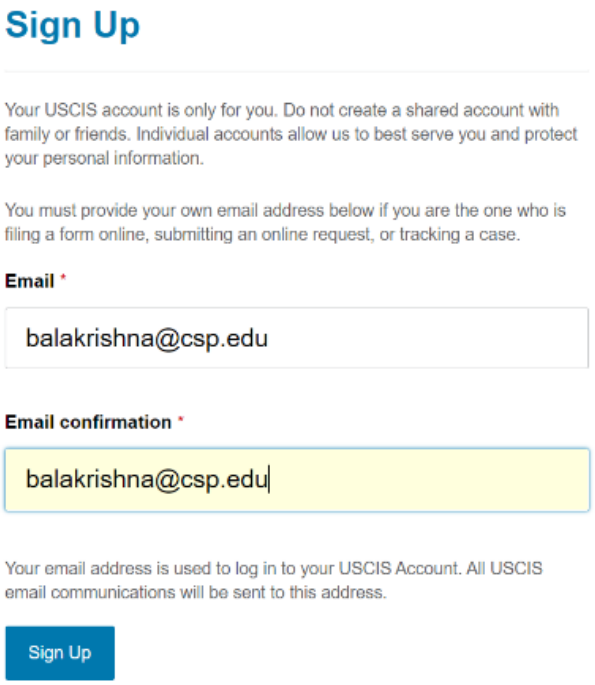
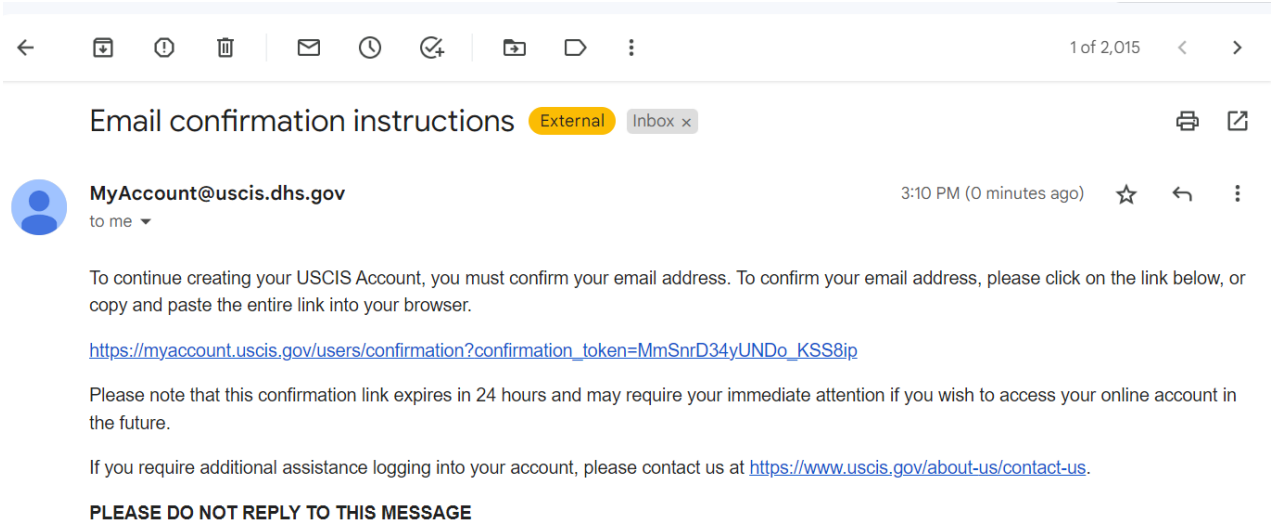
How to file online with USCIS (Post-Completion OPT)

1. Start your online application here.

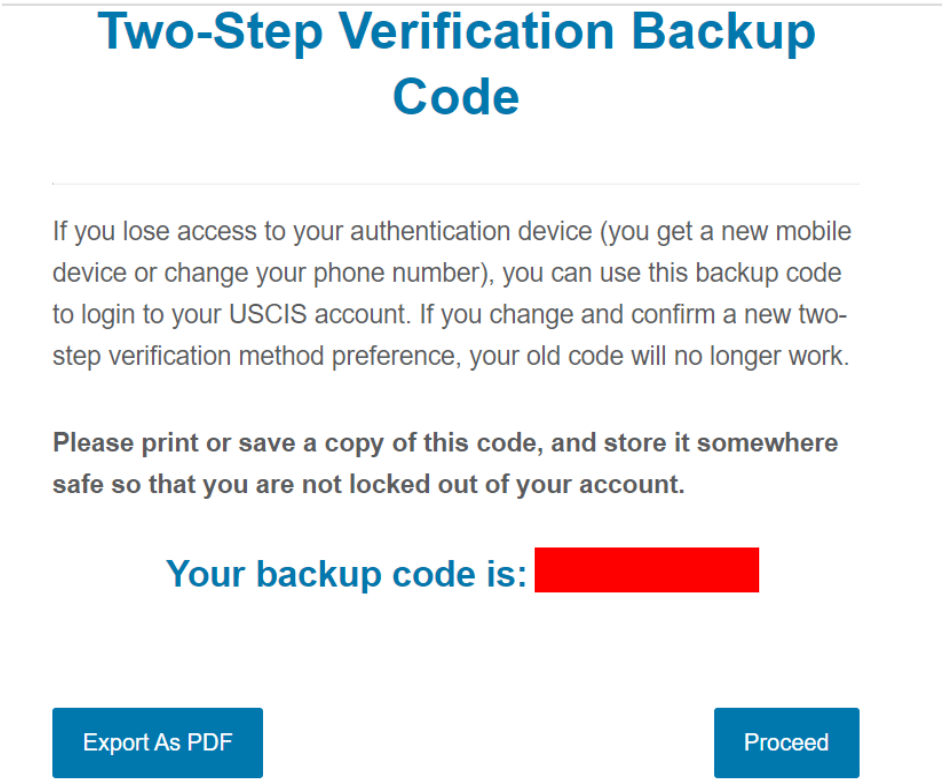
2. If you don't have an account already, click on "Create Account" and enter your email – click on "Sign up".



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

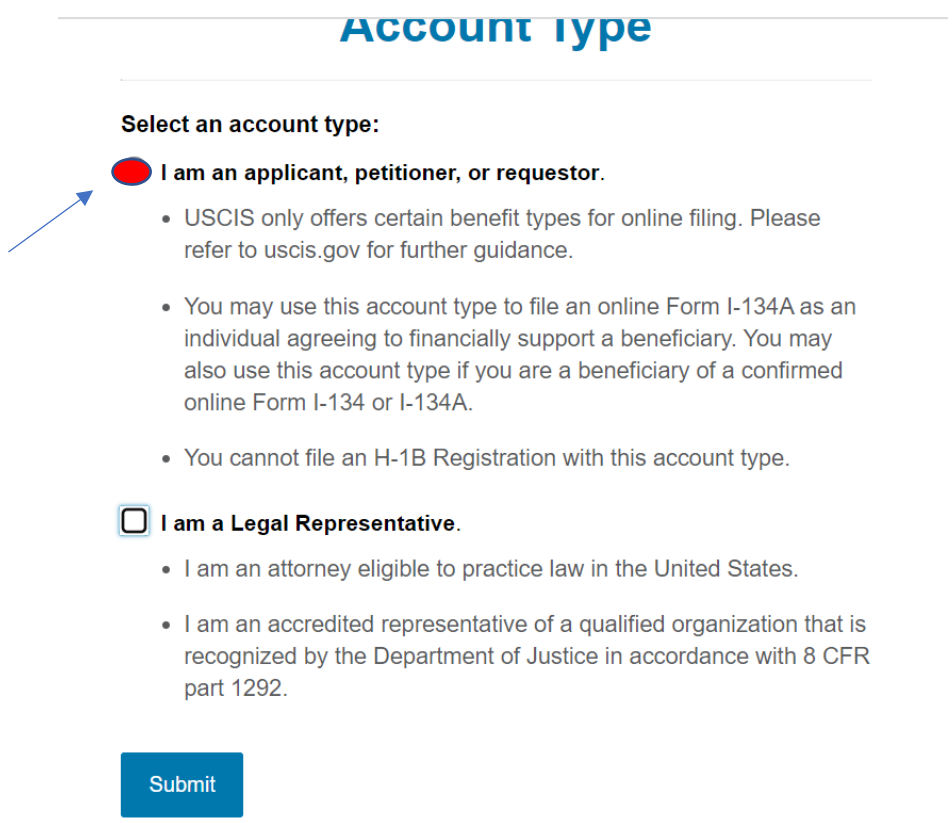


4. Click on the link and set up your Two-Step Verification with security questions. They will provide you with a backup code; save it somewhere for your records.

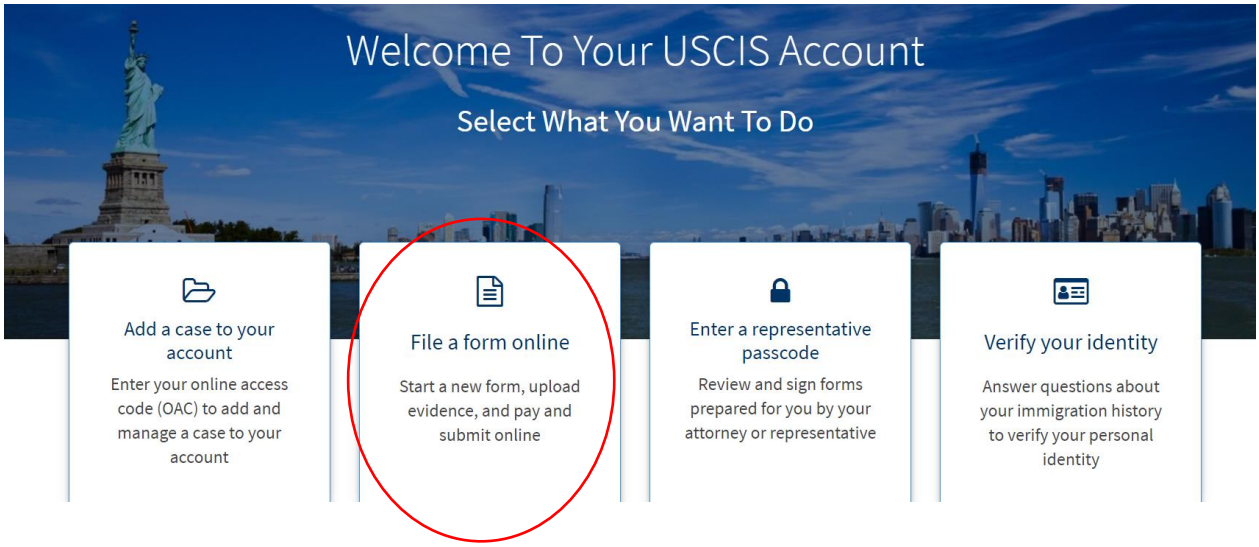


5. Once your USCIS Account is set up, login to a USCIS Service by clicking on "My USCIS".

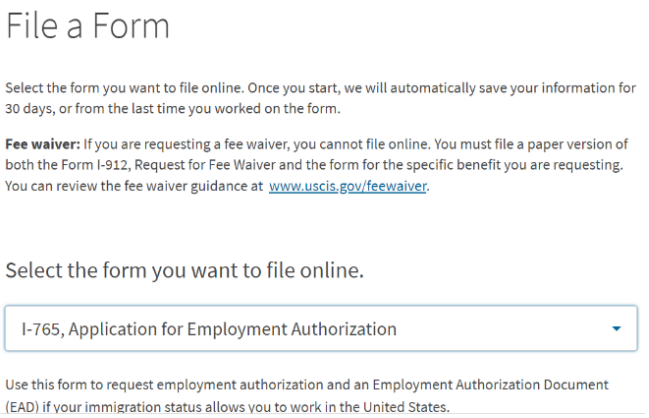
6. Select an account type – you are an applicant, petitioner, or requestor.



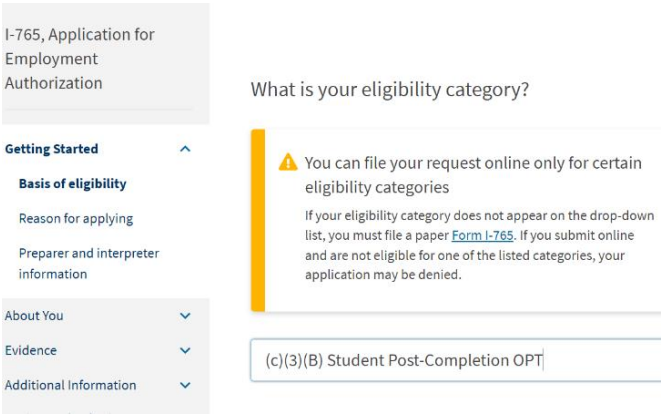
7. Click on “File a form



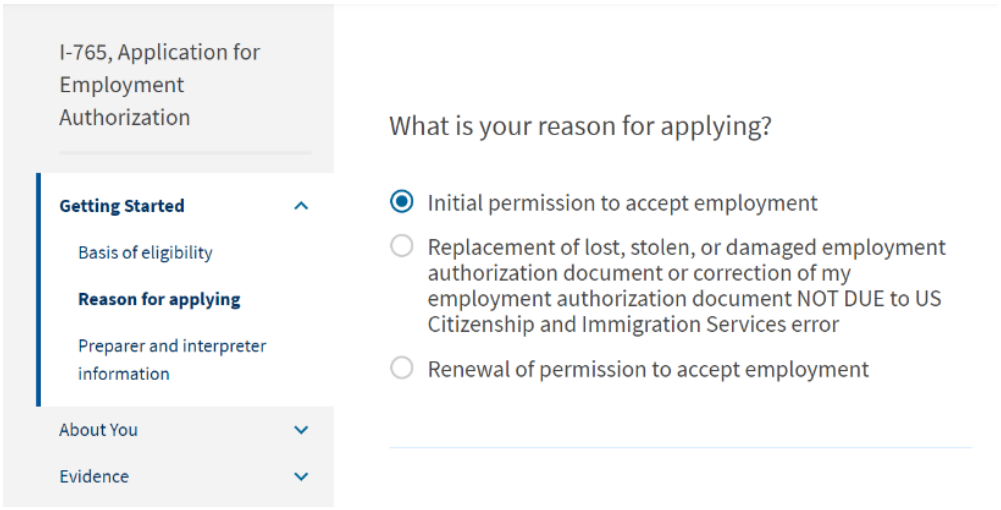
8. Select the form you must file I-765, Application for Employment Authorization.



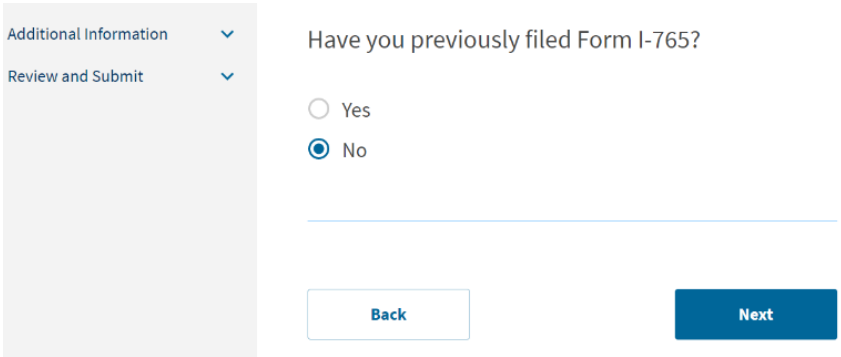
9. Select your eligibility category: (c)(3)(B) Student Post-Completion OPT.



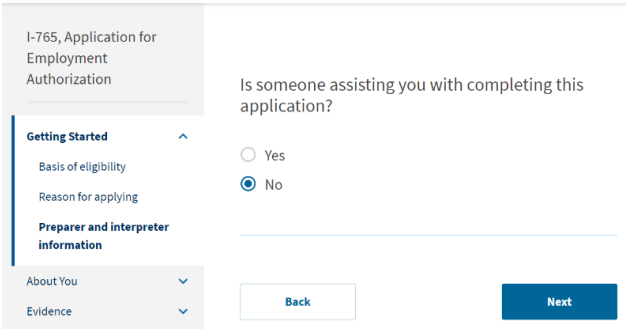
10. Select your reason for applying. If this is the first time you apply for OPT, it will be “Initial permission to accept employment”. If you already applied for OPT in the past and you already received an Employment Authorization Document,



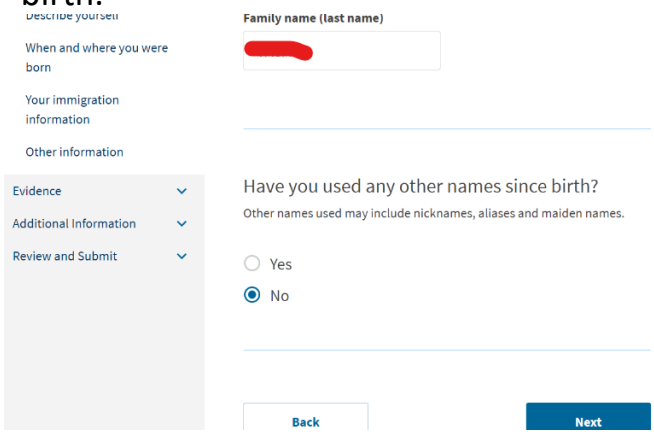
11. Answer to the below question. If this is your first time applying for OPT, please select “No”.



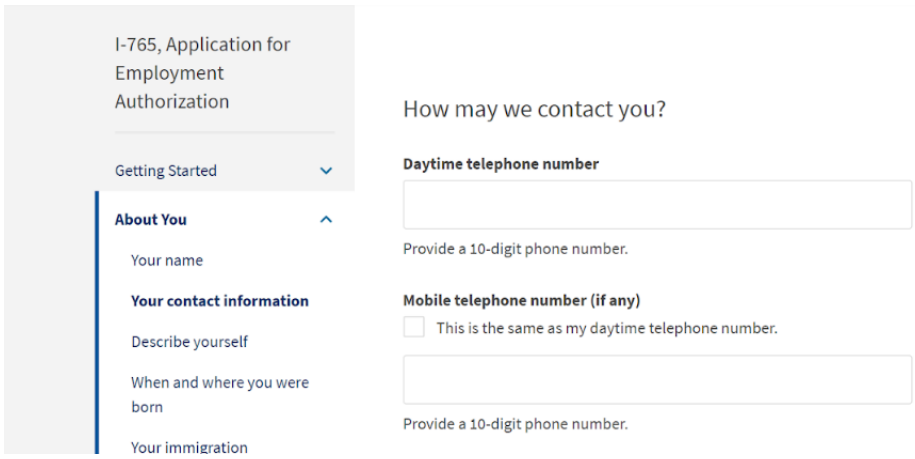
12. You can select “No”.



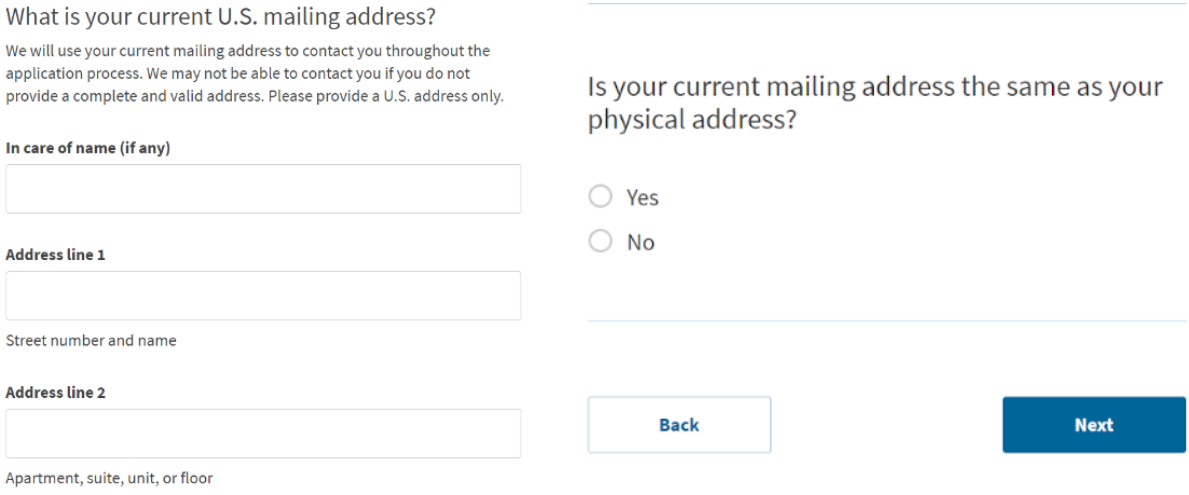
13. Enter your last name and specify if you have used any other names since birth.



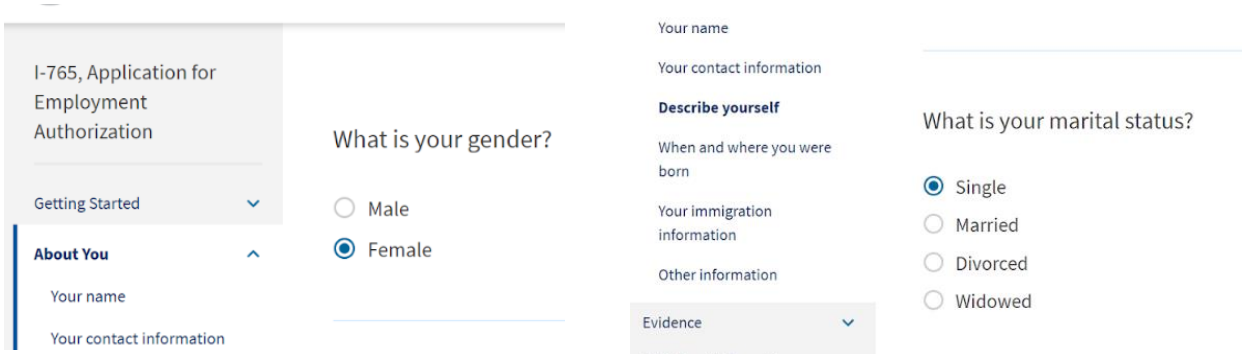
14. Enter your contact information.



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.



16. Enter your gender and marital status.

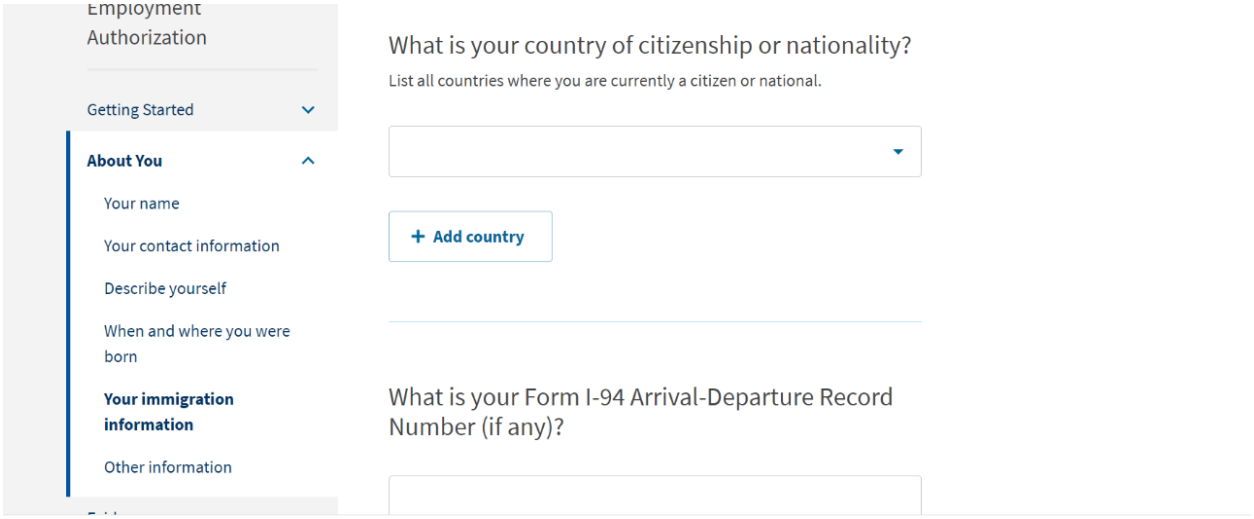


17. Enter your city and state/province of birth.

18. Enter your country and date of birth.

19. Enter your citizenship and nationality.

You can download your most recent I-94 here and find the number.



20. Enter you 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 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?

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?

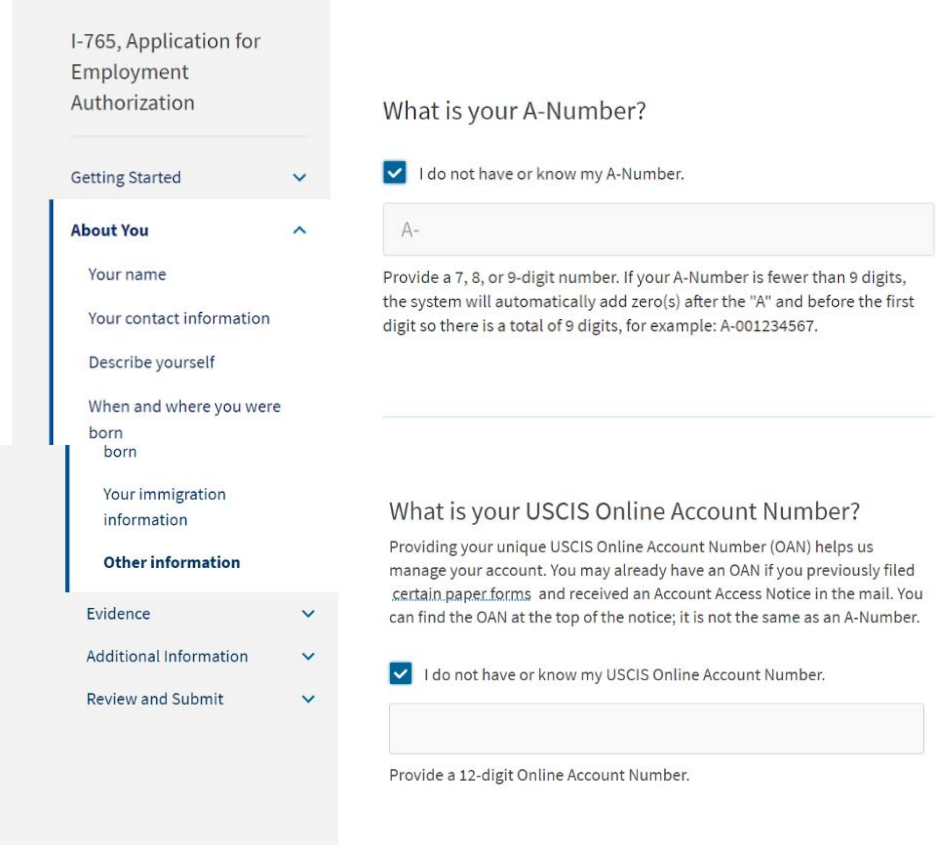
What is your Student and Exchange Visitor Information System (SEVIS) Number (if any)?

Use the "Additional Information" section to include all previously used SEVIS numbers.

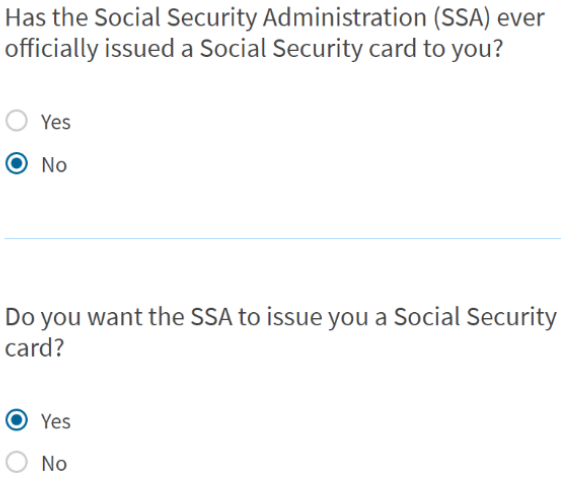
N-

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).



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



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 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**

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

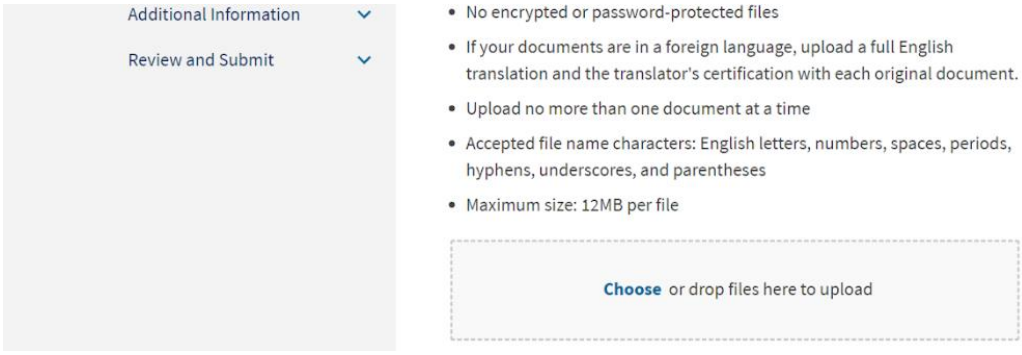
Upload a recent color photograph of yourself that measures 2 inches by 2 inches, with your face measuring 1 inch to 1 3/8 inch from your chin to the top of your head. Your eyes should be between 1 1/8 inch and 1 3/8 inch from the bottom of the photo.

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.

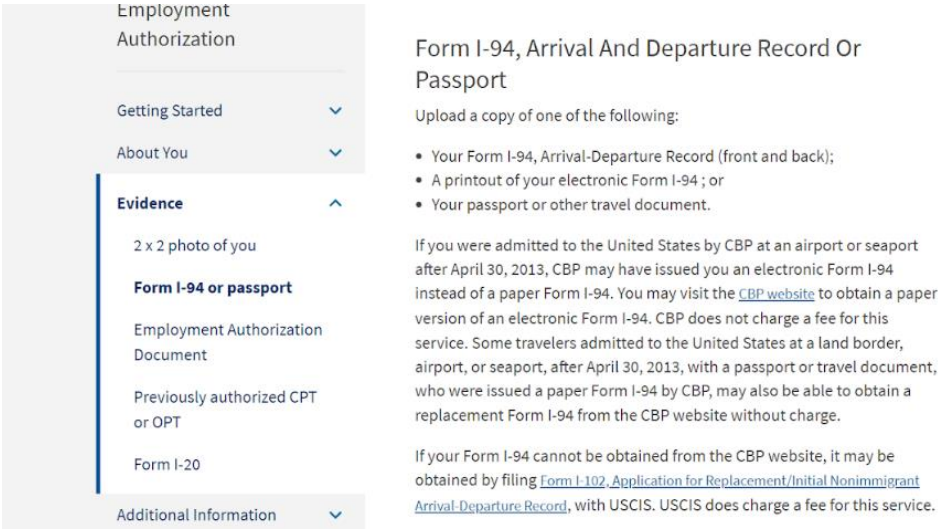
File requirements

- Clear and readable
- Accepted file formats: JPG, JPEG, or PNG

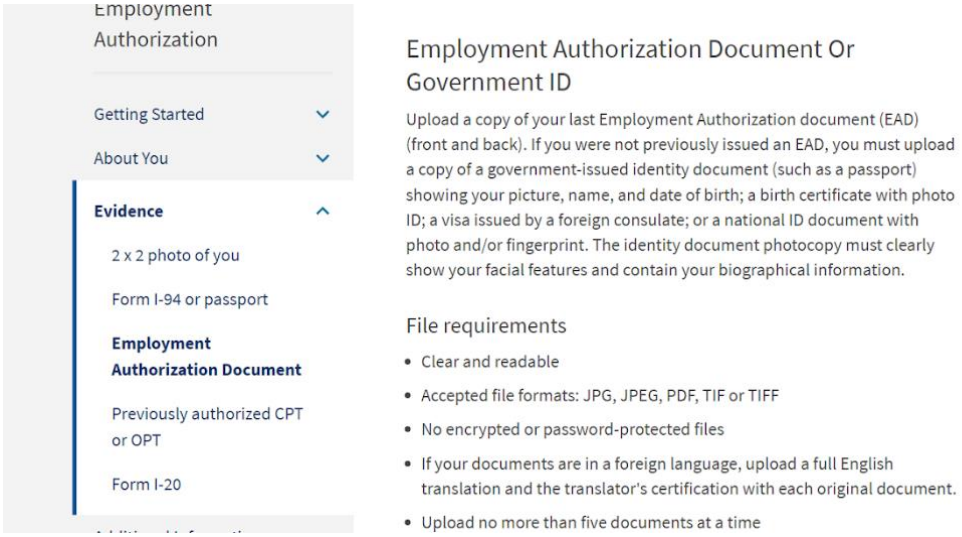


There's a tool on there that can help you crop and adjust your photos.

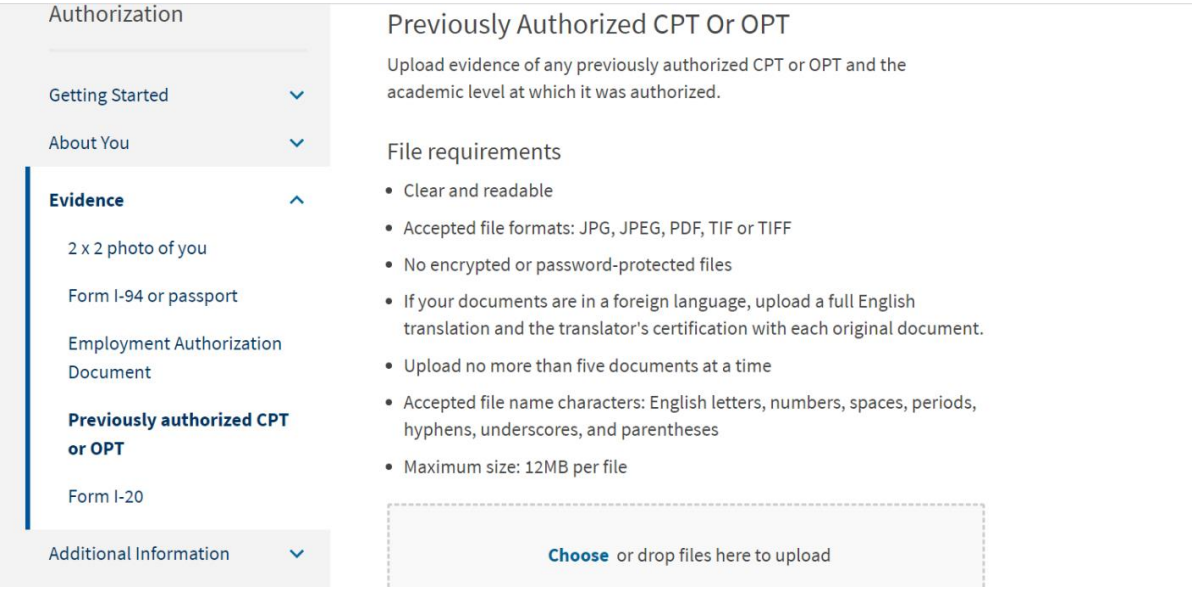
28. Upload your most recent I-94.



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

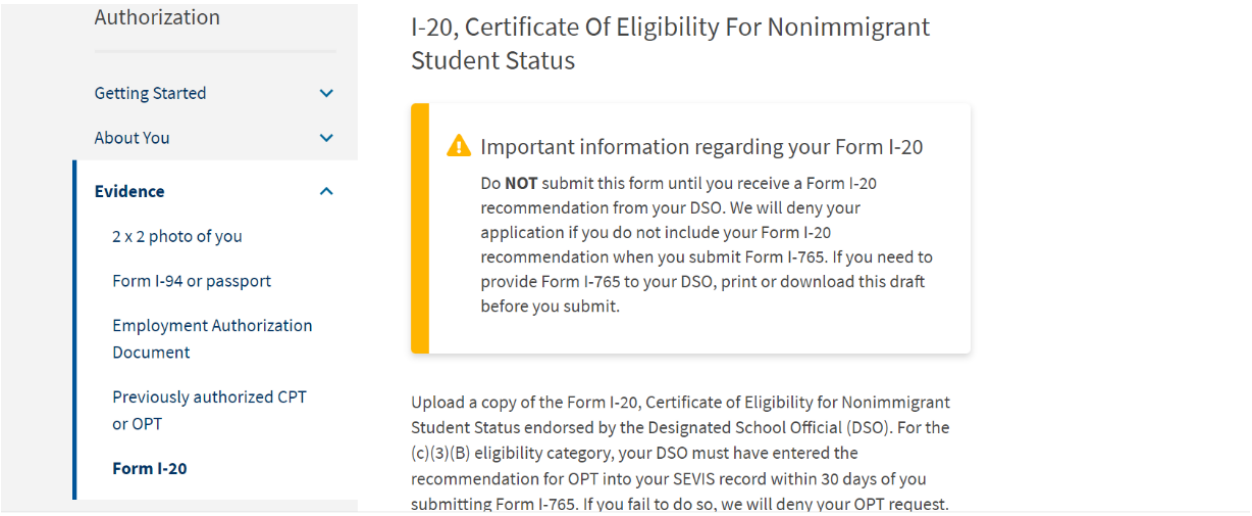


30. If you have worked on CPT or OPT in the past, please upload related I-20 copies here (if you still have them). If you worked on CPT in the past with the same SEVIS ID you currently have, uploading I-20 copies showing CPT is not necessary. We cannot issue I-20s showing CPT authorizations that have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

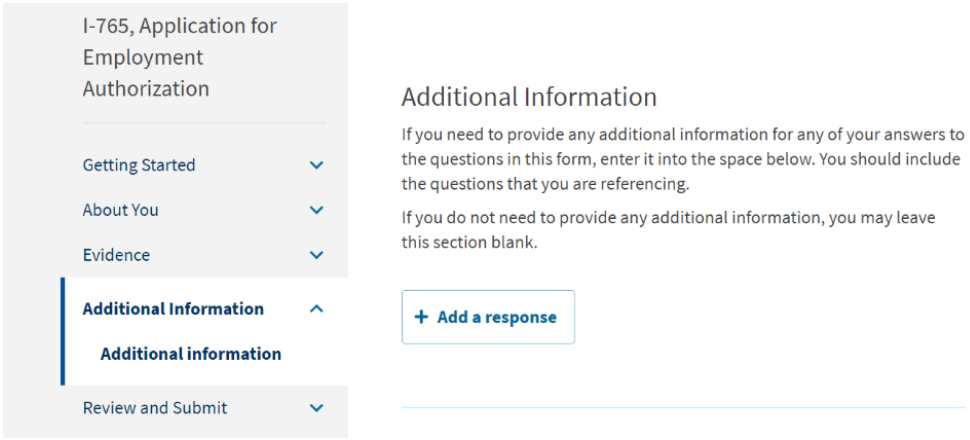


31. Upload your OPT I-20. **Please make sure to submit the application with USCIS within 30 days from the day the I-20 was issued** (you can check the date on the first page of the I-20). If you cannot meet this deadline, please contact your International Student Advisor so they can issue a new copy.

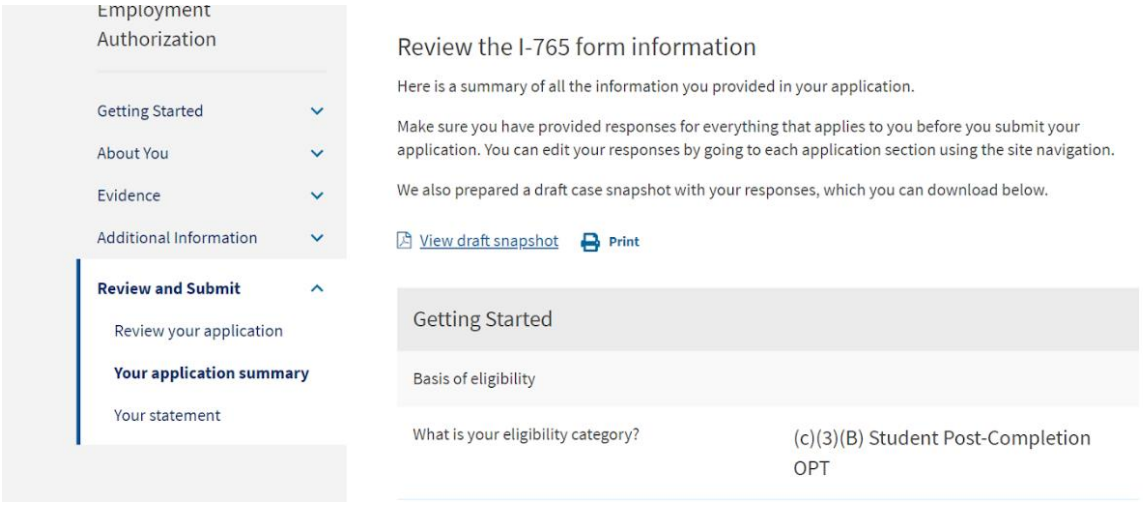
Also, remember to sign and date the I-20.



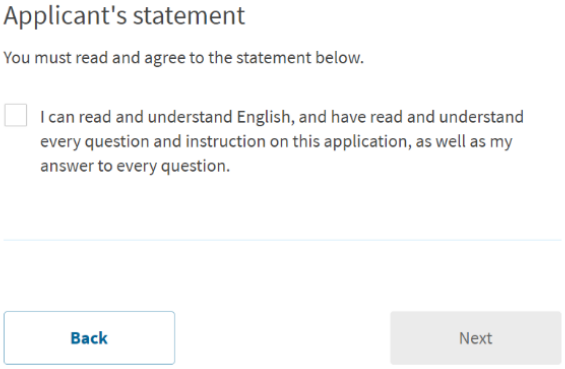
32. If you need to provide further relevant information/explanation that could not be entered within the application, you can feel free to do it here.

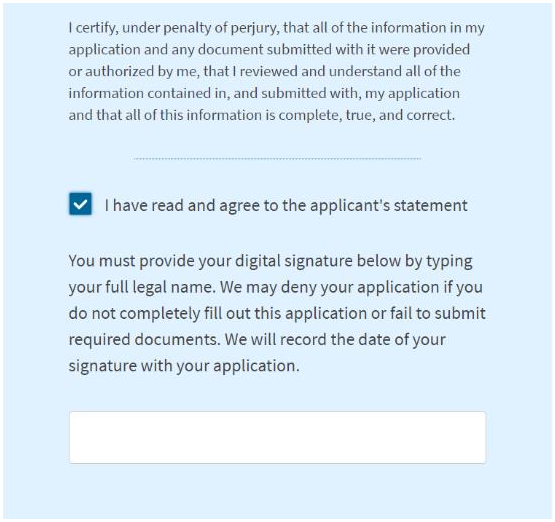


33. Please make sure to review all the information you have entered. It is important to check the accuracy of the spelling as well. You can also feel free to download a draft snapshot and email it to your International Student Advisor so they can review that too. If you choose to do that, please note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



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





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.

International Student Services

Concordia University, St. Paul

Ries Tower 7th floor (Suite 730)

P:651.641.8883 / iss@csp.edu

https://iss.csp.edu/