



WICHITA STATE  
UNIVERSITY  
INTERNATIONAL EDUCATION

# Online OPT Application *Form I-765 Filing Guidebook*

# Important: Please Read Before Beginning

The purpose of this guidebook is to assist students in filing for post-completion Optional Practical Training (c)(3)(B) via an online account with U. S. Citizenship and Immigration Services (USCIS). The information contained on our website is provided as a service to the international students, faculty, staff, employees, and administrators of Wichita State University, and does not constitute legal advice on any immigration, tax, or other matter. Our goal is to provide useful information, but we make no claims, promises, or guarantees about the accuracy, completeness, or adequacy of the information contained in or linked to this website or any associated site. As legal advice must be tailored to the specific circumstances of each case, and laws are constantly changing, nothing provided herein should be used as a substitute for the advice of competent counsel. Neither Wichita State University nor the Office of International Education (OIE) is responsible for any errors or omissions contained in this website, or for the results obtained from the use of this information.

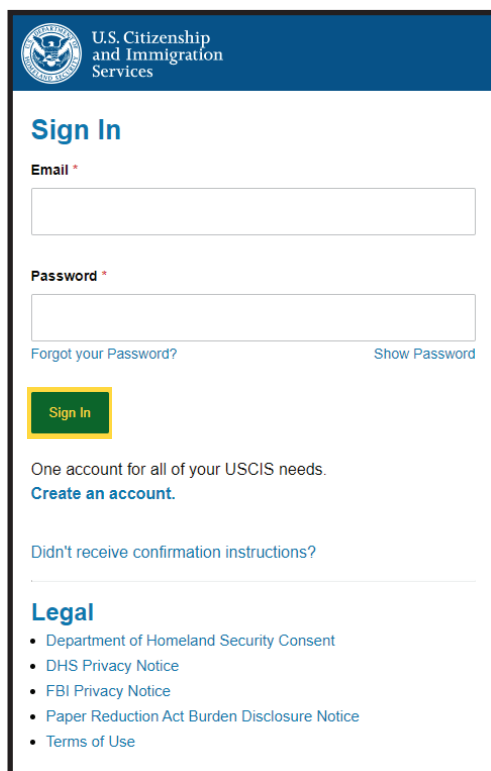
# Accessing the USCIS Website

## Online Form I-765: Application for Employment Authorization | USCIS

## Creating Your USCIS Account: How to Create a USCIS Online Account | USCIS

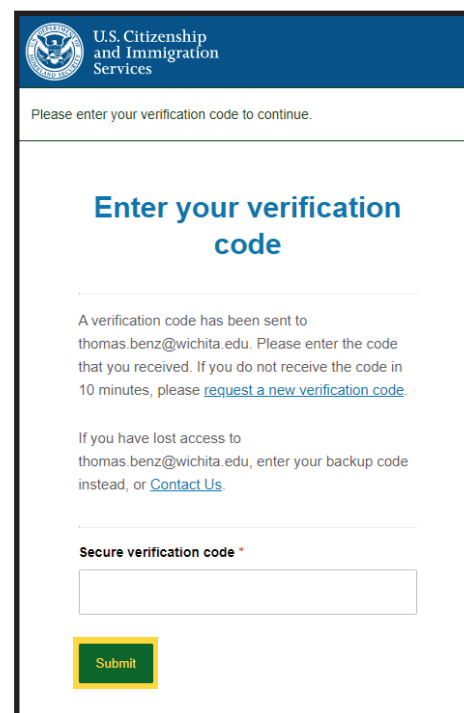
.....  
*The rest of this document assumes you have followed the above steps to create a USCIS account.*

1. Go to [uscis.gov](https://uscis.gov) and click *Sign In*.



The screenshot shows the USCIS Sign In page. At the top is the USCIS logo and the text "U.S. Citizenship and Immigration Services". Below that is the heading "Sign In". There are two input fields: "Email \*" and "Password \*". Below the password field are links for "Forgot your Password?" and "Show Password". A green "Sign In" button is highlighted. Below the button, there is text: "One account for all of your USCIS needs. [Create an account.](#)" and "Didn't receive confirmation instructions?". At the bottom, there is a "Legal" section with a list of links: "Department of Homeland Security Consent", "DHS Privacy Notice", "FBI Privacy Notice", "Paper Reduction Act Burden Disclosure Notice", and "Terms of Use".

2. Enter your verification code (sent to the method you chose when creating your account) to authenticate your login.




The screenshot shows the USCIS "Enter your verification code" page. At the top is the USCIS logo and the text "U.S. Citizenship and Immigration Services". Below that is the heading "Enter your verification code". There is a text input field for the verification code. Below the field is a green "Submit" button. Above the field, there is text: "Please enter your verification code to continue." and "A verification code has been sent to thomas.benz@wichita.edu. Please enter the code that you received. If you do not receive the code in 10 minutes, please [request a new verification code](#)." Below that, there is text: "If you have lost access to thomas.benz@wichita.edu, enter your backup code instead, or [Contact Us](#)."


# Starting Your Application

3. Select the *File a form online* option highlighted below.

The screenshot shows the USCIS Account Management interface. At the top, there is a navigation bar with the USCIS logo, the text "U.S. Citizenship and Immigration Services", and a "My Account" link. Below the navigation bar is a large banner with the text "Welcome To Your USCIS Account" and "Select What You Want To Do". The main content area features four white cards with icons and text, each representing a different action. The second card, "File a form online", is highlighted with a yellow border. Below the cards is a "Return to top" link and a row of navigation links: "Topics", "Citizenship", "Schedule an Appointment", "Find a Doctor", and "Find a Class". At the bottom, there is a footer with the USCIS logo, the text "U.S. Citizenship and Immigration Services", and social media icons for Facebook, Twitter, YouTube, Instagram, LinkedIn, and Email. A "Contact USCIS" link is also present.





An official website of the United States government [Here's how you know](#) ▾

 U.S. Citizenship and Immigration Services

 My Account 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
-  Verify your identity  
Answer questions about your immigration history to verify your personal identity

[Return to top](#)

[Topics](#) [Citizenship](#) [Schedule an Appointment](#) [Find a Doctor](#) [Find a Class](#)

 U.S. Citizenship and Immigration Services

 [Contact USCIS](#)

# Selecting the Correct Form

## 4. Select the highlighted option below: *I-765, Application for Employment Authorization*

### File a Form

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

**Fee waiver:** If you are requesting a fee waiver, you cannot file online. You must file a paper version of both the Form I-912, Request for Fee Waiver and the form for the specific benefit you are requesting. You can review the fee waiver guidance at [www.uscis.gov/feewaiver](http://www.uscis.gov/feewaiver).

Select the form you want to file online.

I-130, Petition for Alien Relative  
I-131, Application for Travel Document  
I-134A, Online Request to be a Supporter and Declaration of Financial Support  
I-539, Application To Extend/Change Nonimmigrant Status  
I-589, Application for Asylum and for Withholding of Removal  
**I-765, Application for Employment Authorization**  
I-821, Application for Temporary Protected Status (TPS)

## 5. Click *Start form* to continue.

Select the form you want to file online.

Use this form to request employment authorization and an Employment Authorization Document (EAD) if your immigration status allows you to work in the United States.

**Note:** You may apply online if your eligibility category is:

- (a)(12) - Temporary Protected Status (You are submitting an initial Form I-821 or you have an approved Form I-821);
- (c)(3)(A) - F-1 student, pre-completion OPT;
- (c)(3)(B) - F-1 student, post-completion OPT;
- (c)(3)(C) - F-1 student, 24-month extension for STEM students (students holding a degree in science, technology, engineering, or mathematics);
- (c)(8) - Applicants for Asylum under the ABC Settlement Agreement;
- (c)(8) - Application for Employment Authorization Based on Pending Form I-589, Application for Asylum or for Withholding of Removal;
- (c)(11) - Parole;
- (c)(19) - Temporary Protected Status (You have a pending Form I-821); or
- (c)(33) - Consideration of Deferred Action for Childhood Arrivals (DACA) (You must have a pending or approved Form I-821D in order to file Form I-765).

All other applicants must submit a paper [Form I-765](#).

**Concurrent filing available**  
You can file Form I-907, Request for Premium Processing Service, if you are filing under one of the eligible categories.

If you request premium processing, we will present Form I-907 for you to complete after you sign Form I-765. This will allow you to pay for and submit both forms at the same time.

# Getting Started

6. This page contains a large amount of useful information about the I-765 application. For more information about your application category, please read the highlighted (c)(3)(B) section. After reviewing this page, click *Next* to continue.

## 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 to U.S. Citizenship and Immigration Services (USCIS) 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](#).

### F1 Students Seeking Optional Practical Training (OPT)

(c)(3)(A) eligibility category: Submit Form I-765 up to 90 days before being enrolled as an F-1 foreign student for one full academic year at an educational institution approved by U.S. Immigration and Customs Enforcement (ICE) and Student and Exchange Visitor Program (SEVP). Your period of employment will 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 Form I-765 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 Visitor Information System (SEVIS) record. If you fail to do so, we will deny your OPT request.

✉ 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. If USCIS cannot approve your application, you will receive a written notice explaining the basis of your denial.

**Next**

7. Further details about the I-765 application. Click the *Start* button to begin filling out your form.

## 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 left off.

### 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. section 1324a, and 8 CFR 274a.13.

**PURPOSE:** The primary purpose for providing the requested information on this application is to determine the 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-001 - Alien File, Index, and National File Tracking System; DHS/USCIS-007 - Benefit Information System; DHS/USCIS-010 - Asylum Information and Pre-Screening; and DHS/USCIS-017 Refugee Case Processing and Security Screening Information System) and the published privacy impact assessments (DHS/USCIS/PIA-016(a) Computer Linked Application Information Management System and Associated Systems; DHS/USCIS/PIA-027 Asylum Division; DHS/USCIS/PIA-056 USCIS Electronic Immigration System; and DHS/USCIS/PIA-068 Refugee Case Processing and Security Vetting), which you can find at [www.dhs.gov/privacy](http://www.dhs.gov/privacy). DHS may also share this information as appropriate for law enforcement purposes or in the interest of national security.

### Paperwork Reduction Act

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 and 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. 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-765/IS 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. 1515-0040  
Expires: 10/31/2025

### Security Reminder

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

**Back** **Start**

# Basis of Eligibility

8. Choose the (c)(3)(B) category from the drop-down menu. This is the category that all F-1 students who are applying for Post-Completion OPT will use.

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.

(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

(c)(11) Parole

(c)(11) Afghan Parole

Review and Submit

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.

The fee for Premium Processing Service for Form I-765 is \$1,685.

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

9. After choosing your category, you will be asked if you would like to apply for premium processing. It is your choice what to choose at this step. Please note that there is an additional fee of \$1685 if you select Yes. After making your choice, click *Next* to move to the next page.

*Be aware that if you choose to continue with premium processing, you will be required to fill out an additional form (I-907).*

# Reason for Applying / Preparer Information

I-765, Application for Employment Authorization

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 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

9. Select *Initial permission to accept employment*.

10. If this is your **FIRST** I-765 form filed, answer **NO**. If you have ever filed an I-765 before, regardless of the category, answer **YES**. Once you have answered, click *Next*.

11. If you have a legal representative assisting you with this application, answer *Yes*. Otherwise, answer *No*. Once you have answered, click *Next*.

Is someone assisting you with completing this application?

Yes

No

Back Next



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)

---

Have you used any other names since birth?

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

Yes

No

12. Provide your name exactly as it appears in your passport. If you have one name, you may be required to place it in the family/last name field. If you do not have a middle name, leave it blank.

13. If you have never had your name legally changed, answer *No*. If you answer *Yes*, a new section will display for you to add other used names. Once you have answered, click *Next*.

# Your Contact Information

14. Enter your phone number and email address. The email address can be your student email or personal email. Please note that WSU will still only use your student email to communicate with you.

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 ▼

How may we contact you?

**Daytime telephone number**

Provide a 10-digit phone number.

**Mobile telephone number (if any)**

This is the same as my daytime telephone number.

Provide a 10-digit phone number.

**Email address**

Example: user@domain.com

15. For current U.S. mailing address, you have the option of entering the OIE mailing address as shown, or if you would prefer, you can use your own mailing address. If you prefer to use your own address, be sure you will remain at that address for at least the next 3 months to ensure that your documents will reach you.

*If your OPT card is lost in the mail, you will have to submit a new application and filing fee to USCIS to request a replacement.*

**EXAMPLE**

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**

Provide a 5 or 9-digit ZIP code.

16. Answer *Yes* if you used your own address in step 15. If you used another address, answer *No* and you will be prompted to enter your own address. Click *Next* to continue.

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

Yes

No

# Describe Yourself / When & Where You Were Born

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](#)

17. Provide accurate information in each of these sections. In both sections click *Next* when you are ready to continue.

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](#)

# Your Immigration Information

18. Select your country of citizenship in this field.

What is your country of citizenship or nationality?  
List all countries where you are currently a citizen or national.

19. Download your most recent I-94 arrival record from [i94.cbp.dhs.gov](https://i94.cbp.dhs.gov). Use the color coded fields to correctly fill out your form. The *Place of arrival* can be found by clicking *Get Travel History*.

**EXAMPLE**

Under Protec

**Most Recent I-94**

Admission (I-94) Record Number : 12345678910  
Most Recent Date of Entry: 2023 December 15  
Class of Admission : F1  
Admit Until Date : D/S  
Details provided on the I-94 Information form:

Last/Surname : First  
First (Given) Name : Last  
Birth Date : 1995 January 25  
Document Number : Passport Number  
Country of Citizenship : Country

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

  
Provide an 11 character I-94 Number.

When did you last arrive in the United States?  
List your arrival date, place of arrival, and status at arrival.

Date of arrival (on or about)

  
Place of arrival  
Status at last arrival

# Your Immigration Information *cont.*

20. Enter your current passport details in these fields. If you have renewed your passport since you last entered the US, your most recently issued passport may have a different number from your most recent I-94 record. That is fine. Provide the number of your valid and most recently issued passport on this page.

Only enter a number in the travel document field if you have traveled using a document other than your passport and visa. Most F-1 students do not have another travel document. It is fine to leave this field blank.

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?

# Your Immigration Information *cont.*

21. Enter your current status. Only F-1 visa holders are eligible for OPT.

22. Enter your SEVIS number. You can find this number in the upper left corner of your current I-20. The number will begin with N00. Click *Next* to continue.

What is your current immigration status or category?

F1 - Student, Academic Or Language Program. ▼

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

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

N-

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

Back

Next

# Other Information

21. If you have previously been issued an Employment Authorization Document (EAD), your A-Number is the same as the USCIS# found on the EAD. Otherwise, check the *I do not have or know my A-Number* box.

22. If this is the first USCIS application you are filing online, you do not have a USCIS Online Account Number yet. You will have a USCIS Online Account Number after filing this application.

It is normal for both of these fields to be left blank.

What is your A-Number?

I do not have or know my A-Number.

A-

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

What is your USCIS Online Account Number?

Providing your unique USCIS Online Account Number (OAN) helps us manage your account. You may already have an OAN if you previously filed [certain paper forms](#) and received an Account Access Notice in the mail. You can find the OAN at the top of the notice; it is not the same as an A-Number.

I do not have or know my USCIS Online Account Number.

Provide a 12-digit Online Account Number.

# Other Information *cont.*

23. If you have a Social Security Number, select *Yes* and enter your SSN in the box. If you have a number already, select *No* to the second question.

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

Yes  
 No

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

Yes  
 No

**⚠** 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)

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

Yes  
 No

What is your Social Security number (if known)?

Provide a 9-digit Social Security number.

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

Yes  
 No

23. If you do not have a Social Security Number, you have the option of applying for your SSN with this application along with your OPT. If you want to apply for your SSN, select the highlighted options to the left and you will be asked to enter your parents' names. The names need to be your parents names at **birth**, even if this is different than what is currently on their passports.

When you have finished this section, click *Next* to continue.



# 2x2 Photo of You

24. Upload the required 2x2 passport style photo of yourself. If you need photos, they can be purchased at the WSU Post Office located in Morrison Hall if you still need to take your picture.

Click *Next* to continue.

I-765, Application for Employment Authorization

Getting Started ▾

About You ▾

**Evidence** ▲

**2 x 2 photo of you**

Form I-94 or passport

Employment Authorization Document

Previously authorized CPT or OPT

Form I-20

Additional Information ▾

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 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 one document at a time
- Accepted file name characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 12MB per file

Choose or drop files here to upload

Back Next

25. Upload the I-94 downloaded for step 19 earlier in this application. You may also upload a copy of your passport identification page(s) in this section as an additional document. The next section also allows for uploading your passport if you have not previously been issued an Employment Authorization Document.

Click *Next* to continue.

I-765, Application for Employment Authorization

Getting Started ▾

About You ▾

**Evidence** ▲

2 x 2 photo of you

**Form I-94 or passport**

Employment Authorization Document

Previously authorized CPT or OPT

Form I-20

Additional Information ▾

Review and Submit ▾

### 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, hyphens, underscores, and parentheses
- Maximum size: 12MB per file

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

[Back](#) [Next](#)

# Employment Authorization Document

26. If you have been issued an Employment Authorization Document by USCIS in the past (such as for OPT after a previous degree program), upload a copy here.

Otherwise, upload a copy of your passport identification page(s) here.

Click *Next* to continue.

The screenshot shows the USCIS I-765 application interface. On the left is a navigation menu with the following items: 'I-765, Application for Employment Authorization', 'Getting Started', 'About You', 'Evidence', 'Employment Authorization Document', 'Previously authorized CPT or OPT', 'Form I-20', 'Additional Information', and 'Review and Submit'. The 'Evidence' section is expanded, showing '2 x 2 photo of you' and 'Form I-94 or passport'. The 'Employment Authorization Document' section is also expanded, showing 'Previously authorized CPT or OPT' and 'Form I-20'. The main content area is titled 'Employment Authorization Document Or Government ID' and contains the following text: '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.' Below this text are 'File requirements' listed as: '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', and 'Maximum size: 12MB per file'. At the bottom of the main content area is a dashed box with the text 'Choose or drop files here to upload'. At the very bottom of the interface are two buttons: 'Back' and 'Next'.

# Previously Authorized CPT or OPT

27. The SEVIS Employment Information page that was provided by the OIE can be uploaded here to demonstrate previously authorized CPT or OPT under your current SEVIS ID. You should also upload any previously issued Employment Authorization Documents (EAD) here. If you have been authorized for CPT or OPT under a different SEVIS ID number, you can upload I-20s reflecting those authorizations as evidence.

Click *Next* to continue.

The screenshot shows a web interface for an I-765 application. On the left is a navigation menu with the following items: 'I-765, Application for Employment Authorization', 'Getting Started', 'About You', 'Evidence', 'Previously authorized CPT or OPT', 'Additional Information', and 'Review and Submit'. The 'Evidence' section is expanded, showing '2 x 2 photo of you', 'Form I-94 or passport', 'Employment Authorization Document', and 'Form I-20'. The 'Previously authorized CPT or OPT' section is highlighted in blue. The main content area is titled 'Previously Authorized CPT Or OPT' and contains the instruction: 'Upload evidence of any previously authorized CPT or OPT and the academic level at which it was authorized.' Below this is a 'File requirements' section with a bulleted list: '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', and 'Maximum size: 12MB per file'. A dashed box contains the text 'Choose or drop files here to upload'. At the bottom are 'Back' and 'Next' buttons, with the 'Next' button highlighted in yellow.

28. Upload the OPT Recommendation I-20 that was issued to you by the OIE. Make sure that you have signed and dated **in ink** on page 1 of the I-20 before submitting.

Click *Next* to continue.

I-765, Application for Employment Authorization

Getting Started ▾

About You ▾

**Evidence** ▲

- 2 x 2 photo of you
- Form I-94 or passport
- Employment Authorization Document
- Previously authorized CPT or OPT
- Form I-20**

Additional Information ▾

Review and Submit ▾

### I-20, Certificate Of Eligibility For Nonimmigrant Student Status

**⚠ Important information regarding your Form I-20**

Do **NOT** submit this form until you receive a Form I-20 recommendation from your DSO. We will deny your application if you do not include your Form I-20 recommendation when you submit Form I-765. If you need to provide Form I-765 to your DSO, print or download this draft before you submit.

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: 12MB per file

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

[Back](#) [Next](#)

# Additional Information

29. In this section, report any previously used SEVIS ID numbers or denied or withdrawn Forms I-765 (reference Receipt Number).

Click *Next* to continue.

The screenshot displays a web form for an I-765 application. On the left is a vertical navigation menu with the following items: 'I-765, Application for Employment Authorization' (selected), 'Getting Started', 'About You', 'Evidence', 'Additional Information' (highlighted with a blue bar), 'Additional information', and 'Review and Submit'. The main content area is titled 'Additional Information' and contains two paragraphs of instructions. Below the text is a '+ Add a response' button, a horizontal line, and two buttons at the bottom: 'Back' and 'Next'. The 'Next' button is highlighted with a yellow border.

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

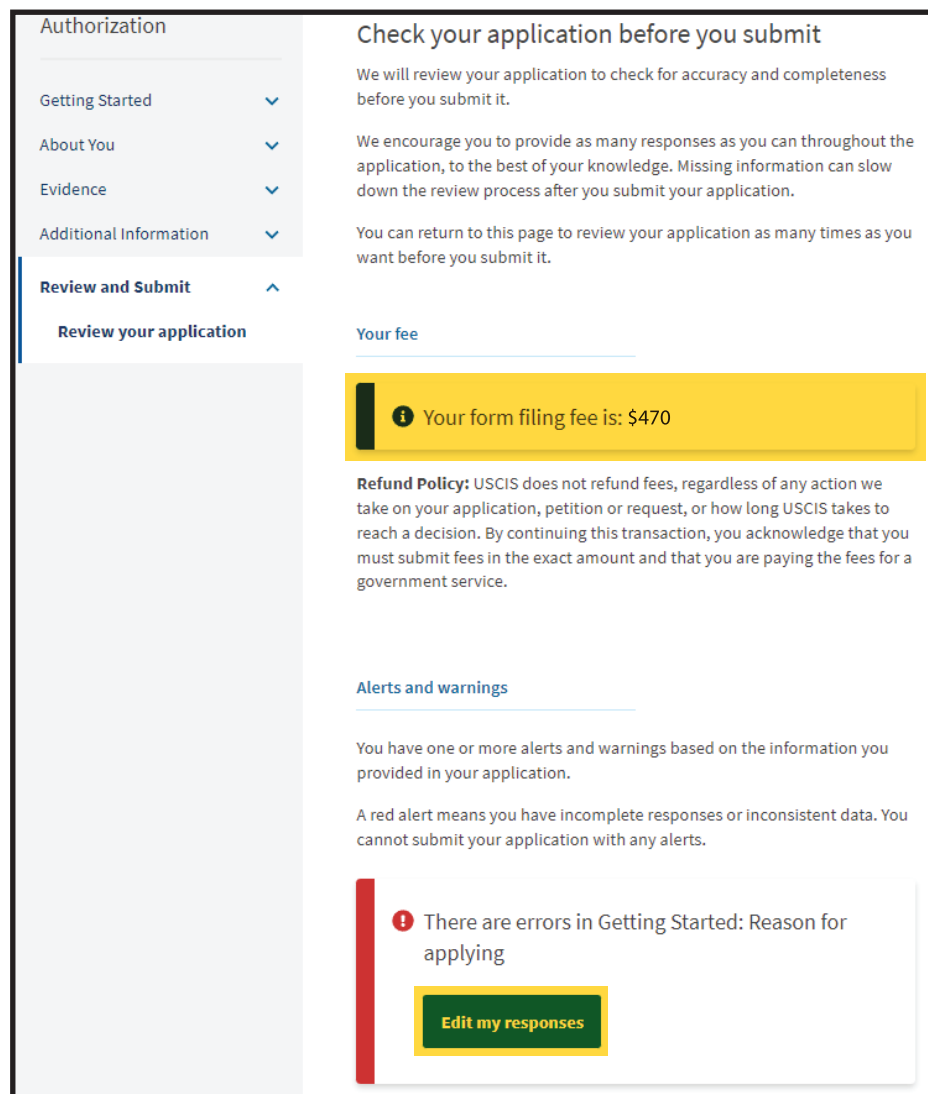
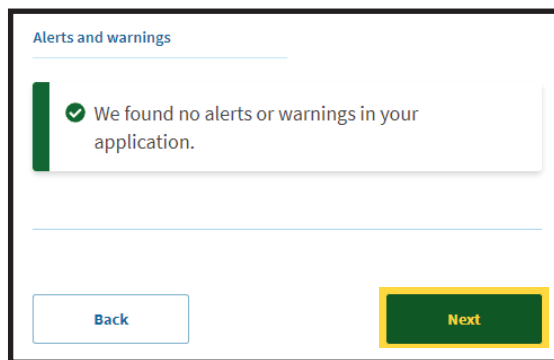
Next

# Review Your Application

30. Check your application and fix all errors that are mentioned. You can click *Edit my responses* to quickly move to pages with errors. Once you have fixed all errors, the green checked box will display.

Make sure the correct OPT filing fee of \$470 is displayed.

Once there are no alerts remaining, click *Next* to continue.



# Your Application Summary

31. This page includes a summary of your entire application. You are able to review this page to confirm all your answers are accurate. If you would like an advisor from the OIE to review your I-765 for completion, click on *View draft snapshot* to download your I-765. Send this file to [iss@wichita.edu](mailto:iss@wichita.edu) and an advisor will check if any information is missing.

Click *Next* to continue.

The screenshot shows a web interface for reviewing an I-765 application. On the left is a navigation sidebar with the following items: 'I-765, Application for Employment Authorization' (header), 'Getting Started' (with a downward arrow), 'About You' (with a downward arrow), 'Evidence' (with a downward arrow), 'Additional Information' (with a downward arrow), 'Review and Submit' (with an upward arrow), 'Review your application', 'Your application summary' (highlighted in bold), and 'Your statement'. The main content area is titled 'Review the I-765 form information' and contains the following text: '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.', and 'We also prepared a draft case snapshot with your responses, which you can download below.' Below this text are two buttons: 'View draft snapshot' (with a document icon and highlighted in yellow) and 'Print' (with a printer icon). A progress bar below the buttons shows 'Getting Started' as the active section. The main content area also displays a question: 'What is your eligibility category?' with the answer '(c)(3)(B) Student Post-Completion OPT'.



# Your Statement / Your Signature

The screenshot shows a navigation menu on the left with options: Getting Started, About You, Evidence, Additional Information, Review and Submit (expanded), Review your application, Your application summary, Your statement (highlighted), and Your signature. The main content area is titled 'Applicant's statement' and contains the text: 'You must read and agree to the statement below.' Below this is a checkbox with a checkmark and the text: '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.' At the bottom are 'Back' and 'Next' buttons.

32. Check the box to accept the Applicant's Statement.

Click *Next* to continue

33. Check the box to accept the statement again and type your full legal name into the field that appears.

Click *Next* to continue.

The screenshot shows a navigation menu on the left with options: Getting Started, About You, Evidence, Additional Information, Review and Submit (expanded), Review your application, Your application summary, Your statement, and Your signature (highlighted). The main content area is titled 'Applicant's Declaration and Certification' and contains the text: '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.' Below this is a section with a USCIS logo and the text: '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.' This is followed by a paragraph: '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.' Below this is another paragraph: '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:'. This is followed by two numbered items: '1) I reviewed and understood all of the information contained in, and submitted with, my application; and' and '2) All of this information was complete, true, and correct at the time of filing.' Below this is a paragraph: '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.' Below this is a checkbox with a checkmark and the text: 'I have read and agree to the applicant's statement'. Below this is a paragraph: '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.' Below this is a yellow rectangular field for the signature. At the bottom are 'Back' and 'Next' buttons.

# Pay and Submit

33. You will be able to pay by ACH withdrawal from your savings/checking account or by credit/debit card.

Click *Pay and submit* to continue with the payment.

**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

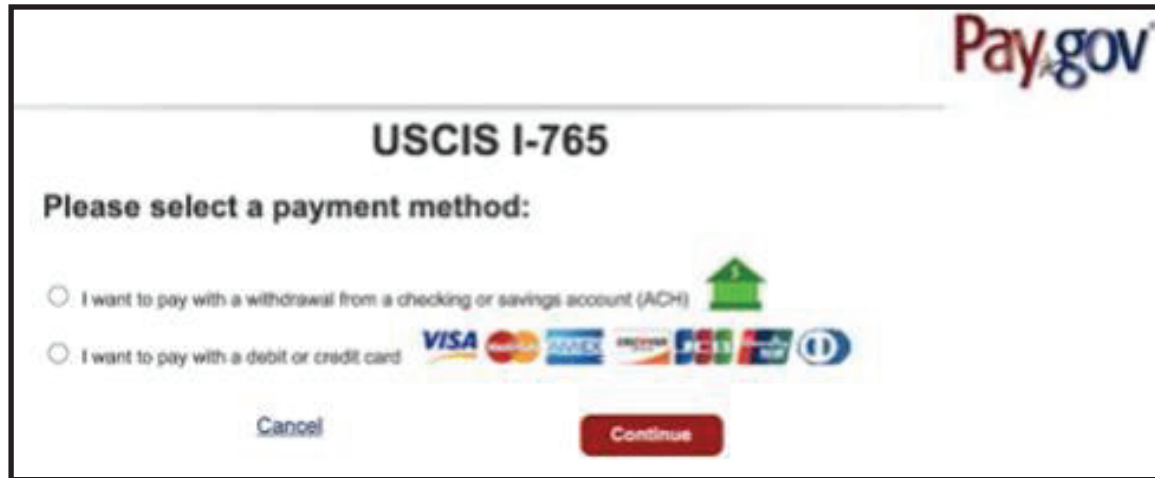
When you have paid your fee, your form will be submitted.

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**

# Pay and Submit *cont.*

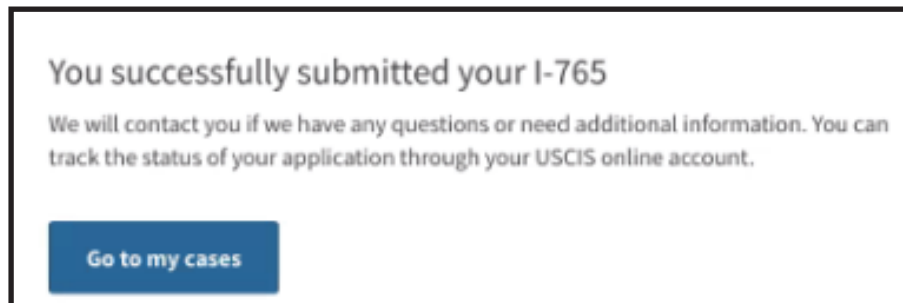
34. Choose your payment method and enter your payment details.



The screenshot shows the pay.gov interface for USCIS I-765. At the top right is the "Pay.gov" logo. Below it, the text "USCIS I-765" is centered. Underneath, it says "Please select a payment method:". There are two radio button options: "I want to pay with a withdrawal from a checking or savings account (ACH)" with a green house icon, and "I want to pay with a debit or credit card" with logos for VISA, Mastercard, American Express, Discover, and UnionPay. At the bottom, there are "Cancel" and "Continue" buttons.

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35. Once you have completed your payment with pay.gov, you should see a screen with the confirmation message shown below, and you should receive an email from pay.gov confirming your payment has been received.



The screenshot shows a confirmation message: "You successfully submitted your I-765". Below this, it says "We will contact you if we have any questions or need additional information. You can track the status of your application through your USCIS online account." At the bottom, there is a blue button labeled "Go to my cases".

*It is recommended to securely store the emailed confirmation notice for your records.*

# OPT Application Completed

36. You have submitted your OPT application! You may track the progress of your application by viewing *Your Cases* in your USCIS account and clicking on *Case Status*, *Case History*, or *Documents* for application history/receipt.



If you have any questions that were not answered by this guidebook, please send an email to [iss@wichita.edu](mailto:iss@wichita.edu). You may also contact the Office of International Education (OIE) during walk-in advising hours, which are usually Monday, Wednesday, and Friday from 1pm - 4pm, by coming in-person to our office or calling 316-978-3232.