my USCIS

OPT Online Application Instruction & Review

You must have your DSO reviewed I-765 ready and corrected if required by your DSO

# Welcome to your USCIS Account

## Select what you want to do

**Edit My Profile** — Editing your profile includes email, password, phone number, security questions, two-step verification and backup code.

## Login to a USCIS Service

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

**FIRST** — Submit, manage and receive Freedom of Information Act (FOIA) requests.

**myE-Verify** — Confirm your records for employment eligibility, track E-Verify or Self-Check case status, and protect your identity by locking your Social Security Number (SSN).

Not sure what service you need? Start at USCIS.gov

You must create a USCIS account at my.uscis.gov before you can apply for OPT Online

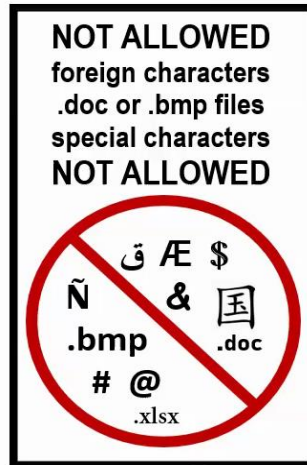You must have all your documents ready before you start

Viewing Janna Evans ((Guest)...

## Filling Out the Form—Formats

U.S. C
and I
Servi

- Photos: JPG, JPEG, or PNG
- Documents: JPG, JPEG, PDF, TIF or TIFF
- Foreign language documents must have English translation
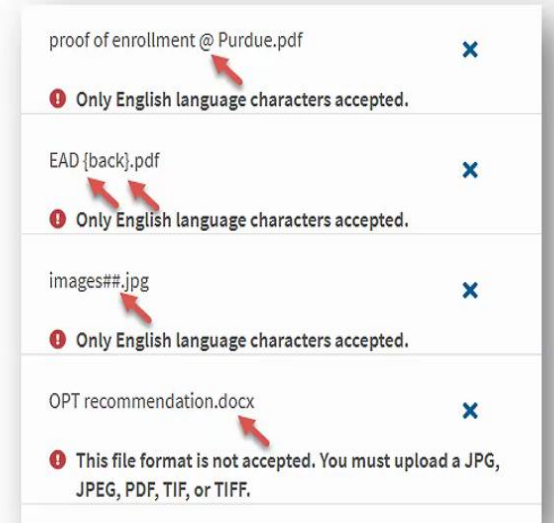- Maximum size: 6 MB per file

**NOT ALLOWED**
foreign characters
.doc or .bmp files
special characters
**NOT ALLOWED**

ق Æ $
Ñ & 国
.bmp .doc
# @
.xlsx

23

## Filling Out the Form—Formats

U.S. Citizenship
and Immigration
Services

The only characters allowed in document file name are:

- English letters
- Numbers
- Spaces
- Periods .
- Hyphens -
- Underscores __
- Parentheses ( )

***Do NOT use special characters

proof of enrollment @ Purdue.pdf ✕
❗ Only English language characters accepted.

EAD {back}.pdf ✕
❗ Only English language characters accepted.

images##.jpg ✕
❗ Only English language characters accepted.

OPT recommendation.docx ✕
❗ This file format is not accepted. You must upload a JPG, JPEG, PDF, TIF, or TIFF.

24

If the document is not in English, you must translate in English and upload the translation as well with the original document

| POST- completion OPT Evidence | | |
|---|---|---|
| **Evidence**<br><br>**(as listed in online filing system)** | **Document to Upload**<br>**(Save the name as stated below)** | **Notes** |
| **2 x 2 photo of you** | Passport Photo | See "**Photo Requirements**"<br>**Save as JPEG file**<br>U.S. Department of State photo requirements.<br>DOS also has a photo check tool that you can use to check the photo ahead of time. |
| **Form I-94** | Form I-94<br><br>Or<br><br>Change of Status I-797 Approval | **Save as PDF or JPEG**<br>Download your most recent I-94 here: https://i94.cbp.dhs.gov/ |
| **Employment Authorization Document** | • Passport Bio Page<br><br>• F-1 Visa | **Save as JPEG**<br>Must be clear |
| **Previously authorized CPT or OPT** | • I-20(s) with CPT-OPT Authorization<br><br>• EAD – Previous OPT | **Save as PDF or JPEG**<br>Leave empty if no prior OPT or CPT<br>Name accordingly |
| **Form I-20 for OPT** | Form I-20 with OPT Recommendation | **Save as PDF**<br>Make sure to sign on the first page |

Get all required documents ready and saved the same as instructed.

**When save your document, try to minimize the file size.**

**Make sure your documents are saved in the right direction, so the officer doesn't have to rotate.**

**U.S. Citizenship and Immigration Services**

Welcome To Your USCIS Account

⚠ COVID-19 announcement

See more ∨

## Your Drafts

Continue I-765 Application for Employment Authorization

You need to finish your draft

[Continue]    Delete

| **Status** | **Last updated** | **Expires** |
|---|---|---|
| Your draft is in progress | May 12, 2021 | ❗ June 11, 2021 |

Again, if for some reason, you cannot complete your online application in one setting, your draft will be saved for you. You will be able to see it once you log in within 30 days.

We highly recommend that you collect all the information and documents and complete it in one setting to avoid any possible complications.

- They system allows for 15 minute idle before it logs you out
- It save your entries for 30 days; however, you must make some edits during the 30 days.

**U.S. Citizenship and Immigration Services**

# 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 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**

**U.S. Citizenship and Immigration Services**

You are an applicant

# Welcome To Your USCIS Account

## Select What You Want To Do

🗁

**Add a paper-filed case**

View your case status and case history by adding your 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

U.S. Citizenship and
Immigration Services

## File a Form

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

Select the form you want to file online.

○ Application to Replace Permanent Resident Card (I-90)

○ Request for a Hearing on a Decision in Naturalization Proceedings (N-336)

○ Application for Naturalization (N-400)

○ Application for Replacement Naturalization/Citizenship Document (N-565)

○ Application for Certificate of Citizenship (N-600)

○ Application for Citizenship and Issuance of Certificate Under Section 322 (N-600K)

○ Application for Employment Authorization (I-765)

Only certain F-1 students seeking optional practical training (OPT) may file Form I-765 online. This includes:
  • Pre-completion OPT - (c)(3)(A) eligibility category;
  • Post-completion OPT - (c)(3)(B) eligibility category; or
  • a 24-month extension for STEM students (students holding a degree in science technology, engineering, or mathematics) - (c)(3)(C) eligibility category.

For all other eligibility categories, you must submit a paper Form I-765.

○ Petition for Alien Relative (I-130)

○ Application To Extend/Change Nonimmigrant Status (I-539)

**Start form**

You are applying for Employment Authorization, I-765

**U.S. Citizenship and Immigration Services**

My Account ▾        Resources ▾    |    **Sign Out**

# I-765, Application For Employment Authorization

Certain foreign nationals who are in the United States may file Form I-765, Application for Employment Authorization, to request employment authorization and an Employment Authorization Document (EAD). Other foreign nationals whose immigration status authorizes them to work in the United States without restrictions may also use Form I-765 to apply for an EAD that shows such authorization.

Foreign nationals may also apply for a Social Security number and card on Form I-765.

If you are a lawful permanent resident, a conditional permanent resident, or a nonimmigrant only authorized for employment with a specific employer under 8 CFR 274a.12(b), do not use Form I-765.

Learn more about employment authorization.

## ✓ Before You Start Your Application

### 🖽 Eligibility

Only certain F-1 students seeking optional practical training (OPT) may file Form I-765 online. This includes:

- Pre-completion OPT - (c)(3)(A) eligibility category;
- Post-completion OPT - (c)(3)(B) eligibility category; or
- a 24-month extension for STEM students (students holding a degree in science technology, engineering, or mathematics) - (c)(3)(C) eligibility category.

For all other eligibility categories, you must submit a paper Form I-765.

**Review Information**

enrolled as an F-1 foreign student for one full academic year at an educational institution approved by U.S. Immigration and Customs Enforcement Student and Exchange Visitor Program (ICE SEVP). Your period of employment should not start before you have completed one full academic year. If you completed the one-year requirement while in another valid nonimmigrant status and you are now in valid F-1 status, you are still eligible to apply for OPT.

(c)(3)(B) eligibility category: Submit your application up to 90 days before, but no later than 60 days after your program end date. You must submit your application within 30 days of the date that your designated school official (DSO) enters the recommendation for OPT into your Student and Exchange Visitory Information System (SEVIS) record. If you fail to do so, we will deny your OPT request.

(c)(3)(C) eligibility category: Submit your application up to 90 days before your current OPT expires, but you must submit within 60 days of the DSO's approval of STEM OPT.

Note: If you are an F-1 student filing for initial or extension of OPT, your OPT and your employment authorization will be automatically terminated if you change educational program levels or transfer to another school. Working in the United States without authorization may result in your removal from the United States or denial of re-entry. Consult your DSO for additional details.

## 💵 Fee

**Fee:** $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.

Please refer to the instructions for the form(s) you are filing for additional

Review Information

Most applicants must upload:

- A copy of your Form I-94, Nonimmigrant Arrival-Departure Record (front and back), a printout of your electronic Form I-94 from www.cbp.gov/i94, passport, or other travel document.

- A copy of your last EAD (front and back). If you were not previously issued an EAD, you must submit 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.

- A color passport-style photograph of yourself taken recently.

We will automatically inform you which documents and additional evidence you may need to provide as you fill out your application. These recommendations for additional information will be based on the information you provide in the application, such as your personal history and circumstances.

Any document containing foreign language submitted to USCIS must be accompanied by a full English language translation that the translator has certified as complete and accurate, and by the translator's certification that he or she is competent to translate from the foreign language into English.

## Biometric services appointment

USCIS may require that you appear for an interview or provide biometrics (fingerprints, photograph, and/or signature) at any time to verify your identity, obtain additional information, and conduct background and security checks, including a check of criminal history records maintained by the Federal Bureau of Investigation (FBI), before making a decision on your application or petition. After USCIS receives your application and ensures it is complete, we will inform you in writing if you need to attend a biometric services appointment.

Review Information

For OPT Application, no biometric is needed unless requested later by USCIS for a special purpose

# After You Submit Your Form

## Track your case online

After you submit your form, you can track its status through your online account. Sign in to your account often to check your case status and read any important messages from USCIS.

## Respond to requests for information

If we need more information from you, we will send you a Request for Evidence (RFE) or Request for Information (RFI). You can respond to our request and upload your documents through your online account.

## Receive your decision

The decision on Form I-765 involves a determination of whether you have established eligibility for the immigration benefit you are seeking. USCIS will notify you of the decision in writing. If your application is approved, we will either mail your EAD to you or we may require you to visit your local USCIS office to pick it up.

Review information

Next

U.S. Citizenship and Immigration Services

## Completing Your Form Online

### Filing online

Submitting your application online is the same as mailing in a completed paper form. They both gather the same information.

### Complete the Getting Started section first

You should answer all questions in the Getting Started section first so we can best customize the rest of your online form experience.

### Provide as many responses as you can

You should provide as many responses as you can. Incomplete fields or sections and missing information can slow down the process after you submit your form.

### We will automatically save your responses

We will automatically save your information when you select next to go to a new page or navigate to another section of the form. We will save your information for 30 days from today, or from the last time you worked on the form.

### How to continue filling out your form

After you start your form, you can sign in to your account to continue where you stopped last time.

Review information

# DHS Privacy Notice

**AUTHORITIES:** The information requested on this application, and the associated evidence, is collected under the Immigration and Nationality Act, 8 U.S.C. § 1324a; 8 CFR 274a.12, and 8 CFR 274a.13.

**PURPOSE:** The primary purpose for providing the requested information on this application is to determine eligibility for certain aliens who are temporarily in the United States requesting an Employment Authorization Document. DHS uses the information you provide to grant or deny the benefit you are seeking.

**DISCLOSURE:** The information you provide is voluntary. However, failure to provide the requested information, including your Social Security number, and any requested evidence may delay a final decision or result in a rejection or denial of your application.

**ROUTINE USES:** DHS may, where allowable under relevant confidentiality provisions, share the information you provide on this application and any additional requested evidence with other Federal, state, local, and foreign government agencies and authorized organizations. DHS follows approved routine uses, as described in the associated published system of records notices [DHS/USCIS/ICE/CBP-001 Alien File, Index, and National File Tracking System of Records; DHS/USCIS-007 Benefits Information System; DHS/USCIS-010 Asylum Information and Pre-Screening System of Records; DHS/USCIS-017 Refugee Case Processing and Security Screening Information System of Records; and DHS/USCIS-018 Immigration Biometric and Background Check (IBBC) System of Records], and the published privacy impact assessments [DHS/USCIS/PIA-016(a) Computer Linked Application Information Management System (CLAIMS 3) and Associated Systems; DHS/USCIS/PIA-027 USCIS Asylum Division; DHS/USCIS/PIA-056 USCIS Electronic Immigration System (USCIS ELIS); and DHS/USCIS/PIA-068 Refugee Case Processing and Security Vetting], which can be found at www.dhs.gov/privacy. DHS may also share this information as appropriate for law enforcement purposes or in the interest of national security.

Review information

An agency may not conduct or sponsor an information collection, and a person is not required to respond to a collection of information, unless it displays a currently valid Office of Management and Budget (OMB) control number. The public reporting burden for this collection of information is estimated at 4 hours per response, including the time for reviewing instructions, gathering the required documentation and information, completing the application, preparing statements, attaching necessary documentation, and submitting the application. The collection of biometrics is estimated to require 1 hour and 10 minutes. The public reporting burden for the collection of information for Form I-765WS is estimated at 30 minutes per response, including the time for reviewing instructions, gathering the required documentation and information, completing the application, preparing statements, attaching necessary documentation, and submitting the application. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to:

U.S. Citizenship and Immigration Services
Office of Policy and Strategy, Regulatory Coordination Division
5900 Capital Gateway Drive, Mail Stop #2140
Camp Springs, MD 20588-0009

**Do not mail your completed I-765 application to this address.**

OMB No. 1615-0040
Expires: 07/31/2022

🔒 Security Reminder

If you do not work on your form for more than 30 days, we will delete your data in order to prevent storing personal information indefinitely.

Review information

**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 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.

[dropdown]

c(3)(A) Student Pre-Completion OPT

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

c(3)(C) STEM Extension

Back      Next

**Select c(3)(B) for Post-OPT**
- most of you will select this for Post OPT – employment after you finish your program of study

**Select c(3)(A) for Pre-OPT**
- This is for OPT during your study if your program doesn't have a practicum/internship requirement. Talk with DSO if you think you want to apply for this

I-765, Application for
Employment Authorization

## 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

Follow the Paper Form I-765 your DSO
has reviewed with you

**U.S. Citizenship
and Immigration
Services**

My Account ▼     Resources ▼

plication for
ent Authorization

Started ∧

f eligibility

for applying

**er and interpreter
ation**

u ∨

e ∨

al Information ∨

nd Submit ∨

Is someone assisting you with completing this application?

○ Yes

○ No

Back     Next

We hope after your DSO works with you on the Form I-765, you can complete this by yourself or let your DSO know if you still have questions

# 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)**

> Must match the OPT I-20 and your passport

## Have you used any other names since birth?

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

○ Yes

○ No

Back    Next

## U.S. Citizenship and Immigration Services

My Account ▼

-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 ∨

## How may we contact you?

**Daytime telephone number**

**Mobile telephone number (if any)**

☐ This is the same as my daytime telephone number.

**Email address**

Provide a cell phone number if you have one, so USCIS can reach you if needed. However, most of the time they will communicate with you through the document share within your USCIS account and you may see the tab in the later presentation.

**Please watch out for spam and phishing.**

## 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

Follow the paper Form I-765 your DSO has reviewed.

Make sure that this address is valid until your OPT is approved and you receive your EAD at this location

**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 ∨

## What is your gender?

○ Male

○ Female

## What is your marital status?

○ Single

○ Married

○ Divorced

○ Widowed

Back      Next

Follow the paper Form I-765 your DSO has reviewed

**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                  ∨

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                            ]

[ Back ]              [ Next ]

Follow the paper Form I-765 your DSO has reviewed

Information should be the same as you provided for your Initial I-20 issuance before you started with TCSPP

**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 ⌄

## 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)?

[                                              ]

Always enter first the country of citizenship on your I-20. It is the one filed with Immigration Services. If you have changed recently and have not informed your DSO yet, please stop and discuss with your DSO immediately.

You can add any others if you hold multiple citizenships

The number you entered here must match the most recent I-94 you print out from CBP website and will upload later as an evidence

## When did you last arrive in the United States?

List your arrival date, place of arrival, and status at arrival.

**Date of arrival**

MM/DD/YYYY

**Place of arrival**

**Status at last arrival**

Must match the information on the I-94 you are going to upload

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

Must match the information on the passport you are going to upload

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

You might not have it. Skip if not

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

MM/DD/YYYY

Must match the information on the passport you are going to upload

What country issued your passport or travel document?

[dropdown field]

Use the country on the passport you are going to upload AND on your I-20

What is your current immigration status or category?

[dropdown field]

F-1

You may also find these information on the Form I-765 your DSO has reviewed

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-

Your SEVIS ID

Back     Next

**U.S. Citizenship and Immigration Services**

My Account ▾     Resources ▾     |     Sign O

**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-

> **You might not have it**

## 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.

> **The number you were given when you created your USCIS Account**

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

○ Yes

○ No

> • If you answer Yes, another question pops up asking for the number.
> • If you answer No, it will ask you the question on next page

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

◯ Yes

◯ No

**Back**　　　　**Next**

If you answered No to the previous question, this would pop up.

If you answer Yes to apply SSN together, a few more extra questions would ask you to complete. Please follow the answers you have entered on the paper Form I-765 your DSO has reviewed.

If you apply SSN here, your SSN Card will arrive about 2 weeks later after your EAD is approved.

**U.S. Citizenship and Immigration Services**

My Account ▼     Resources ▼

**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 to the Department of State's photo composition tools. Please note that we cannot approve your application without your photos.

### 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.
- Accepted characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 6MB per file

**Choose** or drop files here to upload

Back        Next

---

**Now you are ready to upload all required documents**

**You can upload maximum 5 files in each Evidence**

1. **Photo of You**

The same as the photo for a passport.

**U.S. Citizenship and Immigration Services**

My Account ▾          Reso...

65, Application for
ployment 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.
- Accepted characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 6MB per file

**Choose** or drop files here to upload

**Back**          **Next**

---

**2.  Form I-94**

The most recent one you printed out from CBP Website and the same you used to answer questions earlier.

**U.S. Citizenship and Immigration Services**

My Account ▼     Resou

## 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.
- Accepted characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 6MB per file

**Choose** or drop files here to upload

[ Back ]     [ **Next** ]

---

**3. Employment Authorization Documents**

- Passport Bio Page
- F-1 Visa Page

**U.S. Citizenship and Immigration Services**

My Account ▼     Resources

## 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.
- Accepted characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 6MB per file

**Choose** or drop files here to upload

Back     Next

---

**4.** **Previously Authorized CPT or OPT**

- All CPT I-20s (upload the one covers the time matches your SEVIS record. If you have many, you can combine them into one or two documents)
- Previous OPT I-20s if any
- Previous EAD if any

## U.S. Citizenship and Immigration Services

My Account ▾        Resources ▾

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.
- Accepted characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 6MB per file

**Choose** or drop files here to upload

Back                               Next

**5. Form I-20**

- The I-20 your DSO issued after recommend your OPT

**U.S. Citizenship and Immigration Services**

My Account ▾    Resources ▾

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**

---

**Additional Information**

- Add any SEVIS IDs if you have any that are different from the I-20 TCSPP has issued

Click on Add a response to add or skip if you don't.

Official website of the Department of Homeland Security   Here's how you know ⌄

**U.S. Citizenship and Immigration Services**

My Account ▼     Resource

## 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.

**Section**

[                                                    ▲ ]

[                                                       ]
Getting Started
About You
Evidence

[                                                    ▼ ]

**Additional information**

[                                                       ]
[                                                       ]
[                                                       ]
                                                   0/500

[ **Save response** ]     Cancel

---

**Additional Information**

- If you still have additional information for each category, you will select the category and then enter the information.

**Please discuss with your DSO before you enter any additional information other than different SEVIS IDs.**

**Click Save Response**

**U.S. Citizenship and Immigration Services**

My Account ▾        Resources ▾

## 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**

> ℹ 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.

**Review what you have entered and prepare to pay**

**Post OPT Application Fee is shown on this screen**

## 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 contact information

**Edit my responses**

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

**Edit my responses**

**Back**

Next

**If you see this alert in a RED BAR:**

**It means you have an error or erros in your responses that might cause denial. You MUST go back to correct your response.**

**U.S. Citizenship and Immigration Services**

My Account ▾       Resources ▾

I-765, Application for Employment Authorization

Getting Started ⌄
About You ⌄
Evidence ⌄
Additional Information ⌄

**Review and Submit** ⌃

**Review your application**
Your application summary
Your statement

## Check your application before you submit

We will review your application to check for accuracy and completeness before you submit it.

We encourage you to provide as many responses as you can throughout the application, to the best of your knowledge. Missing information can slow down the review process after you submit your application.

You can return to this page to review your application as many times as you want before you submit it.

**Your fee**

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 you see an ORANGE BAR:**

It means that your responses are OK to submit, but not quite satisfactory. You should review those responses and provide a better answer.

**If you see this a GREEN BAR:**

It means the system thinks your responses are acceptable; however, it doesn't guarantee approval.

Highly recommend you still review your responses to ensure accuracy.

**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                    🖨 Print

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

#### 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 |

**Start to review your answers:**

**Tips:** compare the answers you entered with the paper Form I-765 your DSO has reviewed

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? | - |

Preparer information

What is your preparer's contact information?

| | |
|---|---|
| Email address | - |
| Mobile telephone number | - |
| Daytime telephone number | - |

What is your preparer's mailing address?

| | |
|---|---|
| Country | - |
| Address line 1 | - |
| Address line 2 | - |
| City or town | - |
| State | - |
| ZIP code | - |

| | |
|---|---|
| What is your preparer's business or organization name? | - |

**Review your answers:**

**Tips:** compare the answers you entered with the paper Form I-765 your DSO has reviewed

What is your preparer's full name?

Family name (last name)                     _

Given name (first name)                      _

Interpreter information

What is your interpreter's contact information?

Email address                                      _

Mobile telephone number                     _

Daytime telephone number                    _

What is your interpreter's mailing address?

Country                                              _

Address line 1                                     _

Address line 2                                     _

City or town                                        _

State                                                  _

ZIP code                                            _

What is your interpreter's business or organization      _
name?

**Review your answers:**

**Tips:** compare the answers you entered with the paper Form I-765 your DSO has reviewed

What is your interpreter's full name?

| | |
|---|---|
| Family name (last name) | - |
| Given name (first name) | - |

What language is your interpreter using to interpret this application for you? -

## About You

### Your name

What is your current legal name?

| | |
|---|---|
| Given name (first name) | Sample |
| Middle name | - |
| Family name (last name) | Student |

Has used additional names    No

### Your contact information

How may we contact you?

| | |
|---|---|
| Daytime telephone number | (669) 123-4567 |
| Mobile telephone number (if any) | (669) 123-4567 |
| Email address | SamStudent@email.com |

**Review your answers:**

**Tips:** compare the answers you entered with the paper Form I-765 your DSO has reviewed

What is your current U.S. mailing address?

| | |
|---|---|
| In care of name (if any) | - |
| Address line 1 | 1234 MAIN ST |
| Address line 2 | APT 56 |
| City or town | SANTA CLARA |
| State | California |
| ZIP code | 95050 |

| | |
|---|---|
| Is your current mailing address the same as your physical address? | Yes |

Where in the United States do you live?

| | |
|---|---|
| Address line 1 | - |
| Address line 2 | - |
| City or town | - |
| State | - |
| ZIP code | - |

**Review your answers:**

**Tips:** compare the answers you entered with the paper Form I-765 your DSO has reviewed

Double check the mailing address where you are going to receive your EAD is approved.

| | |
|---|---|
| What is your gender? | Female |
| What is your marital status? | Single |

**When and where you were born**

| | |
|---|---|
| What is your city, town, or village of birth? | Recife |
| What is your state or province of birth? | Pernambuco |
| What is your country of birth? | Brazil |
| What is your date of birth? | 01/01/1999 |

**Your immigration information**

| | |
|---|---|
| What is your country of citizenship or nationality? | Brazil |

When did you last arrive in the United States?

| | |
|---|---|
| Place of arrival | SAN FRANCISCO INTL |
| Date of arrival | 08/01/2019 |
| Status at last arrival | F1 - F1 - Student, Academic Or Language Program. |

| | |
|---|---|
| What is your Form I-94 Arrival-Departure Record Number (if any)? | 12345678910 |
| What is the passport number of your most recently issued passport? | P1234567 |
| What is your travel document number (if any)? | _ |
| What is the expiration date of your passport or travel document? | 01/01/2030 |
| What country issued your passport or travel document? | Brazil |

**Review your answers:**

**Tips:** compare the answers you entered with the paper Form I-765 your DSO has reviewed

Make sure the answers on this page match the information your passport and the most recent I-94 you have uploaded.

| | |
|---|---|
| What country issued your passport or travel document? | Brazil |
| What is your current immigration status or category? | F1 - F1 - Student, Academic Or Language Program. |
| What is your Student and Exchange Visitor Information System (SEVIS) Number (if any)? | 0012345678 |
| Other information | |
| What is your A-Number? | - |
| What is your USCIS Online Account Number? | - |
| Has the Social Security Administration (SSA) ever officially issued a Social Security card to you? | No |
| What is your Social Security number (if known)? | - |
| Do you want the SSA to issue you a Social Security card? | Yes |
| 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 |
| What is your father's birth name? | |
| Given name (first name) | Mama |
| Family name (last name) | Sample |
| What is your mother's birth name? | |
| Given name (first name) | Papa |
| Family name (last name) | Sample |

**Review your answers:**

**Tips:** compare the answers you entered with the paper Form I-765 your DSO has reviewed

## Evidence

### 2 x 2 photo of you

2 x 2 photo of you

| | |
|---|---|
| Filename | Photo.PNG |
| Document Type | 2 x 2 photo |

### Form I-94

I-94, Arrival and Departure Record

| | |
|---|---|
| Filename | I-94.pdf |
| Document Type | Form I-94 |

### Employment Authorization Document

Employment Authorization Document or Government ID

| | |
|---|---|
| Filename | Passport.pdf |
| Document Type | Employment authorization or Government issue ID |

### Form I-20

I-20, Certificate of Eligibility for Nonimmigrant Student Status

| | |
|---|---|
| Filename | OPT I-20.pdf |
| Document Type | Form I-20 |

**Review your answers:**

**Check all uploaded evidence again.**

## Additional Information

Additional information

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

I have a prior SEVIS ID number from my bachelor's degree.

N0012345789

Back

Next

**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

**You should be able to check the box. If not, please discuss with your DSO immediately.**

**U.S. Citizenship and Immigration Services**

My Account ▼     Resources ▼    |    Sign (

**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**

## 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 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:

1) I reviewed and understood all of the information contained in, and submitted with, my application; and

2) All of this information was complete, true, and correct at the time of filing.

**Review the Declaration and Certification**

You are required to sign next

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 are expected to check the box and click Next

Back

Next

☑ I have read and agree to the applicant's statement

## Applicant's signature

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.

**If you have read and agree, please sign by typing your name in the space**

Back

Next

**U.S. Citizenship and Immigration Services**

My Account ▼     Res...

## 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**

---

**Read the instructions about how to make the payment.**

This screen tells you how much you should pay for the category you are applying and what information you need to make the payment

**USCIS I-765**

Please select a payment method:

○ I want to pay with a withdrawal from a checking or savings account (ACH)

○ I want to pay with a debit or credit card

Cancel

Continue

**Pay.gov is a government website to collect payment to all government agencies**

Highly recommend to use credit card payment instead of giving your bank information

# USCIS I-765

## Please provide the Credit or Debit Card Information below
* indicates required fields

Agency Tracking ID: K5BHMBRM8W1ZMZ

Payment Amount: $410.00

* Country: [                    ]

* Billing Address: [                ]

Billing Address 2: [                ]

* City: [                          ]

State/Province: [                   ]

ZIP/Postal Code: [                  ]

* Account Holder Name: [            ]

VISA  MasterCard  AMEX  DISCOVER  JCB  UnionPay  DinersClub

* Card Number: [                    ]

* Expiration Date: [  ] [          ]

* Card Security Code: [      ]

Previous     Cancel     **Continue**

**Enter your credit card information the way you do purchase online.**

**WARNING!!!!!**

**Once you click Continue to pay the fee, your form will be submitted, and you can no longer edit your answers anymore.**

# USCIS I-765

## Please enter checking or savings account information below.
* indicates required fields

Agency Tracking ID: K5BHMBRM8W1ZMZ

Payment Amount: $410.00

* Account Holder Name: [                    ]

* Account Type: [Select an Account Type ▾]

Routing Number        Account Number        Check Number

⑈026946783⑈ ⑆924376739011 ⑆1234

* Routing Number: [                    ]

* Account Number: [                    ]

* Confirm Account Number: [                    ]

Previous    Cancel    [ Continue ]

If you decide to use diect payment from your checking account, please enter the information as prompted.

## WARNING!!!!!

**Once you click Continue to pay the fee, your form will be submitted, and you can no longer edit your answers anymore.**

This is a screen for you to upload any additional documents you would like to or have to. If you do have, please discuss with your DSO before upload and submit.

# Tracking Your Case

U.S. Citizenship and Immigration Services

## Your Cases

**I-765 Application for Employment Authorization**
Submitted on April 13, 2021 | Receipt # IOE9893888831
View PDF ▾

Case status | Case history | Documents

### USCIS Notices

| File | Date Sent | Action |
|------|-----------|--------|
| Receipt Notice.pdf | April 13, 2021 | N/A |

### Your uploads

You may upload additional evidence that you believe may assist USCIS in adjudicating your application, even if the evidence was not specifically requested. USCIS will consider the timeliness and relevance of unrequested evidence when making a decision about your case.
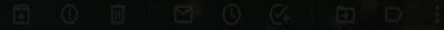
| File | Document | Date added |
|------|----------|-----------|

### Unsolicited evidence

Unsolicited evidence is any additional information or evidence that we did not request from you. If you upload evidence that we did not request from you, USCIS will consider the timeliness and relevance of this information when making a decision about your case.

Upload evidence

## All notices are posted to your account

- Receipt notice
- Biometrics notice
- Request for Evidence (RFE)
- PDF of completed form
- Decision letter

* Notices are also mailed to the mailing address on file

---

You will get your case number right away. And all notifications and USICS request are posted to your account.

You should check your USCIS account every once a while.

It still takes 3-5 months for adjudication, so we recommend that you check your account every 3-4 weeks and later more often.

## USCIS Contact Center:  1-800-375-5283

# Ensure receiving your EAD

- **Your name should be on the mailbox**

  - o   Your name should be listed with USPS
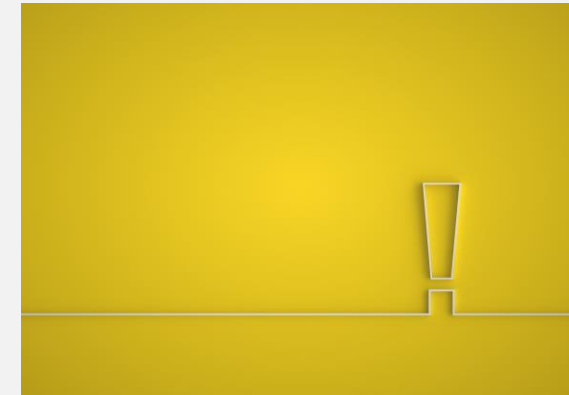  - o   Living with parents, relatives, friends?

- **Use USPS Informed Delivery Service**

  https://www.usps.com/business/informed-delivery.htm

# Case Processing Time

- **https://www.uscis.gov/file-online/forms-available-to-file-online**

- **https://egov.uscis.gov/processing-times/**

- **https://egov.uscis.gov/processing-times/more-info**

## USCIS Recommends to Create an Online Account

### Where can I find my form number and the office that is processing my case?
Your receipt notice has key information you will need to determine your processing time.

**❶ Form Type or Case Type**

**❷ Receipt Number**

**❸ Receipt Date**

**❹ USCIS Office**

Department of Homeland Security
U.S Citizenship and Immigration Services

Form I-797C, Notice of Action

**THIS NOTICE DOES NOT GRANT ANY IMMIGRATION STATUS OR BENEFIT.**

| NOTICE TYPE | NOTICE DATE |
|---|---|
| Receipt | June 1, 2017 |

| CASE TYPE | USCIS ALIEN NUMBER |
|---|---|
| ❶ I-130, Petition for Alien Relative | |

| RECEIPT NUMBER | RECEIVED DATE | PAGE |
|---|---|---|
| ❷ WAC1791234567 | ❸ May 08, 2017 | 1 of 1 |

| PRIORITY DATE | PREFERENCE CLASSIFICATION | DATE OF BIRTH |
|---|---|---|
| May 08, 2017 | 201 A1 INA ADULT CHILD OF USC | March 21, 1965 |

JOHN D. SMITH
123 MAIN STREET, APT. 7

| ❹ USCIS Office Address: | USCIS Customer Service Number: |
|---|---|
| USCIS | (800) 375-5283 |
| California Service Center | APPLICANT COPY |
| P.O. Box 30111 | |
| Laguna Niguel, CA 92607-0111 | |

**CASE STATUS ONLINE**

Use this tool to track the status of an immigration application, petition, or request.

**Enter a Receipt Number** ?

CHECK STATUS

PRIVACY ACT STATEMENT

Why sign up for an account?

Click Here

ACCOUNT LOGIN

SIGN UP

**Now Your OPT is Approved!**

# To be compliant

- Job must directly relate to your field of study

- Must provide to your DSO
  o an [Explanation of Direct Relationship](#)
  o a Job Offer Letter for review

- Must update your SEVIS Portal account
  o if employment is changed
  o if obtain an additional employment
  o if any personal information is changed

# OPT Employment & Major Area of Study Explanation

Explanation of a Direct Relationship between OPT Employment and the Major Area of Study For F-1 Non-immigrant Students.

United States Federal regulation permits you to apply for Optional Practical Training (OPT) that is related directly to your major area of study. On September 27, 2019, SEVP announced new OPT guidance entitled "Determining a Direct Relationship between Employment and a Student's Major Area of Study" that requires you to write an explanation of how a job is related to your major area of study. You must provide your explanation in writing to your DSO and enter it into the SEVIS Portal once your OPT is approved. Your DSO will work with your academic department to assess the Direct Relationship. SEVP will monitor and review it through SEVIS.

You should include the below information in your explanation. Please see the samples below for more guidance. You are required to:
- Provide the explanation in writing to your DSO
- Enter the information into the SEVIS Portal once your OPT is approved

Samples of Explanations

#1: I am employed as an Associate MFT Therapist in XXXX Family Therapy, Inc. I work as part of a growing team of mental health professionals providing counseling services to the surrounding communities. I will provide mental health services to the adolescent population struggling with emotional and psychological ailments, skills that I acquired through my study in the Marriage and Family Therapy program at The Chicago School of Professional Psychology.

#2: I am working as a Postdoctoral Fellow in Psychology in XXXX Children's Hospital. I work as part of the hospital's interdisciplinary teams on research projects and conducting psychological assessments for children. The completion of my fellowship will also play an integral role in obtaining my license to practice as a clinical psychologist that is my career goal that aligns with my degree program in Clinical Psychology.

## Form to Help You Explain:

- 80% of responsibilities of employment must be related to your program of study

- Refer to [Academic Catalog](#) and look for Program of Study from the navigation on the left.

**SEVP PORTAL**

**Creating SEVP Portal Account**
1. SEVP Portal sends email to you
   - Email from Do-Not-Reply_SEVP@ice.dhs.gov – add it to your email list
   - Email subject line:
     Optional Practical Training Approval – the next step. Create an SEVP Portal account
2. Create an SEVP Portal Account
   - Email contains a unique link to create an account
     - Only active for **14 days**
     - Account will lock after <u>three incorrect attempts</u> to enter a SEVIS ID
   - Students prompted to create a password

**What Can You View & Update:**

- U.S. home and mailing address.
- U.S. telephone number.
- Foreign telephone number.
- Employer name and address – Add and edit employer location, contact, supervisor info and employment dates
- Supervisor name and contact information.
- ***Explanation of Direct Relationship between OPT Employment and Field of Study***

**SEVIS Portal Access Ends**
- Portal Access ends 6 months after OPT End Date
- Two reminder emails will be sent by SEVIP – 5 months prior and the date ending access

## Sponsored for H-1B?

## Congrats!

If it is subject to the H-1B Cap, work with your employer and lawyer and complete a H-1B Electronic Registration with USCIS by

- Initial registration period opens for a minimum of 14 calendar days each fiscal year
- H-1B selection process will then be run on properly submitted electronic registrations
- Only those with selected registrations will be eligible to file H-1B cap-subject petitions

# Questions?