

Guide to the I-765

For 12-month OPT only

Detailed instructions for completing the I-765 application

You are responsible for the information in the OPT application.

This information is being provided to assist you with completing the from the ISSA office and is dated material. Any missed deadlines, application errors, or missing documents are your responsibility.

Key Points

You must be physically present in the US to apply for the OPT EAD card.

USCIS regulations state that ‘certain noncitizens who are in the U.S. may file Form I-765.’ The F-1 status is an U.S. immigration status. You are not in F-1 status if you are outside of the U.S.

Your OPT period begins on the start date of your EAD card.

You must have the EAD card in your hand, and the start date on the card has to have arrived, to begin working.

Travel while your application is pending is risky.

USCIS recommends not travelling while the I-765 application is processing. Read more information about travelling on **U.S. Immigration and Customs Enforcement (ICE)** website.

Check USCIS processing times for up-to-date processing times.

You cannot work until your application is approved and you have the EAD card in hand. You may request expedited services through **Premium Processing**.

The I-765 can be filed online or by mail.

USCIS recommends the online application. However, you may **file by mail** if you prefer. These slides pertain to the online application process.

Required documents

- U.S. issued credit card or checking account (I-765 Filing Fee)
- 1 digital passport sized photo
- OPT I-20 (signed IN INK)
- **Most recent I-94**
- Copy of valid passport
- CPT/Previously issued OPT I-20s (if applicable)
- EAD card (if applicable)
- Previously issued I-20 w/different SEVIS ID (if applicable)

Create an **USCIS account**. Log in and go to 'my USCIS.' Choose 'File a form online' and select I-765, Application for Employment Authorization, from the dropdown menu.

The screenshot shows the USCIS My Account dashboard. At the top, it says "An official website of the United States government" with a link "Here's how you know". The header includes the U.S. Citizenship and Immigration Services logo and the text "My Account" with a dropdown menu. Below the header, a large banner reads "Welcome To Your USCIS Account" and "Select What You Want To Do". There are four main action buttons: "Add a case to your account" (with a folder icon), "File a form online" (with a document icon), "Enter a representative passcode" (with a lock icon), and "Verify your identity" (with a person icon). Each button has a brief description of the action. At the bottom left, there is a "Return to top" link.

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I-765, Application for Employment Authorization

U.S. Citizenship and Immigration Services

My Account Resources Sign Out

What is your eligibility category?

Warning: 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

Getting Started
Basis of eligibility
Reason for applying
Preparer and interpreter information
About You
Evidence
Additional Information
Review and Submit

Select your eligibility category. If you are not currently on OPT, DO NOT choose STEM Extension. You must complete 12-month OPT to be eligible for STEM OPT.



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) on your Form I-765 within 30 days.

The fee for Premium Processing Service for Form I-765 is \$1,500.

If you request premium processing, you will be asked to complete 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

You may request Premium Processing after submitting the application if you choose "No." However, if you choose "Yes," you cannot change your answer after signing the application. You must pay the additional fee.

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

 U.S. Citizenship and Immigration Services

My Account ▾ Resources ▾ | Sign Out

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

Select "Initial permission to accept employment."

Select "No" if this is your first time filing form I-765.

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U.S. Citizenship and Immigration Services My Account Resources Sign Out

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

Return to top

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

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Type your name as it appears in your passport.

Additional fields will open for you to provide information.

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Employment
Authorization

Getting Started

About You

Your name

Your contact
information

Describe yourself

When and where you
were born

Your immigration
information

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Evidence

Additional
information

Review and Submit

How may we contact you?

Daytime telephone number

Mobile telephone number (if any)

This is the same as my daytime telephone number.

Email address

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

Provide a U.S. telephone number and your PERSONAL email address.

USCIS will send notices/EAD card to the mailing address. Be sure to provide an address that will be valid for at least 90 days.

The physical address should be where you are living at the time you submit the application

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

U.S. Citizenship and Immigration Services

My Account Resources Sign Out

I-765, Application for Employment Authorization

Getting Started

About You

Your name

Your contact information

Describe yourself

When and where you were born

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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

[Return to top](#)

Topics Citizenship Schedule an Appointment Find a Doctor Find a Class

The gender should match the gender listed in your passport.

The screenshot shows the 'I-765, Application for Employment Authorization' form on page 7. The header includes the U.S. Citizenship and Immigration Services logo and navigation links for 'My Account', 'Resources', and 'Sign Out'. A left sidebar contains a table of contents with sections: 'Getting Started', 'About You' (expanded), 'When and where you were born', 'Your immigration information', 'Other information', 'Evidence', 'Additional information', and 'Review and Submit'. The main content area contains three questions with input fields: 'What is your city, town, or village of birth?' (text input), 'What is your state or province of birth?' (text input), and 'What is your country of birth?' (dropdown menu). Below these is the question 'What is your date of birth?' with a text input field containing the placeholder 'MM/DD/YYYY'. At the bottom are 'Back' and 'Next' buttons.

Provide the city, state (if applicable), and country of your birth.

Type your date of birth. Be sure to use the U.S. dating system: Month-Day-Year.

Choose your nationality. If you have dual citizenship, click the “Add Country” button to add your second nationality.

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The I-94 Arrival-Departure Record Number is the Admission Number on your I-94 record.

Select your port of entry (place you went through customs).
Choose your status at the time of your arrival.

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

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)

Place of arrival

Status at last arrival

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

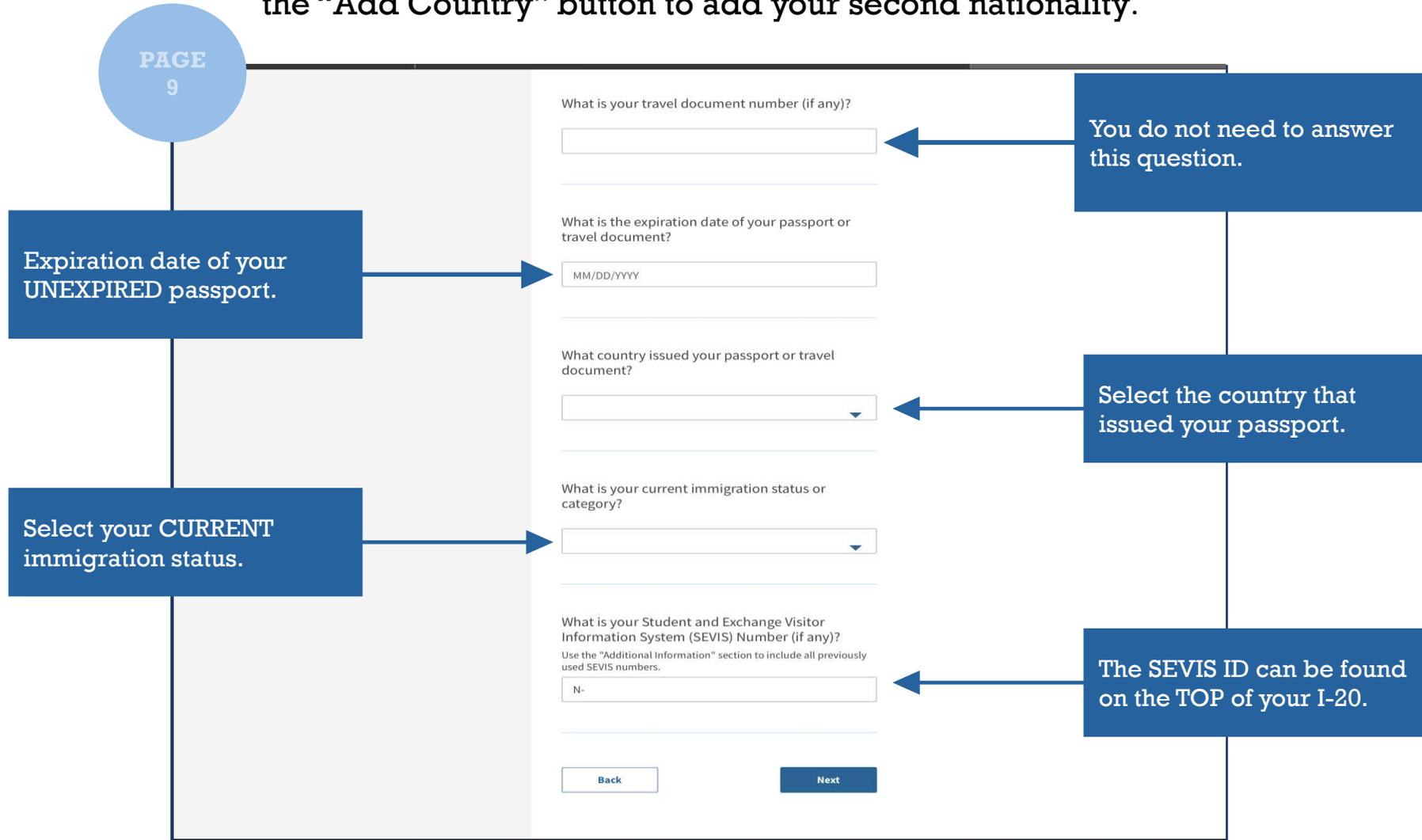
What is your travel document number (if any)?

Choose your nationality. If you have dual citizenship, click the “Add Country” button to add your second nationality.

This date can be found in the Travel History section of your I-94 or on the customs stamp in your passport.

Provide the number of your UNEXPIRED passport.

Choose your nationality. If you have dual citizenship, click the "Add Country" button to add your second nationality.



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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.

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

What is your Social Security number (if known)?

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

- Yes
- No

Provide the USCIS Account Number IF you have PREVIOUSLY created an account.

Select "Yes" if you don't have a social security card and would like to apply for one.

The A-number is on the EAD card. First-time OPT applicants likely do not have one.

Choose "YES" if you have a social security number and provide the number in the next field.

Upload one (1) digital passport photo of yourself. The picture should be recent, taken within the last 30 days.
Photo specification requirements.

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An official website of the United States government [Have a question?](#)

U.S. Citizenship and Immigration Services

My Account Resources Sign Out

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 OPT 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 tool](#). 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 drag files here to upload

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Upload your I-94 Record. Do not upload the Travel History.

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

U.S. Citizenship and Immigration Services

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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 OPT 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-322, Application for Replacement/Initial Nonimmigrant Arrival-Departure Record](#), with USCIS. USCIS does charge a fee for this service.

File requirements

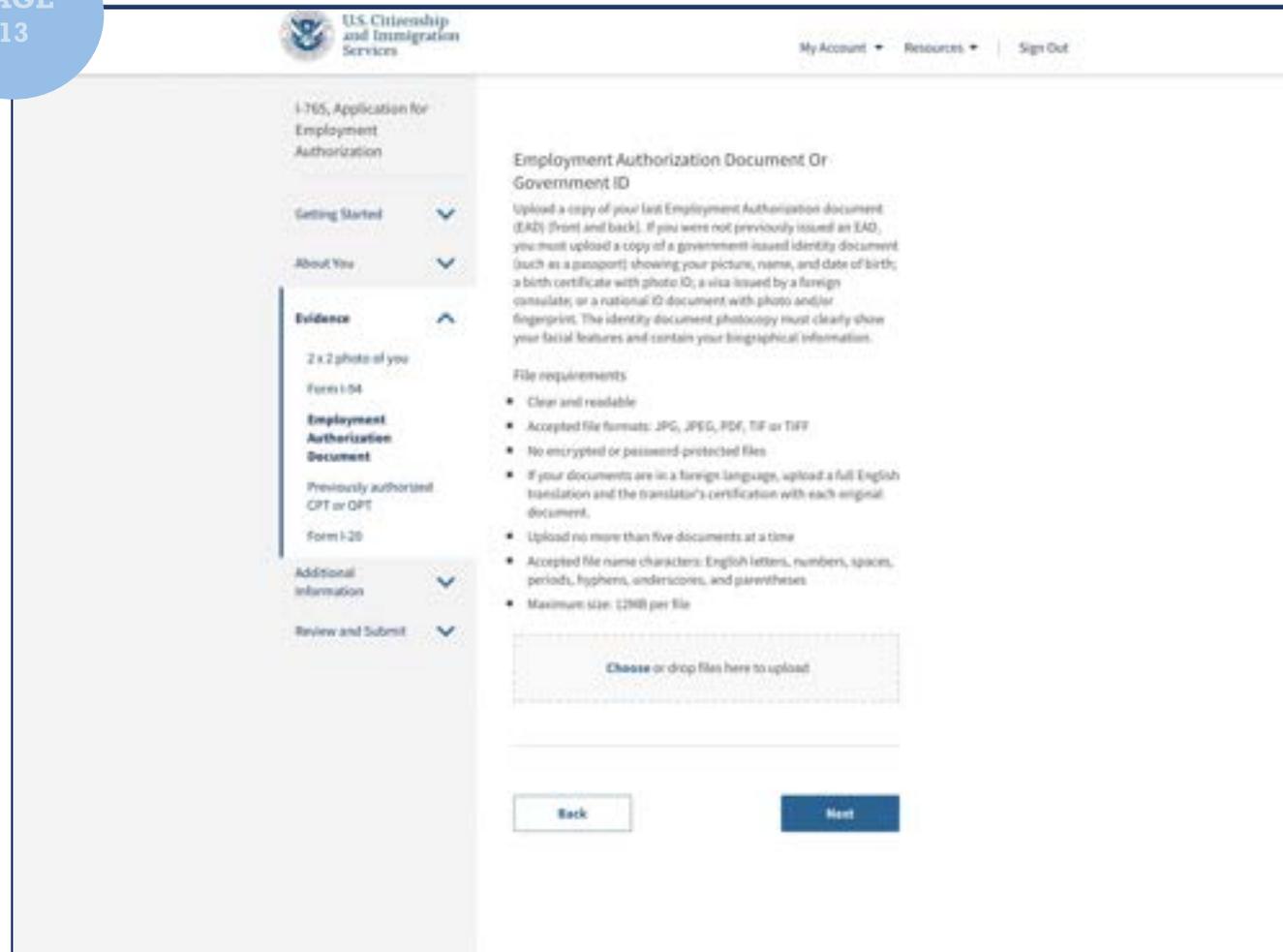
- Clear and readable
- Accepted file formats: JPG, JPEG, PDF, TIF or TIFF
- No encrypted or password-protected files
- If your documents are in a foreign language, upload a full English translation and the translator's certification with each original document.
- Upload no more than five documents at 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

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Upload a copy of your EAD card or passport.

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U.S. Citizenship and Immigration Services

My Account Resources Sign Out

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 OPT 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

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Upload a copy of a PREVIOUSLY issued CPT or OPT I-20s.

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

U.S. Citizenship and Immigration Services

My Account | Resources | Sign Out

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](#)

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Upload the copy of your OPT I-20. Check your I-20 to make sure that you have signed it IN INK before uploading.

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An official website of the United States government. [Skip to main content](#)

U.S. Citizenship and Immigration Services

My Account Resources Sign Out

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 (s)(O)(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 (s)(O)(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

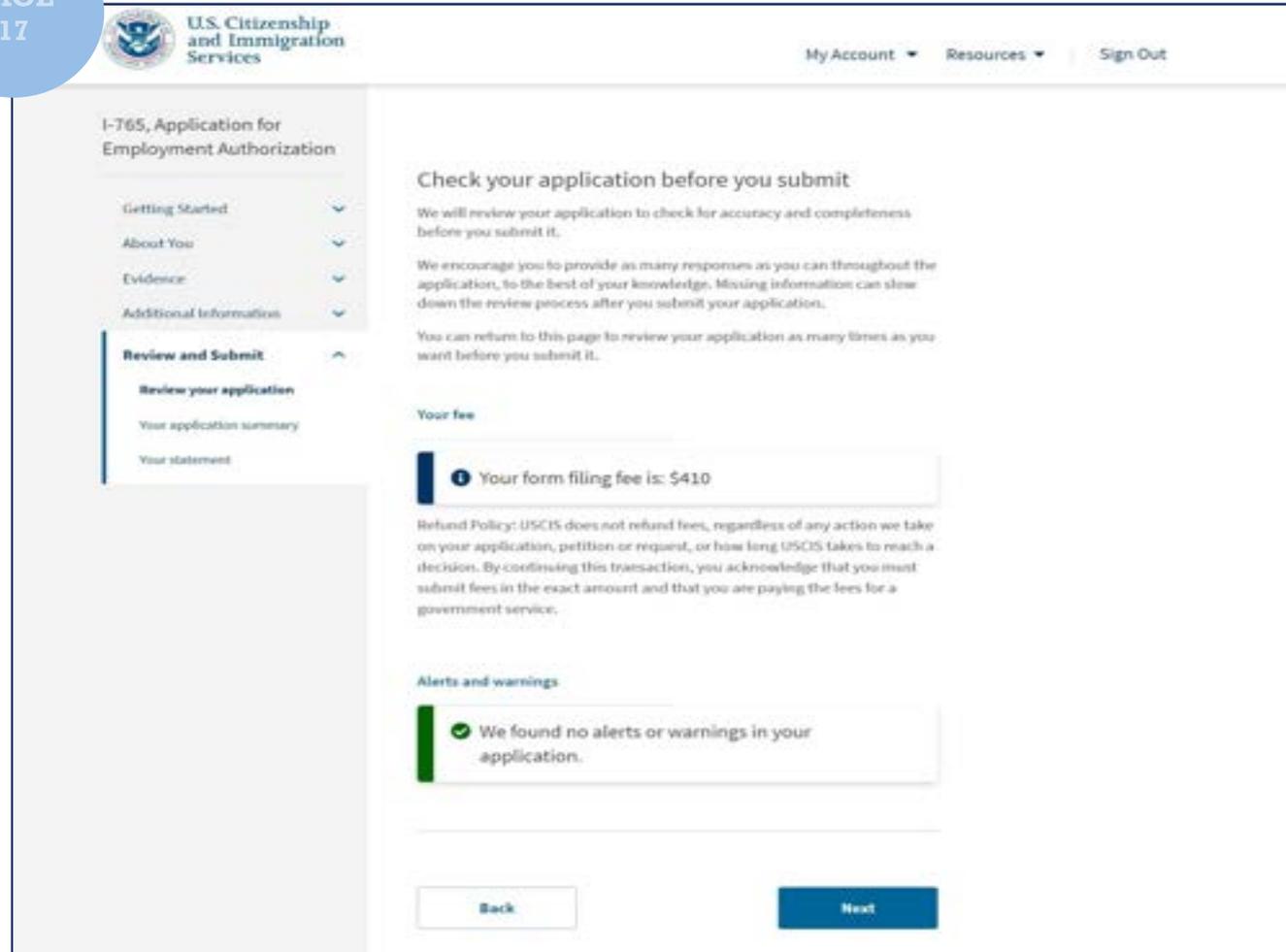
Complete this section if you have something in your immigration history that requires more explanation.

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The screenshot shows the USCIS website for Form I-765, Application for Employment Authorization. The page is titled "Additional Information" and includes instructions: "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." and "If you do not need to provide any additional information, you may leave this section blank." The form contains dropdown menus for "Section", "Page", and "Question", followed by a large text area for "Additional information" with a 50/100 character count. At the bottom of the form are "Save response" and "Cancel" buttons. The page footer includes navigation links like "Topics", "Citizenship", "Schedule an Appointment", "Find a Doctor", and "Find a Class", along with the USCIS logo and social media icons.

Check your application for errors before submitting. If you chose Premium Processing in the beginning, you cannot change your mind after clicking “Next” on this page.

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The screenshot shows the USCIS website interface for reviewing an I-765 application. The top navigation bar includes the USCIS logo, the text "U.S. Citizenship and Immigration Services", and links for "My Account", "Resources", and "Sign Out". The left sidebar contains a menu for "I-765, Application for Employment Authorization" with options: "Getting Started", "About You", "Evidence", "Additional Information", "Review and Submit" (expanded), "Review your application", "Your application summary", and "Your statement". The main content area is titled "Check your application before you submit" and contains the following text: "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.", and "You can return to this page to review your application as many times as you want before you submit it." Below this is a section for "Your fee" with a blue information icon and the text "Your form filing fee is: \$410". A "Refund Policy" section follows, stating that fees are not refunded. An "Alerts and warnings" section shows a green checkmark icon and the text "We found no alerts or warnings in your application." At the bottom, there are "Back" and "Next" buttons.

Download a copy of your application for your records.

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



U.S. Citizenship and Immigration Services

[My Account](#) | [Resources](#) | [Sign Out](#)

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

Preparer and interpreter information

Is someone assisting you with completing this application? No

Is a preparer assisting you with completing this application?

Is an interpreter assisting you with completing this application?



PennState Global

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READ and click the box if you agree to the statement.

An official website of the United States government [Start a new application](#)

U.S. Citizenship and Immigration Services My Account Resources Sign Out

I-765, Application for Employment Authorization

Getting Started

About You

Evidence

Additional Information

Review and Submit

Review your application

Your application summary

Your statement

Applicant's statement

You must read and agree to the statement below.

I can read and understand English, and have read and understand every question and instruction on this application, as well as my answer to every question.

Back Next

Return to top

Topics Citizenship Schedule an Appointment Find a Doctor Find a Class

U.S. Citizenship and Immigration Services Contact USCIS

USCIS.gov An official website of the U.S. Department of Homeland Security National Terrorism Advisory System NTAS

READ and click the box if you agree to the statement.
You will not be able to make any changes once signed!

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The screenshot shows the USCIS website interface for Form I-765. On the left is a navigation menu with options: 'Getting Started', 'About You', 'Additional Information', and 'Review and Submit'. The 'Review and Submit' section is expanded, showing 'Your application summary', 'Your statement', and 'Your signature'. The main content area is titled 'Applicant's Declaration and Certification' and contains the following text:

You must read and agree to the certification below. If you knowingly and willfully falsify or conceal a material fact or submit a false document with your application, we can deny your application and may deny any other immigration benefits. You may also face criminal prosecution and penalties provided by the law.

Copies of any documents I have submitted are exact photocopies of unaltered, original documents, and I understand that USCIS may require that I submit original documents to USCIS at a later date. Furthermore, I authorize the release of any information from any and all of my records that USCIS may need to determine my eligibility for the immigration benefit that I seek.

I furthermore authorize release of information contained in this application, in supporting documents, and in my USCIS records, to other entities and persons where necessary for the administration and enforcement of U.S. immigration law.

I understand that USCIS may require me to appear for an appointment to take my biometrics (fingerprints, photograph, and/or signature) and, at that time, if I am required to provide biometrics, I will be required to sign an oath reaffirming that:

- I reviewed and understood all of the information contained in, and submitted with, my application; and
- All of this information was complete, true, and correct at the time of filing.

I certify, under penalty of perjury, that all of the information in my application and any document submitted with it were provided or authorized by me, that I reviewed and understand all of the information contained in, and submitted with, my application and that all of this information is complete, true, and correct.

I have read and agree to the applicant's statement

You must provide your digital signature below by typing your full legal name. We may deny your application if you do not completely fill out this application or fail to submit required documents. We will record the date of your signature with your application.

Below the text is a text input field for the digital signature.

Submit payment. The checking account or credit/debit card must be from a U.S. bank.

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[Cancel](#)

USCIS I-765

Payment Information
Payment Amount \$410.00

I want to pay with my

Bank account (ACH)

Debit or credit card

[Continue](#) [Cancel](#)

Congratulations!

You have filed the I-765 application. Review the ISSA website for important **OPT reporting requirements**.

If you have questions, please contact ISSA using the Submit a Question form in **iStart**.

Your Penn State User ID/email will expire about 6 months after graduation, but that does not affect your access to iStart. You can still access iStart after the User ID expires through the **Limited Services Access** link on the iStart website.