

## How to file online with USCIS (Post-Completion OPT)

1. Start your online application [here](#).



### Sign In

Email \*

Password \*

[Forgot your Password?](#)

[Show Password](#)

Sign In

One account for all of your USCIS needs.

[Create an account.](#)

2. If you don't have an account already, click on "Create Account" and enter your email – click on "Sign up".

### 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 \*

balakrishna@csp.edu

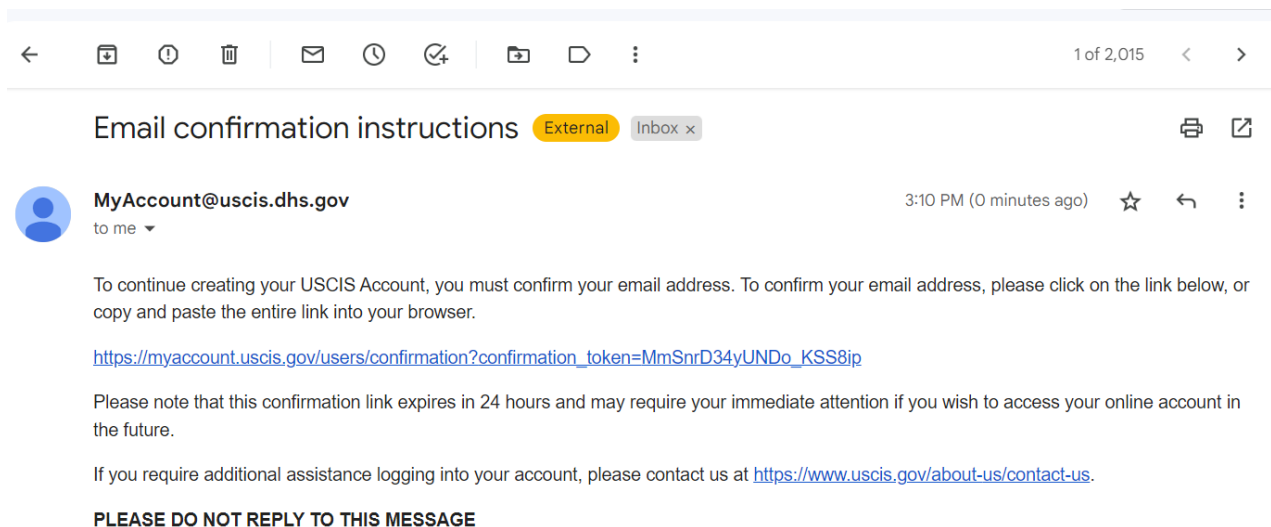
Email confirmation \*

balakrishna@csp.edu

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

Sign Up

3. You should receive an email like the one below.



4. Click on the link and set up your Two-Step Verification with security questions. They will provide you with a backup code; save it somewhere for your records.

## 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:



Export As PDF

Proceed

5. Once your USCIS Account is set up, login to a USCIS Service by clicking on "My USCIS".

## Welcome to your USCIS Account

Select what you want to do

Edit My Account Profile

Editing your profile includes making changes to your email, password, phone number, security questions, or the two-step verification method and backup code.

Login to a USCIS Service



Apply for immigration benefits, find tools and resources to assist in preparation for naturalization, and search for doctors in your local community.

Submit, manage and receive Freedom of

6. Select an account type – you are an applicant, petitioner, or requestor.

### 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](https://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.

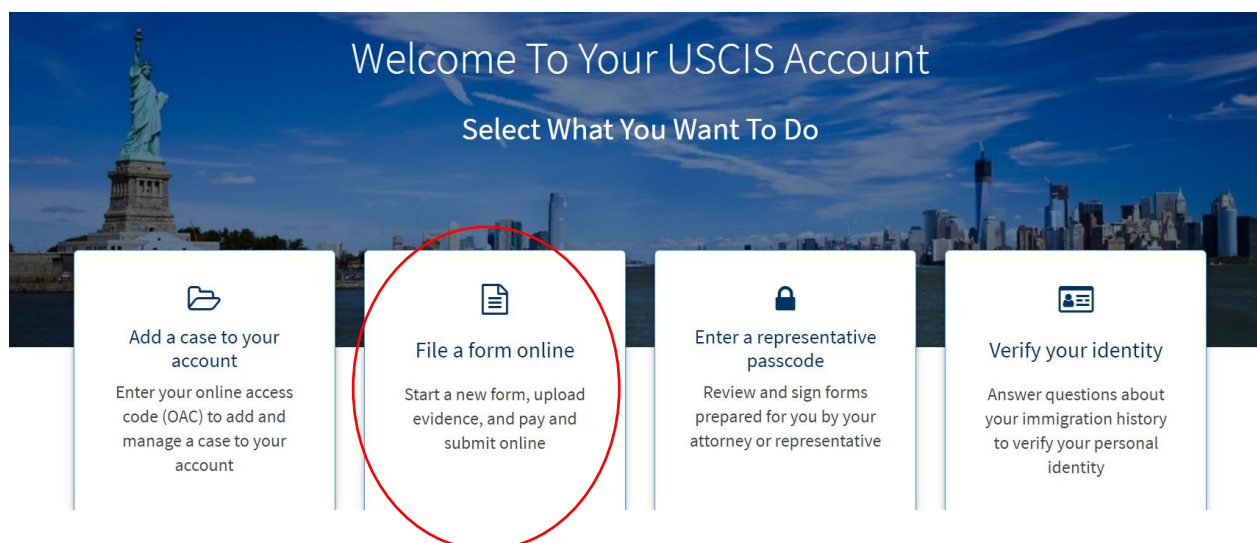


**I am a Legal Representative.**

- 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.

Submit

7. Click on “File a form



8. Select the form you must file I-765, Application for Employment Authorization.

9. Select your eligibility category: (c)(3)(B) Student Post-Completion OPT.

## 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](http://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.

I-765, Application for Employment Authorization

Getting Started

Basis of eligibility

Reason for applying

Preparer and interpreter information

About You

Evidence

Additional Information

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.

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

10. Select your reason for applying. If this is the first time you apply for OPT, it will be “Initial permission to accept employment”. If you already applied for OPT in the past and you already received an Employment Authorization Document,

I-765, Application for Employment Authorization

Getting Started

Basis of eligibility

Reason for applying

Preparer and interpreter information

About You

Evidence

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

11. Answer to the below question. If this is your first time applying for OPT, please select “No”.

Additional Information

Review and Submit

Have you previously filed Form I-765?

- ☐ Yes
- ☒ No

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Next

12. You can select “No”.

I-765, Application for Employment Authorization

Getting Started

Basis of eligibility

Reason for applying

Preparer and interpreter information

About You

Evidence

Is someone assisting you with completing this application?

☐ Yes

☒ No

Back

Next

13. Enter your last name and specify if you have used any other names since birth.

Describe yourself

Family name (last name)

When and where you were born

Your immigration information

Other information

Evidence

Additional Information

Review and Submit

Have you used any other names since birth?

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

☐ Yes

☒ No

Back

Next

14. Enter your contact information.

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

How may we contact you?

Daytime telephone number

Provide a 10-digit phone number.

Mobile telephone number (if any)

☐ This is the same as my daytime telephone number.

Provide a 10-digit phone number.

15. Enter your US Address. This is where your EAD will be mailed to. Please make sure to live at that address for at least 3-4 months. If you are unsure and would like to provide a third party’s address (friend, family member, etc.), enter their address and their name in the “In the care of name (if any)” field. If you indicate the address you live at, you can leave the “In care of name (if any)” field blank.

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

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

☐ Yes

☐ No

Back

Next

## 16. Enter your gender and marital status.

I-765, Application for Employment Authorization

Getting Started

**About You**

Your name

Your contact information

What is your gender?

☐ Male

☒ Female

Describe yourself

When and where you were born

Your immigration information

Other information

Evidence

What is your marital status?

☒ Single

☐ Married

☐ Divorced

☐ Widowed

## 17. Enter your city and state/province of birth.

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

What is your city, town, or village of birth?

What is your state or province of birth?

## 18. Enter your country and date of birth.

What is your country of birth?

What is your date of birth?

MM/DD/YYYY

## 19. Enter your citizenship and nationality.

You can download your most recent I-94 [here](#) and find the number.

Employment Authorization

Getting Started

**About You**

Your name

Your contact information

Describe yourself

When and where you were born

**Your immigration information**

Other information

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)?



20. Enter your last date, place and status (F-1) of arrival in the U.S. The place should be the first U.S. airport you arrived from abroad – where you passed customs.

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

21. Enter your most recently issued passport number. If you recently renewed your passport, enter the number of the valid one. You don't have to enter your travel document number. Continue entering your passport information.

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

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 travel document number (if any)?

22. Enter your immigration status (F-1) and SEVIS ID. You can find the SEVIS ID on the top left of your I-20's first page. It is a 12-digit number starting with "N00").

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-

Provide a 10, 11, or 12-digit SEVIS number.

23. You don't have to enter an A-Number and USCIS Online Account Number (unless you have one).

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-

Provide a 7, 8, or 9-digit number. If your A-Number is fewer than 9 digits, the system will automatically add zero(s) after the "A" and before the first digit so there is a total of 9 digits, for example: A-001234567.

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.

Provide a 12-digit Online Account Number.

24. Do you already have a Social Security Number card or would you like USCIS to mail you one? Answer these questions accordingly.

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



**25. If you don't have a SSN and want USCIS to mail you a SSN card, select "yes" and enter your parents' names.**

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 mother's birth name?

Given name (first name)

Family name (last name)

What is your father's birth name?

Given name (first name)

Family name (last name)

Back

Next

**26. If you already have a SSN, select "yes" and enter the number. Then, answer "no" to the "Do you want the SSA to issue you a Social Security Card?" question.**

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)?

Provide a 9-digit Social Security number.

**27. Upload a recent passport-style photo.**

#### 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

Additional Information

Review and Submit

- 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

There’s a tool on there that can help you crop and adjust your photos.

28. Upload your most recent I-94.

Employment Authorization

Getting Started

About You

Evidence

2 x 2 photo of you

Form I-94 or passport

Employment Authorization Document

Previously authorized CPT or OPT

Form I-20

Additional Information

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.

29. If you already received an EAD card in the past, please

Employment Authorization

Getting Started

About You

Evidence

2 x 2 photo of you

Form I-94 or passport

Employment Authorization Document

Previously authorized CPT or OPT

Form I-20

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

30. If you have worked on CPT or OPT in the past, please upload related I-20 copies here (if you still have them). If you worked on CPT in the past with the same SEVIS ID you currently have, uploading I-20 copies showing CPT is not necessary. We cannot issue I-20s showing CPT authorizations that have already ended.

Authorization	Previously Authorized CPT Or OPT
Getting Started	Upload evidence of any previously authorized CPT or OPT and the academic level at which it was authorized.
About You	File requirements
<b>Evidence</b>	<ul style="list-style-type: none"><li>• Clear and readable</li><li>• Accepted file formats: JPG, JPEG, PDF, TIF or TIFF</li><li>• No encrypted or password-protected files</li><li>• If your documents are in a foreign language, upload a full English translation and the translator's certification with each original document.</li><li>• Upload no more than five documents at a time</li><li>• Accepted file name characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses</li><li>• Maximum size: 12MB per file</li></ul>
2 x 2 photo of you	
Form I-94 or passport	
Employment Authorization Document	
<b>Previously authorized CPT or OPT</b>	
Form I-20	
Additional Information	<div>Choose or drop files here to upload</div>

31. Upload your OPT I-20. **Please make sure to submit the application with USCIS within 30 days from the day the I-20 was issued** (you can check the date on the first page of the I-20). If you cannot meet this deadline, please contact your International Student Advisor so they can issue a new copy.

Also, remember to sign and date the I-20.

Authorization	I-20, Certificate Of Eligibility For Nonimmigrant Student Status
Getting Started	
About You	
<b>Evidence</b>	<div> Important information regarding your Form I-20</div> <div>Do <b>NOT</b> submit this form until you receive a Form I-20 recommendation from your DSO. We will deny your application if you do not include your Form I-20 recommendation when you submit Form I-765. If you need to provide Form I-765 to your DSO, print or download this draft before you submit.</div>
2 x 2 photo of you	
Form I-94 or passport	
Employment Authorization Document	
Previously authorized CPT or OPT	
<b>Form I-20</b>	<div>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.</div>

32. If you need to provide further relevant information/explanation that could not be entered within the application, you can feel free to do it here.

The screenshot shows the 'I-765, Application for Employment Authorization' form. On the left is a navigation menu with options: 'Getting Started', 'About You', 'Evidence', 'Additional Information' (selected), 'Additional information', and 'Review and Submit'. The main content area is titled 'Additional Information' and contains 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.' Below the instructions is a button labeled '+ Add a response'.

33. Please make sure to review all the information you have entered. It is important to check the accuracy of the spelling as well. You can also feel free to download a draft snapshot and email it to your International Student Advisor so they can review that too. If you choose to do that, please note that the application can be saved and submit it later.

The screenshot shows the 'Review the I-765 form information' section. The left navigation menu now includes 'Review and Submit' at the bottom, which is expanded to show 'Review your application', 'Your application summary' (selected), and 'Your statement'. The main content area is titled 'Review the I-765 form information' and contains a summary of the application. It includes links to 'View draft snapshot' and 'Print'. Below this is a preview of the 'Getting Started' section, showing the 'Basis of eligibility' question: 'What is your eligibility category?' with the answer '(c)(3)(B) Student Post-Completion OPT'.

34. Check the statement below and the Applicant's Declaration and Certification. Agree and sign.

#### 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](#)



### Applicant's Declaration and Certification

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 benefit. 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

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.

### Final Steps:

The last step is entering your card information and pay the **I-765 processing fee** for the I-765 submission. You can find information about USCIS fees [here](#).

Once the application is submitted, you will be able to re-access your USCIS account to check for updates.

USCIS will notify you of an approval or denial both via portal and via mail. If your application is approved, you will also receive an EAD card in your mail.

Once you do, make sure that all information is accurate and if it's not, please contact your International Student Advisor.

If you don't receive an email from SEVP regarding the SEVP Portal activation by the beginning of your OPT period, please contact your International Student Advisor. You will need access to that portal to update employer information, your address and phone number.

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International Student Services

Concordia University, St. Paul

Ries Tower 7th floor (Suite 730)

P:651.641.8883 / [iss@csp.edu](mailto:iss@csp.edu)

<https://iss.csp.edu/>

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