



CATAWBA
COLLEGE

APPLYING FOR OPTIONAL PRACTICAL TRAINING (OPT)

A STEP-BY-STEP GUIDE TO THE APPLICATION PROCESS | 17 FEB 2025 VERSION

YOUR DESIGNATED SCHOOL OFFICIALS (DSOS)

YOUR DSOS ACT AS LIASONS BETWEEN INTERNATIONAL STUDENTS AND THE US GOVERNMENT,
HELPING STUDENTS WITH QUESTIONS AND ISSUING NECESSARY IMMIGRATION FORMS.



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WELCOME

EXPECTATIONS AND
OUTCOMES

This is a general guide to help you complete your OPT application, including Form I-765. It is your responsibility to ensure that your application is completed correctly, fully, and submitted in a timely manner.

Following this guide does **not** guarantee approval of your OPT by USCIS and should not be construed as legal advice.

Instructions for the Form I-765 can be found here:

<https://www.uscis.gov/i-765>

WHERE IS THIS INFORMATION COMING FROM?

ALL OF THE INFORMATION IN THIS GUIDE CAN BE FOUND
IN STUDY IN THE STATES'S SEVIS HELP HUB:

[HTTPS://STUDYINTHESTATES.DHS.GOV/SEVIS-HELP-HUB/
STUDENT-RECORDS/FM-STUDENT-EMPLOYMENT/F-1-
OPTIONAL-PRACTICAL-TRAINING-OPT](https://studyinthestates.dhs.gov/sevis-help-hub/student-records/fm-student-employment/f-1-optional-practical-training-opt)



YOU ARE ELIGIBLE FOR OPT IF:

*

The student has been a full-time student for one academic year in an SEVP-certified college, university, conservatory, or seminary.

*

The student's proposed employment relates to the student's major area of study. For more information, click on the following link: [SEVP Policy Guidance: Practical Training – Determining a Direct Relationship between Employment and a Student's Major Area of Study.](#)

*

The student is not studying English as a Second Language

*

The student has not used all optional practical training available at the current level of study.

*

The student has not been authorized for 12 months or more of full-time Curricular Practical Training (CPT).

3 TYPES OF OPT

WHICH DO I CHOOSE?

PRE-COMPLETION

Any portion of OPT used before the student's Program End Date. It may be part-time or full-time.

POST-COMPLETION

Any portion of OPT used after the student's Program End Date. It must be at least 20 hours per week or full-time.

24 MONTH (STEM) OPT EXTENSION

For students who majored in designated Science, Technology, Engineering, and Math (STEM) degrees approved by DHS. This type of OPT is a 24-month extension of OPT.

THE OPT PROCESS AT A GLANCE

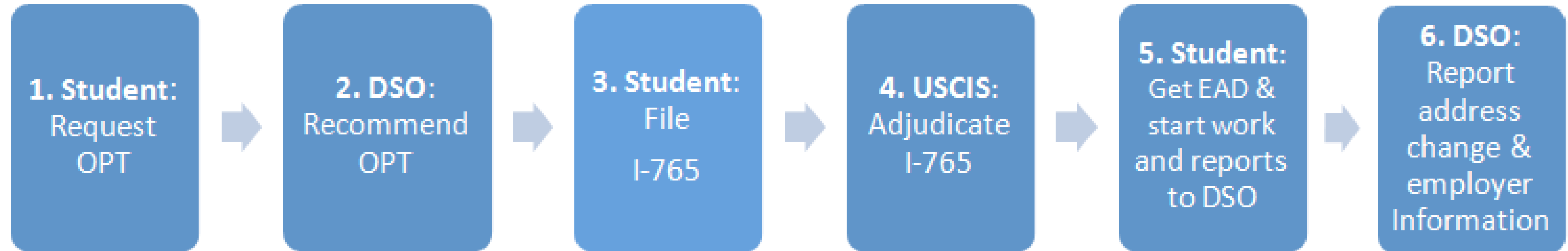


image source:

<https://studyinthestates.dhs.gov/sevis-help-hub/student-records/fm-student-employment/f-1-optional-practical-training-opt>

IMPORTANT!

**FAILURE TO FOLLOW THESE INSTRUCTIONS WILL RESULT
IN YOUR APPLICATION BEING REJECTED BY USCIS**

You should NOT file the Form I-765, "Application for Employment Authorization," until your DSO has recommended OPT in your SEVIS records, and they have the updated Form I-20 with the OPT recommendation.

You must file within the 30-day period after your DSO submits their OPT recommendation.

If a student submits the Form I-765 on paper or electronically before receiving a recommendation or after the 30-day post-DSO recommendation period: USCIS will deny the application, the student will lose the application fee, and the student will have to reapply for OPT and pay the fee again. Making these mistakes can dramatically delay the final USCIS authorized OPT start date.

TAKING IT STEP-BY-STEP

STEP ONE

Student follows school processes to submit an OPT request to the DSO.

STEP TWO

DSO confirms eligibility, enters the request in SEVIS and issues the Form I-20. DSO signs the Form I-20 and gives to the student. Status of the OPT request in SEVIS immediately changes to Requested.

STEP THREE

Student signs the Form I-20 and completes an Application for Employment Authorization (Form I-765). The Form I-765, fee, and supporting documentation must be filed with USCIS within 30 days of the DSO's recommendation.

Note: The Form I-765 and submission instructions are available on the USCIS website:

<http://www.uscis.gov/i-765>

TAKING IT STEP-BY-STEP

STEP FOUR

Upon receipt of the Form I-765, USCIS issues a Receipt Notice (Form I-797) that contains the receipt number assigned to the case. Through an interface with USCIS, the status of the OPT request in SEVIS changes to Pending. If USCIS needs more information, the student will receive a Request For Evidence (RFE), which states what information is needed and the deadline for submitting it. The student must respond by the deadline.

STEP FIVE

USCIS then makes a decision on the application:

If the application is approved, USCIS issues an EAD and the OPT Request status in SEVIS changes to Approved.

If the Form I-765 is denied, the OPT Request status in SEVIS changes to Denied.

STEP SIX

Student receives the EAD and can begin work once the authorized date arrives. When the student is hired, the student reports the employer information to the DSO. DSO must update SEVIS within 21 days with the employment information and any name or address changes.

Note: While on OPT, the student must report to the DSO within 10 days any changes in the student's name or address, and employment information.

KEY DATES

1 Year after Full-Time Studies Begin	90 Days before Program End Date	Program End Date	60 days after Program End Date	14 Months after Program End date
<ul style="list-style-type: none">• First date that F-1 OPT can be requested• Exception: OPT can be requested earlier, if student will complete one academic year before OPT employment begins.	<ul style="list-style-type: none">• Earliest date that Form I-765 may arrive at USCIS for post-completion OPT	<ul style="list-style-type: none">• Pre-Completion OPT must end no later than this date	<ul style="list-style-type: none">• Last date to request post-completion OPT in SEVIS• Filing deadline for USCIS to receive Form I-765• Latest possible requested start date for post-completion OPT	<ul style="list-style-type: none">• Last possible end date for post-completion OPT

image source:

<https://studyinthestates.dhs.gov/sevis-help-hub/student-records/fm-student-employment/f-1-optional-practical-training-opt>

SUBMITTING FORM I-765

APPLICATION FOR EMPLOYMENT
AUTHORIZATION

While this is a form that you are solely responsible for filling out and submitting, there are a number of different resources available to help you through this process that we have pulled from for this guide. In particular, we have pulled from [Harvard's Student-Facing Guide for Applying for OPT.](#)

Unless otherwise noted, all included screenshots are taken from this guide.

DSO SUBMITS OPT RECOMMENDATION

WHAT DOES THIS PROCESS LOOK LIKE?
WHAT SHOULD I EXPECT?

After confirming the student's eligibility, the DSO will enter the OPT recommendation request in SEVIS. This will generate a new Form I-20 which the DSO will sign and give to the student. In the SEVIS system the OPT request will immediately change to "REQUESTED."

Reprint I-20
Print Draft I-20

Student Information

F-1 STUDENT
Trotter, Alice

SEVP School for Advanced SEVIS Studies -
SEVP School for Advanced SEVIS Studies
Start Date: **May 4, 2015** End Date: **May 4, 2019**

Status: **ACTIVE**
Status Change Date: **May 13, 2016**
SEVIS ID: **N0004684777**

I-901 Fee Paid I-20 ISSUE REASON: CONTINUED ATTENDANCE

View:
Event History
Request/Authorization Details
Employment Information
Actions:
Authorize To Drop Below Full Course
Change Education Level
Corrections
Complete Program
Disciplinary Action
Extend Program
Shorten Program
Terminate Student
Transfer Out
Employment/Training:
CPT Employment Authorization
Off-Campus Employment
OPT Request

Personal / Contact **Edit**

Gender: **FEMALE**
Date of Birth: **January 1, 1991** Age: **25**
Country of Birth: **FRANCE**
Country of Citizenship: **FRANCE**
Telephone: **Student does not have a telephone number.**
Email Address: **atr@gmail.com**

U.S. Address: **1111 ARMY NAVY DR, ARLINGTON, VA 22202 - 2053**
Address Status:
Foreign Address: **1 Main Street ANGOLA**

Overall Remarks
Student will be working with a tutor to improve her familiarity with American Teaching Methods.

Program **Edit**

Education Level: **MASTER'S**
Major 1 and Name: **50.0701 - Art/Art Studies, General**
Major 2 and Name: **01.0102 - Agribusiness/Agricultural Business Operations**
Minor and Name: **50.0102 - Digital Arts**
Program Start Date: **May 4, 2015**
Program End Date: **May 4, 2019**

Registration **Registration**

Initial Session Start Date: **May 4, 2015**
Current Session End Date: **December 18, 2017**
Next Session Start Date: **January 15, 2018**
Length of Next Break/Vacation: **27**
Last Session: **No**
Study/Research Abroad: **No**
Thesis/Dissertation: **No**

English Proficiency
School Requires English Proficiency for This Program: **Yes**
English Proficiency:

I-901 SEVIS Fee Payment
Transaction Type:

DSO SUBMITS OPT RECOMMENDATION

WHAT DOES THIS PROCESS LOOK LIKE?
WHAT SHOULD I EXPECT?

This is the information that the DSO will be providing as part of the OPT recommendation request. Two important things to consider are: 1) when do you want your OPT to start and 2) how do the jobs you are applying for fit with your academic training and the degree you will receive?

Add OPT Employment

SEVP School for Advanced SEVIS Studies

Alice Trottier

Required fields are marked with an asterisk (*).

F-1 Student

Trottier, Alice

SEVP School for Advanced SEVIS Studies - SEVP
School for Advanced SEVIS Studies

Start Date: 05/04/2015 End Date: 05/04/2019

Status: **ACTIVE**

SEVIS ID: N0004684777



Employment Information

The student has met or will meet the one full academic year requirement by the employment start date.*

OPT Type *

- Pre Completion
 Post Completion

Full Time / Part Time *

- Full Time: more than 20 hours/week
 Part Time: 20 or less hours/week

Start Date *

MM / DD /
YYYY

End Date *

MM / DD /
YYYY

Student Remarks

Max 1000 characters (905 remaining)

Employment Remarks

Max 250 characters (250 remaining)

Save

Cancel

I-765

BRIEF INTRODUCTION

Correctly filling out and submitting your I-765: Application for Employment Authorization is a crucial step to receiving your work permit (EAD) for OPT. The USCIS provides clear guidelines for who can apply and the application process, which can be found here: <https://www.uscis.gov/sites/default/files/document/forms/i-765instr.pdf>

You can submit your form online or through the mail. **We strongly recommend submitting your form online**, as this is the most reliable and quickest way to submit.

Go to USCIS: [https://
www.uscis.gov/i-765](https://www.uscis.gov/i-765)

USCIS recommends
using the latest version
of Google Chrome,
Firefox, Edge, Firefox, or
Internet Explorer 11

Click "File Online"

The screenshot shows the USCIS website page for Form I-765, Application for Employment Authorization. The page features a navigation menu on the left with options like 'Forms', 'All Forms', 'Explore My Options', 'Filing Guidance', 'Filing Fees', 'Forms Updates', and 'Department of State (DS) Forms and Other Non-USCIS Forms'. The main content area displays the title 'I-765, Application for Employment Authorization' and a breadcrumb trail: 'Home > Forms > All Forms > Application for Employment Authorization'. Below the title, there are five alert boxes providing important information for applicants, such as updates on EAD extensions, filing locations, processing times, and requirements for Afghan parolees. At the bottom of the page, a blue button labeled 'File Online' is highlighted with a red box.

U.S. Citizenship and Immigration Services

Search our Site

Sign In

Topics Forms Newsroom Citizenship Green Card Laws Tools

Home > Forms > All Forms > Application for Employment Authorization

Forms

All Forms

Explore My Options

Filing Guidance

Filing Fees

Forms Updates

Department of State (DS) Forms and Other Non-USCIS Forms

I-765, Application for Employment Authorization

ALERT: For certain applicants who electronically filed Form I-765, Application for Employment Authorization, based on a pending Form I-589, Application for Asylum and for Withholding of Removal, the receipt notice did not include language about the [540-day automatic Employment Authorization Document \(EAD\) extension](#). On or before the week of March 20, we will send these applicants an email or text notification instructing them to sign into their USCIS online account. Once signed in, they will find their corrected receipt notice. We will also send corrected paper receipt notices by mail. Please note that if you are eligible for the 540-day automatic EAD extension, any USCIS receipt notice for your Form I-765, together with your expired EAD, will serve as acceptable proof of employment authorization and EAD validity during the automatic extension period.

Alert: We recently updated the filing location for Special Immigrant Juveniles filing [Form I-360, Petition for Amerasian, Widow\(er\), or Special Immigrant](#), or [Form I-485, Application to Register Permanent Residence or Adjust Status](#).

[See more](#)

Alert: To improve efficiency and reduce Form I-765 processing times for Form I-485 applicants, USCIS may decouple Forms I-765 from Forms I-131 filed at the same time.

[See more](#)

Alert: As of April 1, 2022, we will no longer accept a single, combined fee payment for the filing of Form I-539, Application to Extend/Change Nonimmigrant Status; Form I-765, Application for Employment Authorization; or Form I-824, Application for Action on an Approved Application or Petition, together with a Form I-129, Petition for a Nonimmigrant Worker.

[See more](#)

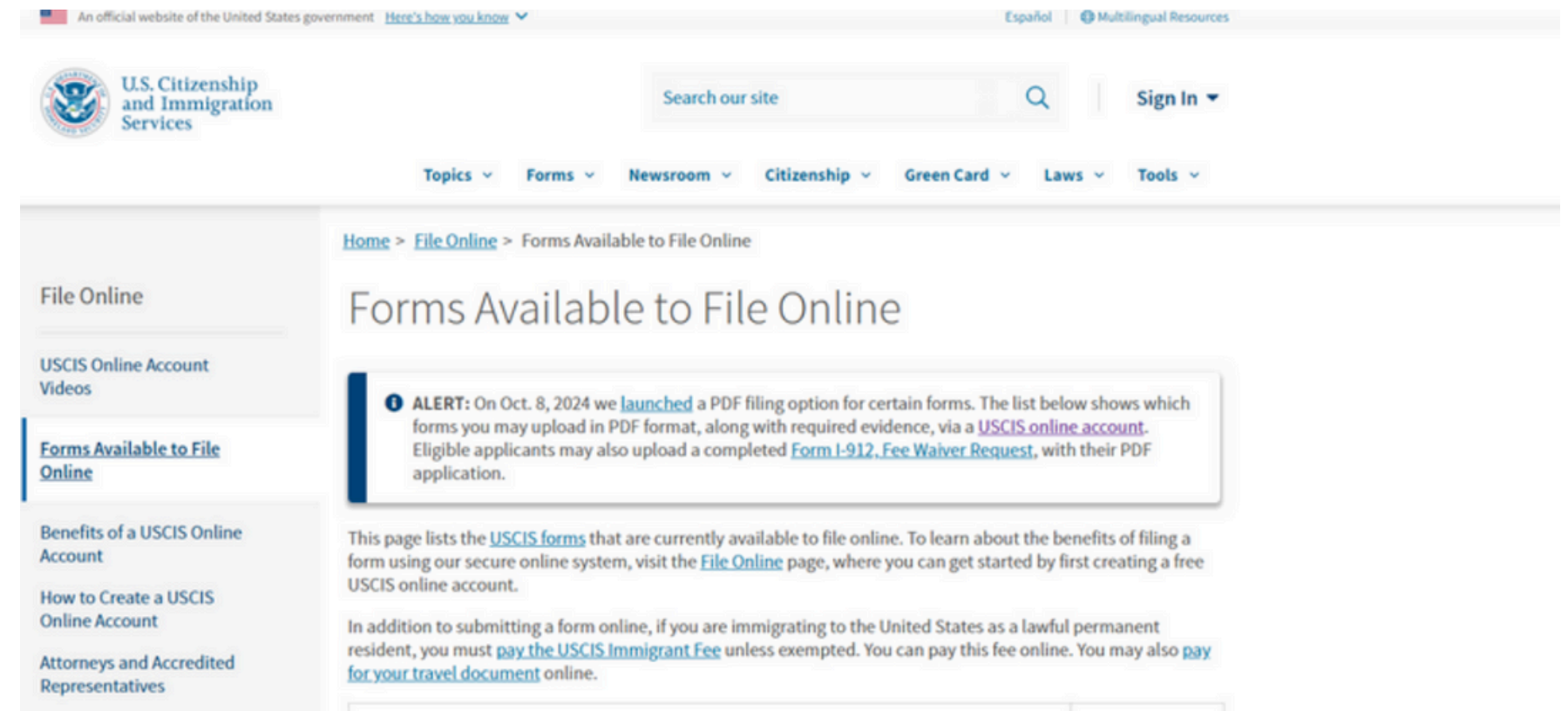
Alert Afghan Parolee: If you are an Afghan national paroled into the United States and you are applying for employment authorization, you will need a Social Security number (SSN) to work in the United States.

[See more](#)

Certain noncitizens who are in the United States may file Form I-765, Application for Employment Authorization, to request an [Employment Authorization Document \(EAD\)](#). Other noncitizens 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.

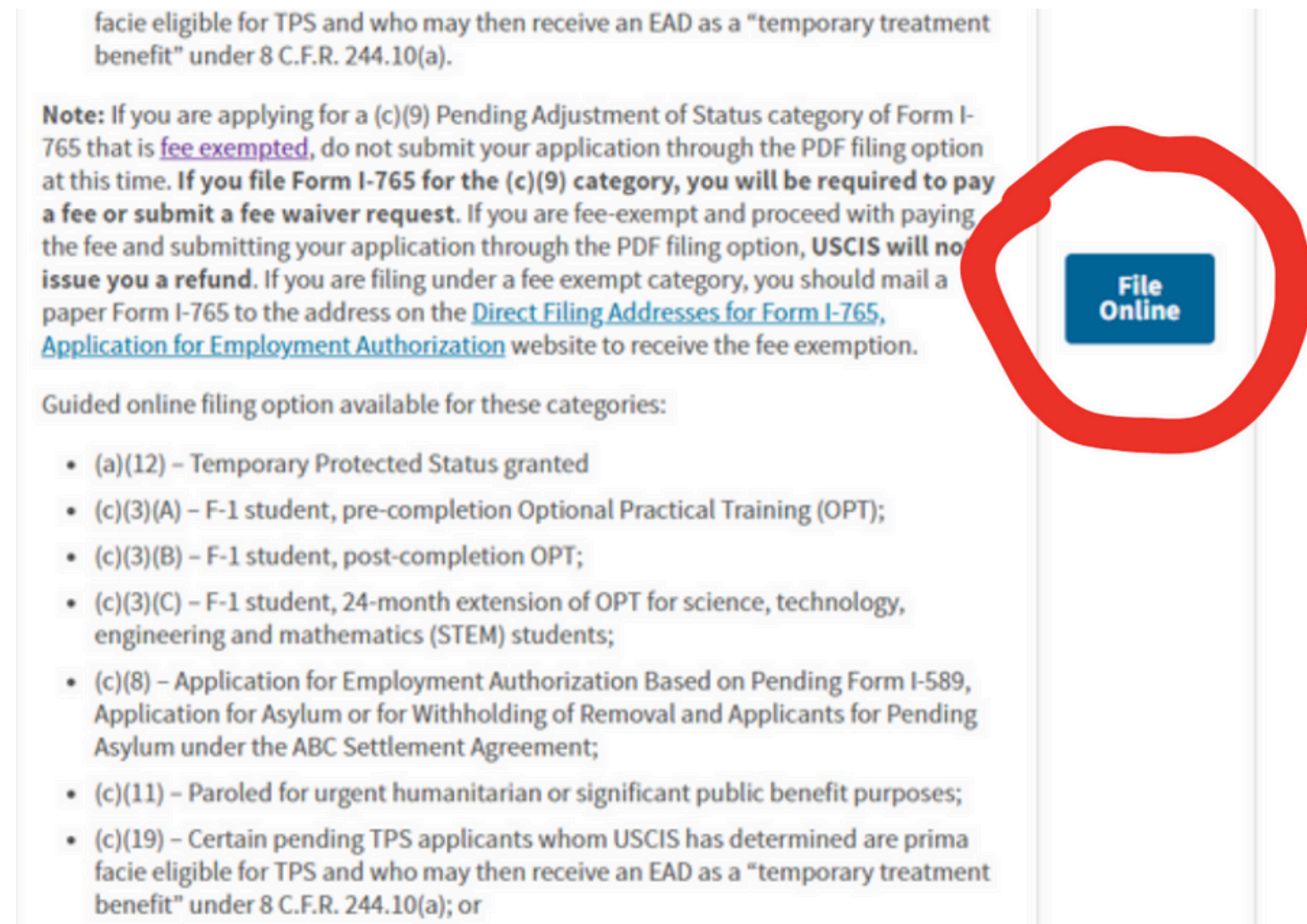
[File Online](#)

You will then be directed to the “Forms Available to File Online” page.



Scroll down to “I-765 | Application for Employment Authorization”.

Click “File Online”



CREATE A USCIS ACCOUNT



The USCIS system will ask for two-step verification for security purposes **upon every sign-in**. Security code messages may go into your spam/junk folder!



Keep your account information secure as you will need to return to your account to finish the application and to view updates once you have submitted your application. To avoid any future issues accessing your account, it is recommended to use a personal email address that you will have long-term access to.



NOTE: If you have created a USCIS Online Account before, please use the same account information to file your I-765 OPT application now



LOGGING IN

When you log into your USCIS Account, click "Go to myUSCIS"

Welcome to your USCIS Account

Please select what you want to do.

**Edit My
Account
Profile**

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

[Edit My Account](#)



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

[Go to myUSCIS](#)



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

[Go to FIRST](#)



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)

[Go to myE-Verify](#)

FILING

Next, click "File a Form Online"



U.S. Citizenship
and Immigration
Services

My Account ▾

Resources ▾

Sign Out

Welcome To Your USCIS Account

Select What You Want To Do



Add a case to your account

Enter your online access code (OAC) to add and manage a 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

E-FILE IS *ONLY* AVAILABLE FOR OPT & STEM OPT APPLICATIONS

DO NOT USE the e-File option for F-1 Work permission with International Organizations OR for F-1 Work Authorization for Economic Hardship. You must file these applications via standard mail. Contact your DSOs at international@catawba.edu for more information.

Select "I-765, Application for Employment Authorization" from the first drop down menu.

Next, select the type of OPT you are applying for in the second drop down:

- (c)(3)(B) Post-Completion OPT (after-graduation; select if graduation this term)
- (c)(3)(A) Pre-Completion OPT (for continuing students only; expected graduation date in future term)

Then, click "Start Form"

File a Form

Select the form you want to file online. For some forms you will have the option to either fill out your form online or upload a completed form. Once you start, we will automatically save your information for 30 days, or from the last time you worked on the form.

Fee waiver: Fee waivers can be requested online only when submitting certain benefit requests using the PDF filing option. If your desired benefit request is not eligible for PDF filing, you must file a paper version of both the Form I-912, Request for Fee Waiver and the form for the specific benefit you are requesting. You can review the fee waiver guidance at www.uscis.gov/feewaiver.

Select the form you want to file online.

I-765, Application for Employment Authorization

What is your eligibility category?

If your eligibility category is not listed in the drop down menu, you can submit a paper form by mail.

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

OR

What is your eligibility category?

If your eligibility category is not listed in the drop down menu, you can submit a paper form by mail.

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

Use this form to request employment authorization and an Employment Authorization Document

**MAKE SURE TO
CLEARLY REVIEW THE
INFORMATION ON THE
NEXT PAGES YOU ARE
SENT TO BEFORE
CLICKING "NEXT" AND
"START"**




GETTING STARTED

SELECT THE TYPE OF OPT YOU ARE APPLYING FOR (PRE-COMPLETION OR POST-COMPLETION)

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

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.

(a)(12) Temporary Protected Status Granted

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

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

(c)(3)(C) STEM Extension

(c)(8) Pending Asylum and Withholding of Removal Applicants and Applicants for Asylum under the ABC Settlement Agreement

PREMIUM PROCESSING SERVICE

Next, you will be asked if you would like to request Premium Processing Service. Premium Processing is an extra service available to F-1 students applying for Optional Practical Training or the STEM OPT Extension.

For an additional, substantial fee collected by US Citizenship and Immigration Services (USCIS), applications submitted with Premium Processing are guaranteed to be adjudicated by USCIS within 30 days.

You may add Premium Processing at the time of application or later once your application is pending. So you will have the opportunity to upgrade your pending application at a later time if you select 'no' on this page.

Would you like to request Premium Processing Service?

Premium Processing Service guarantees that USCIS will take one of several possible actions (issue an approval notice, a denial notice, a notice of intent to deny, or a request for evidence or open an investigation for fraud or misrepresentation) on your Form I-765 within 30 days.

If you request premium processing, you will be asked to complete the Form I-907 after you sign your Form I-765. You will then be able to pay for and submit both forms at the same time.

- Yes
- No

Back

Next

GETTING STARTED

Select “Initial Permission”:
This is considered your first time applying for Post-OPT, even if you applied for OPT at another time at Catawba or at another degree level.

Select either “Yes” or “No”:
the answer to this question may vary from one person to another, based on their own immigration history

A screenshot of a web form navigation menu. The menu is a vertical list of items with a light gray background. The first item is "Getting Started" in bold blue text, with a small blue upward-pointing arrow to its right. Below it are "Basis of eligibility", "Reason for applying" (in bold blue text), "Preparer and interpreter information", and "About You" (in bold blue text) with a small blue downward-pointing arrow to its right.

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?

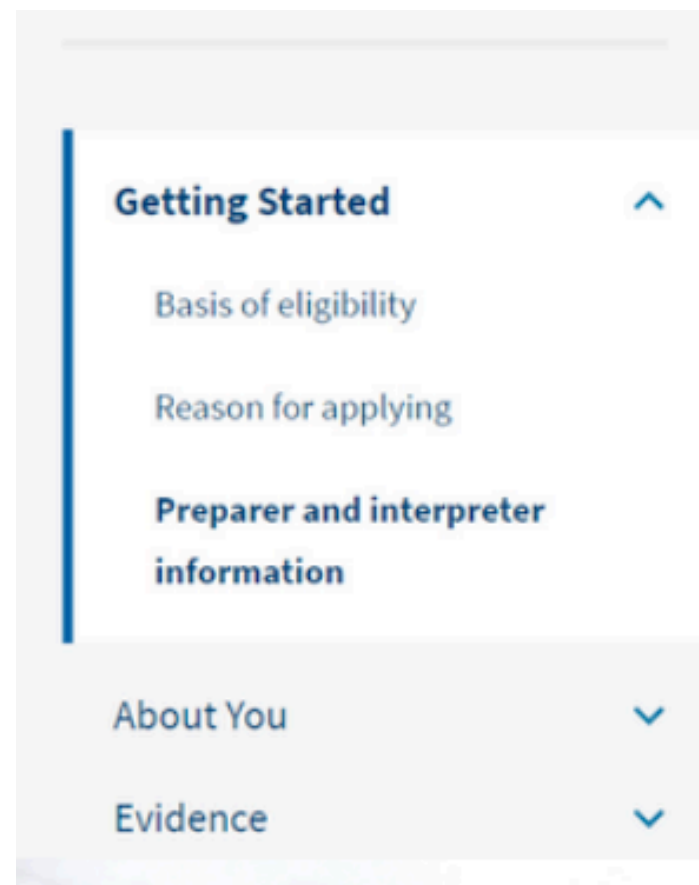
- Yes
- No

Have you previously filed Form I-765?

- Yes
- No

GETTING STARTED

As this is a personal application, and not being submitted by a preparer or interpreter, you should click “No” here.



A screenshot of a navigation menu. The menu is titled "Getting Started" and has an upward-pointing arrow. Below the title, there are three items: "Basis of eligibility", "Reason for applying", and "Preparer and interpreter information". Below these items, there are two more items: "About You" and "Evidence", both with downward-pointing arrows.

Is someone assisting you with completing this application?

- Yes
- No

Back

Next

ABOUT YOU: YOUR NAME

Enter your legal name per your biographical passport page and Form I-20.

If your name on your passport does not match your current I-20, please contact your DSOs at international@catawba.edu

If you have used any other names since birth, select “Yes” and include those names.

The screenshot shows a web form with a sidebar on the left and a main content area on the right. The sidebar has a menu with 'Getting Started' (collapsed) and 'About You' (expanded). Under 'About You', there are links for 'Your name', 'Your contact information', 'Describe yourself', 'When and where you were born', and 'Your immigration information'. The main content area is titled 'What is your current legal name?' and includes a descriptive paragraph: '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.' Below this are three input fields: 'Given name (first name)', 'Middle name', and 'Family name (last name)'. A second section asks 'Have you used any other names since birth?' with radio buttons for 'Yes' (selected) and 'No'. Below this is a text area for 'Provide the other names you have used.' and another set of input fields for 'Given name (first name)', 'Middle name', and 'Family name (last name)'. At the bottom of this section is a button labeled '+ Add another name'.

ABOUT YOU: YOUR CONTACT INFORMATION

Enter your personal U.S. telephone number and primary email address.

Enter a U.S. Mailing Address. Must be valid for at least 5 months after the date you submit your application.

How may we contact you?

Daytime telephone number

Mobile telephone number (if any)

This is the same as my daytime telephone number.

Email address

What is your current U.S. mailing address?

We will use your current mailing address to contact you throughout the application process. We may not be able to contact you if you do not provide a complete and valid address. Please provide a U.S. address only.

In care of name (if any)

Insert Friend or Family Member Name

Address line 1

1500 MASSACHUSETTS AVE

Street number and name

Address line 2

APT 1

Apartment, suite, unit, or floor

City or town

CAMBRIDGE

State

Massachu... ▾

ZIP code

02138

MAILING CONSIDERATIONS & RECOMMENDATIONS

EADs are considered government documents that cannot be forwarded by the U.S. Postal Service (USPS).

DO NOT USE campus or college mailing addresses, as they will become inactive after graduation.

Prior to completing your U.S. mailing address, verify your address with USPS:

<https://tools.usps.com/go/ZipLookupAction input>

Your U.S. Mailing Address – This is the address where you will receive your application receipt, approval notice, and OPT EAD.

Attempting to change the address midway through the OPT application process can cause delays and be extremely disruptive, resulting in lost, or returned OPT EADs.

Your U.S. Physical Address should be the address where you reside at time of application.

If you will move from your current residence in less than 5 months, you should use the U.S. address of a reliable friend or relative who can receive the card for you.

You may want to consider using a U.S. Post Office address (known as a P.O. Box) if that is how you would prefer to receive your mail.

You can learn more about renting a PO Box at usps.com or by [clicking here.](#)

ABOUT YOU: YOUR CONTACT INFORMATION

Select the accurate answer for you.

Select "No" if your physical/residential address is different than the mailing address you listed in the prior section.

Enter your residential address at time of application, if applicable (does not need to be valid for 5 months after submission date)

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

Yes

No

Where in the United States do you live?

Address line 1

Street number and name

Address line 2

Apartment, suite, unit, or floor

City or town

State

ZIP code

ABOUT YOU

DESCRIBE YOURSELF &
WHEN AND WHERE WERE
YOU BORN SECTIONS

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

**DESCRIBE
YOURSELF**

Select your gender and marital status.

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

**WHEN &
WHERE WERE
YOU BORN**

Enter your information.

PREPARING FOR THE NEXT SECTION: IMMIGRATION INFORMATION

THE NEXT SECTION OF THE “ABOUT YOU” PORTION OF I-765 REQUIRES HAVING ADDITIONAL INFORMATION HANDY. PAY CLOSE ATTENTION TO THE REQUIREMENTS. A CHECKLIST OF REQUIRED INFORMATION FOR COMPLETION OF THE FORM CAN BE FOUND HERE:

[HTTPS://WWW.USCIS.GOV/FORMS/FILING-GUIDANCE/CHECKLIST-OF-REQUIRED-INITIAL-EVIDENCE-FOR-FORM-I-765-FOR-INFORMATIONAL-PURPOSES-ONLY](https://www.uscis.gov/forms/filing-guidance/checklist-of-required-initial-evidence-for-form-i-765-for-informational-purposes-only)

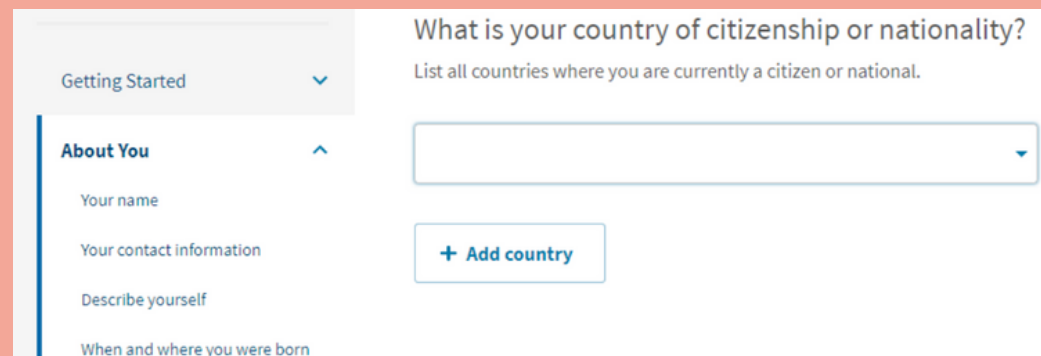


ABOUT YOU: YOUR IMMIGRATION INFORMATION

1.

Enter the information per your passport and Form I-20.

Click "Add country" if you have a second country of citizenship.



The screenshot shows a web form with a sidebar on the left containing navigation links: "Getting Started", "About You", "Your name", "Your contact information", "Describe yourself", and "When and where you were born". The "About You" section is expanded. The main content area is titled "What is your country of citizenship or nationality?" and includes the instruction "List all countries where you are currently a citizen or national." Below this is a dropdown menu and a "+ Add country" button.

2.

Go to <https://i94.cbp.dhs.gov/> to access and download your I-94 Arrival Record.

Enter the eleven (11) digit number from your most recent I-94 record. Please verify that the Date of Entry reflects your most recent entry to the U.S.

If it is NOT correct, STOP and please contact your DSOs at international@catawba.edu

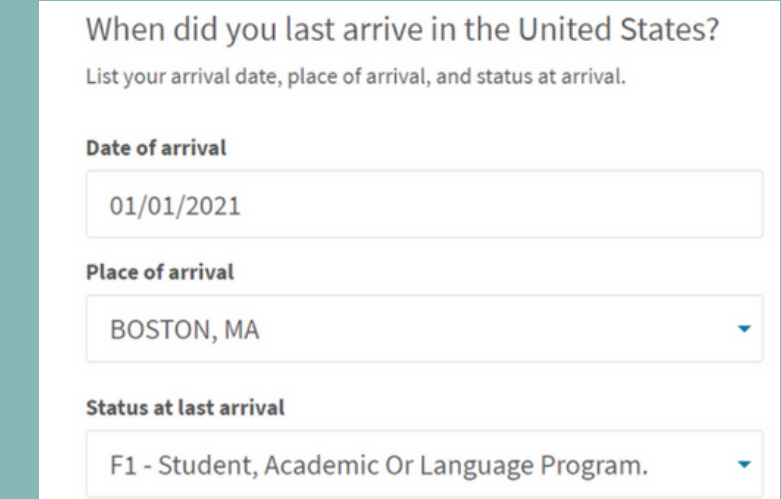
What is your Form I-94 Arrival-Departure Record Number (if any)?

123456789AA

3.

Enter the date of your most recent arrival per your I-94 record. Select place of arrival from drop-down menu. Select Status from Last Arrival.

Unless you had a change of status, you should select F-1 Student, Academic, or Language Program



The screenshot shows a web form section titled "When did you last arrive in the United States?" with the instruction "List your arrival date, place of arrival, and status at arrival." It contains three input fields: "Date of arrival" with the value "01/01/2021", "Place of arrival" with a dropdown menu showing "BOSTON, MA", and "Status at last arrival" with a dropdown menu showing "F1 - Student, Academic Or Language Program."

ABOUT YOU: YOUR IMMIGRATION INFORMATION

Enter your passport number.

Leave "What is your travel document number (if any)?" blank. This is for travel documents other than a passport.

Enter the expiration date of your passport, and the country which issued your passport (country of citizenship).

Select F-1 Student, Academic, or Language Program for current immigration status

Enter SEVIS Number from top left-hand corner of your current Form I-20

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?

What country issued your passport or travel document?

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- 00100224512

ABOUT YOU: OTHER INFO

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-

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.

A-NUMBER

It is not common for an international student to have an Alien Registration Number (A-Number) unless they are an immigrant to the United States that has applied to live here permanently. Unless this is the case, you will check "I do not have or know my A-Number".

USCIS ONLINE ACCOUNT NUMBER

If this is the first time you are applying for OPT, you will not have created a USCIS account before. You will check "I do not have or know my USCIS Online Account Number".

ABOUT YOU: OTHER INFO

If you have ever been issued an SSN (Social Security Number), select "Yes" and enter your SSN number.

If you have your SSN card, select "No" to the question "Do You want the SSA to issue you a Social Security card?"

If you do NOT have an SSN, we do recommend that you use the I-765 (this form) to apply for your SSN.

Select the following options below:

"Yes" to apply

"Yes" to disclosure

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

Yes

No

What is your Social Security number (if known)?

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

Yes

No

 You must agree to the Consent for Disclosure

If you answer "Yes", you must also answer "Yes" to the Consent for Disclosure.

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)

EVIDENCE

2X2 PHOTO OF YOU

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 photo.

File requirements

- Clear and readable
- Accepted file formats: JPG, JPEG, or PNG
- No encrypted or password-protected files
- If your documents are in a foreign language, upload a full English translation and the translator's certification with each original document.
- Upload no more than five documents at a time
- Accepted file name characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 6MB per file

- Upload recently taken passport sized photo.
- **DO NOT USE** photo from recent passport renewal, U.S. visa application, or prior OPT/EAD application.
- Upload a digital version of a passport style photo (ex: CVS Photo Center)
- Use U.S. Department of State photo composition tool: <https://tsg.phototool.state.gov/photo>
- Note: After you submit your application, the photo document may be labeled as an 'unvalidated photo' in your documents section. **Do not be alarmed**, this is to be expected and does not require a new or additional upload. Ensure the photo document that you've uploaded meets the requirements listed

Form I-94, Arrival And Departure Record Or Passport

Upload a copy of one of the following:

- Your Form I-94, Arrival-Departure Record (front and back);
- A printout of your electronic Form I-94 ; or
- Your passport or other travel document.

If you were admitted to the United States by CBP at an airport or seaport after April 30, 2013, CBP may have issued you an electronic Form I-94 instead of a paper Form I-94. You may visit the [CBP website](#) to obtain a paper version of an electronic Form I-94. CBP does not charge a fee for this service. Some travelers admitted to the United States at a land border, airport, or seaport, after April 30, 2013, with a passport or travel document, who were issued a paper Form I-94 by CBP, may also be able to obtain a replacement Form I-94 from the CBP website without charge.

If your Form I-94 cannot be obtained from the CBP website, it may be obtained by filing [Form I-102, Application for Replacement/Initial Nonimmigrant Arrival-Departure Record](#), with USCIS. USCIS does charge a fee for this service.

If you do not have and cannot get a required document, you must demonstrate this and provide secondary evidence. If secondary evidence does not exist or is unavailable, you must demonstrate both the unavailability of the required document and the relevant secondary evidence and submit two or more sworn affidavits by people not named on this application who have direct knowledge of the event and circumstances.

[Learn more about Primary and Secondary evidences.](#)

File requirements

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

Evidence: Form I-94

Go to I-94 website to access and download your most recent entry record: <https://i94.cbp.dhs.gov/I94/#/home>

Evidence: Passport Biographical Page

All applicants must upload a clear picture of your government issued valid passport. Additionally, if you were previously issued an EAD, upload a clear picture of any previously issued EAD documents, if applicable.

Employment Authorization Document Or Government ID

Upload a copy of your last Employment Authorization document (EAD) (front and back). If you were not previously issued an EAD, you must upload a copy of a government-issued identity document (such as a passport) showing your picture, name, and date of birth; a birth certificate with photo ID; a visa issued by a foreign consulate; or a national ID document with photo and/or fingerprint. The identity document photocopy must clearly show your facial features and contain your biographical information.

File requirements

- Clear and readable
- Accepted file formats: JPG, JPEG, PDF, TIF or TIFF
- No encrypted or password-protected files
- If your documents are in a foreign language, upload a full English translation and the translator's certification with each original document.
- Upload no more than five documents at a time
- Accepted file name characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 12MB per file

EVIDENCE: PREVIOUSLY AUTHORIZED OPT OR CPT

Upload evidence of all previously authorized CPT or OPT periods, if applicable (i.e. I-20s showing CPT or OPT authorization, etc.).

If you have never been authorized for OPT or CPT, you will not need to upload any documents in this section. **Not uploading a document in this section will prompt a warning. It is okay to move forward with the form if this section does not apply to you.**

Previously Authorized CPT Or OPT

Upload evidence of any previously authorized CPT or OPT and the academic level at which it was authorized.

File requirements

- Clear and readable
- Accepted file formats: JPG, JPEG, PDF, TIF or TIFF
- No encrypted or password-protected files
- If your documents are in a foreign language, upload a full English translation and the translator's certification with each original document.
- Upload no more than five documents at a time
- Accepted file name characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 6MB per file



You should provide evidence

If you do not provide evidence, your application processing may be delayed.

EVIDENCE: FORM I-20

Upload a **SIGNED** copy of the most recently issued OPT I-20 from your DSO.

DO NOT FILE WITHOUT THE OPT I-20 FROM THE HIO. MAKE SURE YOU HAVE PRINTED AND SIGNED IN INK THE I-20 DOCUMENT ON THE CORRECT LINE ON PAGE 1 BEFORE UPLOADING!



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.
- Upload no more than five documents at a time
- Accepted file name characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 6MB per file

[Choose](#) or drop files here to upload

ADDITIONAL INFO: PREVIOUSLY ISSUED SEVIS ID NUMBERS

Click "Add Response."

Select option from drop-down menu.

TYPE Answer/Explanation - you will NOT be uploading any documents in this section.

For example: Some students may have been issued more than one SEVIS ID during their time in the U.S. Many students who took a leave of absence will have 2 or more SEVIS IDs.

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
About You

Page
Your immigration information

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

issued passport?
What is your travel document number (if any)?
What is the expiration date of your passport or travel document?
What country issued your passport or travel document?
What is your current immigration status or category?

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

About You

Page

Your immigration information

Question

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

Additional information

Previous SEVIS ID: .
SEVIS ID: NXXXXXXXXXXXX
Program Start Date - Program End Date
Degree level (Bachelor's, Master's, PhD, etc.)

You must provide a response.

0/500

Save response

Cancel

REVIEW & SUBMIT YOUR APPLICATION

You can review your application as many times as you like **before** submitting it.

Select "View draft snapshot" to download and review for accuracy. We recommend saving this I-765 PDF for your records.



SUBMITTING PAYMENT = FILING YOUR CASE WITH USCIS



SUBMIT PAYMENT

IMPORTANT: Once your payment has been successfully received, your application will be filed!! You cannot change or edit your I-765 application responses after payment has been submitted. The USCIS fee is non-refundable.

MAKING THE PAYMENT

Once you are ready, the system will direct you to Pay.gov, a US government payment site. You will be able to pay the application fee using a US credit / debit card or through an ACH transfer (direct withdrawal) from your US checking account. Make sure to double check that you have entered your debit/credit card number correctly.

RECEIPT

You will receive your USCIS receipt number shortly after paying and submitting your case. It will be located under the "Documents" tab of your submitted application.

TRACK CASE & STATUS UPDATES

KEEPING TRACK OF THE
PROCESS

WHERE TO CHECK FOR UPDATES

Log-in to your USCIS account for all case updates. You will also receive the official USCIS receipt notices via the USPS mail service.

WHAT IF I DON'T RECEIVE A PHYSICAL RECEIPT?

Contact your DSO if you do not receive your physical receipt notice within 60 days.

ONCE YOU RECEIVE APPROVAL

If your OPT request is approved, you will need to report any updates on your employment to your DSO. These include: changes in student's legal name, changes in student's address while on OPT, and changes in employment or interruption of employment.

While students are not required to have an employer when OPT is requested in SEVIS, students authorized for post-completion OPT are expected to be employed. **A student on post-completion OPT can be unemployed for a total of 90 days.**

OPT Employment

F-1 Student
Trottier, Alice

SEVP School for Advanced SEVIS Studies - SEVP
School for Advanced SEVIS Studies
Start Date: 05/04/2015 End Date: 05/04/2019

Status: **ACTIVE**
SEVIS ID: **N0004684777**

Prior to recommending Optional Practical Training (OPT), you must ensure that the training complies with the rules governing OPT. You must also ensure that the student is aware of his/her obligation to report changes in employment information (to include periods of unemployment) and changes in his/her address. The school must continue to maintain records on the student for the full period of OPT. The details of these rules can be found in the Code of Federal Regulations, Title 8, Sections 214.2(f)(10) to (f)(13) and 214.2(m)(14). The CFR has been amended and the sections relevant to OPT are available at www.ice.gov/sevis (the SEVP Website).

New OPT Request

PRE-COMPLETION - FULL
TIME

Status
REQUESTED

Receipt Number

View

Edit

Cancel Request

OPT AUTHORIZATION DATES

OPT Dates	Start	End
DSO Recommended	11/07/2016	05/07/2017

USCIS
Approved

Actual

Employers

Add Employer

No employers found

To add an employer, click on the button Add above

Return

Print I-20

WHAT ABOUT THE STEM OPT EXTENSION?

IF YOU HAVE NEARED THE END OF YOUR OPT, AND ARE ELIGIBLE FOR THE STEM EXTENSION, HERE ARE SOME IMPORTANT THINGS TO NOTE.



FOR THE STEM OPT EXTENSION

WHAT DO I NEED TO KNOW?
AM I ELIGIBLE FOR THIS
EXTENSION?

- In addition to the above requirements for the initial 12-month OPT, you are an F-1 student who received a STEM degree included on the [STEM Designated Degree Program List \(PDF\)](#).
- You may apply up to 90 days before your current OPT authorization expires.
- You must apply within 60 days after your DSO enters the recommendation for STEM OPT into your SEVIS record.
- For the 24-month STEM OPT period, you must be employed by an employer who is enrolled in and is using [E-Verify](#) and signs a [Training Plan for STEM OPT Students \(PDF\)](#) (Form I-983).
- For both initial OPT and the 24-month STEM OPT extension, you must submit the application directly to USCIS (Form I-765; more information [here](#)). An employer does not submit a petition for you.

REMEMBER:
**THIS GUIDE SHOULD NOT BE CONSTRUED
AS LEGAL ADVICE AND DOES NOT
GUARANTEE OPT APPROVAL**

WE WILL DO OUR BEST TO MAINTAIN THIS GUIDE WITH UP-TO-DATE AND RELEVANT INFORMATION FROM RELIABLE SOURCES, BUT THIS DOES NOT CONSTITUTE LEGAL ADVICE.

**THE PREPARATION AND SUBMISSION
OF YOUR OPT APPLICATION IS YOUR
OWN PERSONAL RESPONSIBILITY.**

THANK YOU!

PLEASE REACH OUT TO INTERNATIONAL@CATAWBA
WITH ANY ADDITIONAL QUESTIONS OR CONCERNS,
OR TO SET UP A MEETING WITH ONE OF YOUR DSOS