, Application for Employment Authorization

Getting Started ⌄
About You ⌄
Evidence ⌄

Additional Information ⌃
Additional information

Review and Submit ⌄

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.

+ Add a response

_____

Back | Next

This section can be left blank. However, you may also choose to upload any previous I-20s and SEVIS numbers (if applicable).

Make sure to review your application very closely. If you see any notifications for errors/alerts, you must address them.

I-765, Application for Employment Authorization

Getting Started ⌄
About You ⌄
Evidence ⌄
Additional Information ⌄

Review and Submit ⌃
Review your application

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: $410

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

You have one or more alerts and warnings based on the information you provided in your application.

A red alert means you have incomplete responses or inconsistent data. You cannot submit your application with any alerts.

❗ There are errors in About You: Your name

Edit my responses

❗ There are errors in About You: Your contact information

Edit my responses

❗ There are errors in About You: When and where you were born

Edit my responses

Back | Next

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

> ℹ️ Your form filing fee is: $410

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.

Back   Next

If no errors/alerts are picked up, you will see a green notification. Click next to review your I-765 information.

Do not go beyond this point if you have not yet received an I-20 with the OPT recommendation from the ISO. Click on "View draft snapshot" to generate and download a PDF of your application. Upload this draft PDF of your I-765 application and any supporting documents to the ISO Gateway OPT Request Application so that an ISO advisor may review and process your request. You may save and exit to complete this application at a later time.

If you have the I-20 with the OPT recommendation, please move forward with the application.

STOP

I-765, Application for Employment Authorization

Getting Started ∨

About You ∨

Evidence ∨

Additional Information ∨

Review and Submit ∧

Review your application

Your application summary

Your statement

Review the I-765 form information

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   🖶 Print

Getting Started

Basis of eligibility

What is your eligibility category?   (c)(3)(B) Student Post-Completion OPT

What is your degree?

What is your employer's name as listed in E-Verify?

What is your employer's E-Verify company identification number or a valid E-Verify client company identification number?

Reason for applying

What is your reason for applying?   Initial permission to accept employment

Have you previously filed Form I-765?   No

I-765, Application for Employment Authorization

- Getting Started ⌄
- About You ⌄
- Evidence ⌄
- Additional Information ⌄
- **Review and Submit** ⌃
  - Review your application
  - Your application summary
  - Your statement
  - Your signature
  - **Pay and submit**

Pay for and submit your application

The final step to submit your Form I-765, Application for Employment Authorization is to pay the required fee.

Your application fee is: **$410.**

Refund Policy: By continuing this transaction, you agree that you are paying for a government service and that the filing fee, biometric services fee and all related financial transactions are final and not refundable, regardless of any action USCIS takes on an application, petition or request, or how long USCIS takes to reach a decision. You must submit all fees in the exact amounts.

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

Review each of these pages carefully. You will be prompted to agree to the "Applicant's Statement", digitally sign the application, and finally pay the application fee.

Once you click "Pay and Submit, you will be redirected to the Pay.gov website for payment of the OPT application fee.

You will have the option to pay either pay the fee using Credit Card or with ACH from a Savings or Checking account. If the payment is successful, you will be redirected back to USCIS website where you should get confirmation indicating your I-765 application was successfully submitted.

Your submitted application will automatically be assigned a USCIS receipt number. We recommend you print out an electronic receipt from your myUSCISaccount portal. You should also receive a paper receipt notice in the mail in 1-2 weeks.

Important NOTE!

USCIS filing fee is **not refundable**. Avoid clicking the back or refresh button on your browser. If you have not yet received the I-20 with the OPT recommendation from the ISO, you should **NOT** complete the payment at this time. Click Cancel to be taken back to the USCIS online portal.

TCU

STUDENT AFFAIRS

International Services

After you pay, you will be redirected to a screen confirming that your form was submitted. Click "Go to my cases" to view your case card and receipt notice. Please save a copy of your receipt number for your records.

IMPORTANT NOTE: Once you submit your payment information, you will not be able to change or edit your I-765 application.

<u>You are all set!</u>

Be sure to check on the progress of your application by accessing "Case Status" in your USCIS online account.

Please do not hesitate to reach out to the ISO at

internationalservices@tcu.edu if you have any questions or concerns.