

OPT Application Checklist – Online Filing I 765

Step 1 Meet with academic advisor to complete application for graduation on banner.Step 2 Make sure address, phone and personal email information are correct on banner.Step 3 Gather all documents needed for I 765 application.

- Scan of 1 color U.S. passport-style photograph. Photos must be taken within the last 30 days, measure 2 inches by 2 inches, and have a plain white or off-white background.
- Scan of your passport identity page (and any renewal pages)
- Scan I-94 printout (https://i94.cbp.dhs.gov/)
- Scan of any previously issued I-20s if they show work authorization OR a different SEVIS ID (1st and 2nd page; do not copy instruction page).
- Scan of the front and back of any previous EAD cards (i.e. previously done OPT)

Step 4 Make an appointment with **International Student and Scholar Services Office** to complete the application. This appointment will last roughly 30 minutes. You will be given the I-20 needed to complete your application at this appointment. **DO NOT submit your application without meeting with our office.**

Step 5 Create an account at <u>https://myaccount.uscis.gov</u> **DO NOT SUBMIT your application until you meet** with the International Student and Scholar Services Office

Step 6 Print and physically sign the I-20 sent to you showing your OPT recommendation. Upload a scan.

Step 7 Review your application, ensure all required materials are uploaded, and submit within 30 days of receiving your new I-20.

After Applying for OPT

You will receive notices from USCIS when there is movement on your case, including notification of when your EAD card is mailed.

Notify the International Student and Scholar Services immediately if your card is not received within 3 days of its expected arrival, according to the USPS Informed Delivery notice.

If you receive a Request For Evidence (RFE), speak with us before responding.

Approval

Email a copy of your EAD card and I-797 approval notice to our office. You may only begin work once you have received the card and the dates on the card have been reached.

Maintain health insurance throughout process/OPT period!

Report Employment

You must report any changes to your contact or employment information (including breaks in employment) within 10 days. To report changes, on the SEVP OPT Portal. You will be emailed login information AFTER your OPT has been approved and the start date has been reached.



User Guide at https://studyinthestates.dhs.gov/create-an-sevp-portal-account.

Unemployment

Your OPT will end if you accrue a total of 90 days of unemployment (counted from the start of your OPT period) or if you transfer your SEVIS record to another school.

Travel on OPT

Please review the Travel Guidelines document BEFORE making travel plans.

Denial of OPT

IF YOUR APPLICATION IS REJECTED OR DENIED FOR ANY REASON, CONTACT Our OFFICE IMMEDIATELY. DO NOT RE-APPLY ON YOUR OWN.

Online Filing https://myaccount.uscis.gov/

Remember, you first need to create an account at https://myaccount.uscis.gov. You may find it useful to review the help materials at https://www.uscis.gov/file-online before getting started.

Screenshots to Guide You Through the OPT Online Application Create your account at <u>https://myaccount.uscis.gov</u>.

Official website of the Department of	f Homeland Security		
	U.S. Citizenship and Immigration Services		
	Sign In		
	Email *		
	Password *		
	Forgot your Password?	Show Password	
	Sign In		
	One account for all of your USCIS ne Create an account.	eds.	

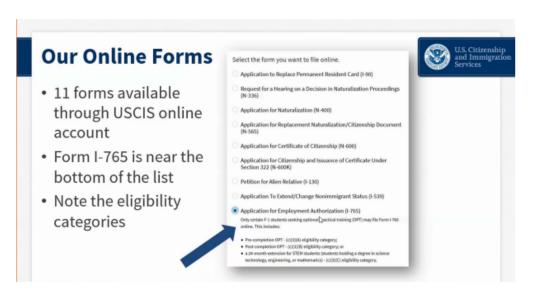
******It is your responsibility as the applicant to ensure that all information on the application is correct and valid.

General Information: Make sure to select that you are applying for (c)(3)(B) - Post-Completion OPT when starting your application.



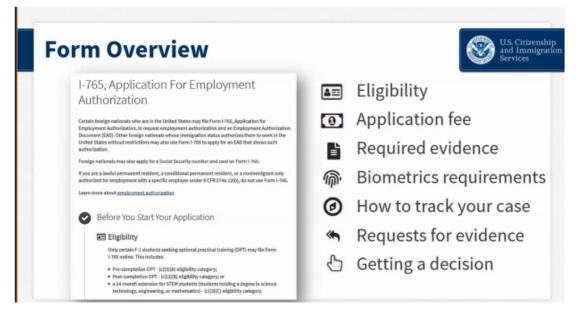


Once you have logged in, click on "File a form online" to begin your application process.



Select "Application for Employment Authorization (I-765)" from the drop down list.





Review the information on this page carefully. It will tell you everything you need to file online. Make sure you have all the items on the list of required evidence prepared before starting your application. Answer the form questions in order – do not skip ahead. The form has conditional logic that will display the next set of questions according to your answers. Go in order so that you only see the questions you need to complete. The form will autosave your answers in each section.

Viewing Janna Evans ((G.	· •
Filling Out the Form—Gett	ting Started Started
Who Can Submit Form I-765 Online?	What is your eligibility category?
Initial release of online I-765 is limited to students in these categories:	D
• (c)(3)(A) Student Pre-Completion OPT	4
• (c)(3)(B) Student Post-Completion OP	c(3)(B) Student Post-Completion OPT c(3)(C) STEM Extension
• (c)(3)(C) STEM Extension	All other categories <i>must submit</i> <i>a paper</i> form I-765
	a paper torrit 100
	15

You will be applying for (c)(3)(B) Student Post-Completion OPT. Make sure that you select this category.



 Filling Out the Form What is your reason for applying? Initial pergission 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 	 Getting Started Why are you applying? Did you submit Form I-765 previously?
 Renewal of permission to accept employment Have you previously filed Form I-765? Yes No 	

You must select **"Initial permission to accept employment."** If you have ever filed form I-765 before (even if it was denied), you must say Yes.

Remember: you can only apply for OPT if you have not already done OPT at this or a higher educational level. **If you have already done OPT at the same level (i.e. certificate or associates), or have done OPT previously at a higher level, do not apply. You are not eligible and will not be refunded.** If you did not disclose this to our office and have already received your OPT I-20, please contact us immediately to cancel your recommendation and discuss your next steps.

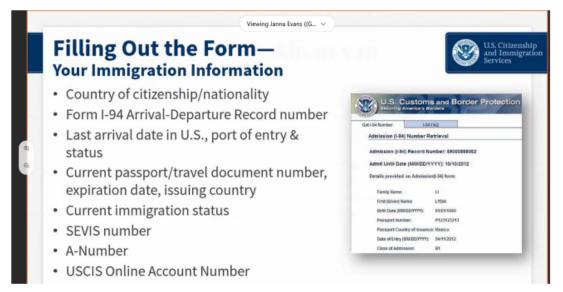
Part 1: Select 1.a. "Initial permission to accept employment"

You must select "Initial permission to accept employment." If you have ever filed form I-765 before (even if it was denied), you must say Yes. Remember: you can only apply for OPT if you have not already done OPT at this or a higher educational level. If you have already done OPT at the same level (i.e. certificate or associates), or have done OPT previously at a higher level, do not apply. You are not eligible and will not be refunded. If you did not disclose this to our office and have already received your OPT I-20, please contact us immediately to cancel your recommendation and discuss your next steps.

Part 2: Name: Please write your name exactly as it appears on your I-20. If your name will not fit, fill it in as much as possible and then upload a page as "other evidence" spelling your name correctly. If you used previous names, including nicknames in official records or documentation, complete these sections on the application as needed. Do not list nicknames that you did not use on official records.

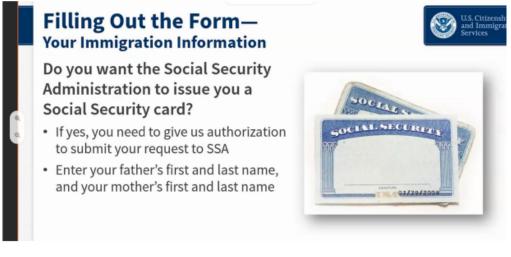
Address: Your US Mailing Address is where the receipt notice and EAD card will be mailed. This address must be valid for at least 3 months and may be a P.O. Box address. If you are using a friend or family's address, indicate the person's name in the In Care of Name line. This person must be listed with the US Postal Service as living at that address. If you listed a mailing address that is NOT your current physical living address, then you must indicate this, and provide your current physical address in the appropriate section.





The next sections in the application will ask information about you. You will need your <u>1-94</u>, passport, and I-20 to complete the immigration information section. You will generally not have A-Number or USCIS account number. It is ok to leave these blank.

Social Security Number. If you already have an SSN indicate this and provide the number. If you do not already have an SSN, indicate this, then select "yes" to both follow up questions to give USCIS the ability to share your information with the Social Security Administration and create your card. You will need to provide your mother and father's names as well. Information About Latest Arrival. Complete this section using information from your I-94, passport, and I-20. Note that your SEVIS number is found at the top of your current I-20.

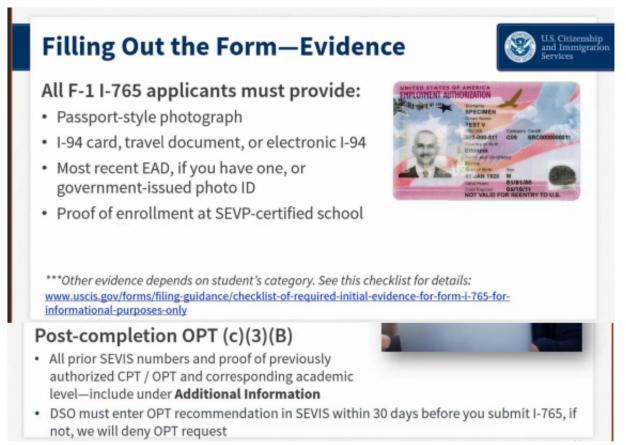


If you do not have a social security number (SSN) already issued, you can apply for it at the same time as you apply for your EAD card!

Note: do not say yes if you were already issued an SSN and have simply misplaced your card. Contact your local Social Security Office to apply for a replacement document (noncitizens must apply for replacement cards in person).



Note: do not say yes if you were already issued an SSN and have simply misplaced your card. Contact your local Social Security Office to apply for a replacement document (noncitizens must apply for replacement cards in person).



For the government-issued photo ID, upload your passport picture page. You will see it listed that your "DSO must enter OPT recommendation in SEVIS within 30 days before you submit I-765" – this will be done at your OPT appointment. Do not submit your application until then. You will be preparing a draft of your I-765 for review at this time.

You will be given an I-20 showing your OPT recommendation after your appointment. **Your I-20 must be printed and physically signed (in ink) before uploading.** Do not electronically sign or insert a digital signature on an I-20. This must be uploaded or your application will be denied.

Review the formatting requirements required for your uploads (see next page). It is your responsibility to format your documents properly for USCIS, according to their instructions.

Review the formatting requirements required for your uploads

Documents must be in PDF, JPG/JPEG, or TIF/TIFF formats only. Photos taken with a camera must be formatted as a JPG/JPEG or PNG only. When naming your documents, use English only. Characters in other language will cause your file to be rejected. The only characters accepted in your titles are periods [.], hyphens [-], underscores [_] or parentheses [()]. Do not use any special characters. Examples of proper formatting are: FamilyName_FirstName_OPTI20.pdf FamilyName_FirstName_Passport.jpg It is highly recommended that you do not take pictures. We recommend scanning your documents from a scanner/copier machine and uploading "clean" clearly-legible PDFs, free of shadows, and with nothing in the "background" – no fingers, tabletops, other paperwork, etc.



PAYMENT

OPT Online Application Before moving to payment, the application will check for errors and notify you if you may need to edit your response. Errors will NOT be checking your answers for accuracy – you must make sure that the data you provided in your application is correct. An "error" simply means you may have missed something on the application or formatted something incorrectly. If an error is highlighted in red, it must be corrected before you can submit your application. A "yellow" error calls your attention to something that may need correction. Review it to make sure your information is correct. If it is, you can submit without changing your response.

You may pay by bank transfer (ACH) or via a debit/credit card issued by a US bank. The US billing address provided must match the details on your bank/credit card account.



STOP: DO NOT move to the next step of payment and submission of your application until after you have had your OPT appointment, received your OPT I-20, and uploaded this evidence to your application.

A confirmation will be displayed on the screen, and you will immediately get a receipt notice with your case number. Click on "Go to my cases," then click on "Documents," to download and keep a copy of your receipt

Additional Information – MUST be completed if you had been issued a different SEVIS ID previously AND/OR completed practical training (CPT/OPT). It is recommended that the cover letter on page 3 be attached. • Page, Part & Item Number. o If you are asked to reference a page number, write "3" in the space provided. o If you are asked to reference a page number, write "3" in the space provided. o If you are asked to reference a page number, write "3" in the space provided. o If you are asked to reference an item number, write "26" in the space provided. • Explanation of previous work. List all SEVIS ID numbers, level (i.e. associates or bachelors), and whether CPT or OPT was done. If CPT or OPT was done, explain the opportunity. Example 1: Student studied for bachelor's degree but did not do practical training. Returned to US later to study at Buffalo State and has done CPT. Answer would look something like: "Previous SEVIS ID N000XXXXXX, bachelor's degree, no CPT or OPT. Current SEVIS ID N00XXXXXX, associate degree, CPT from 5-1-18 to 8-30-18, at (Company Name) for internship requirement, 40 hr/wk."

Example 2: Student studied at Buffalo State and has done CPT practical training. Answer would look something like: "SEVIS ID N000XXXXX, bachelor's degree, CPT internship requirement, 5-1-18-8-30-18, Company Name, 20 hrs/wk."

Final Reminder: DO NOT submit your application without meeting with our office.