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# OPT Online File

— Clemson University  
International Services —

# Create an Account or Sign In

The screenshot shows the USCIS website homepage. At the top, there is a navigation bar with the USCIS logo, a search bar, and a 'Sign In' button with a dropdown arrow. Below the navigation bar are several main content sections. The first section is 'Become a U.S. Citizen', which includes text about naturalization resources and a 'Learn More' button. The second section is 'File Online', which includes an image of hands typing on a laptop and text about the benefits of online filing. The third section is 'Manage Your Case', which includes an image of a woman using a smartphone and a list of online tools. A large blue arrow points from the 'Sign In' button to the right, and two other blue arrows point from the left towards the 'File Online' and 'Manage Your Case' sections.

Official Website of the Department of Homeland Security [Here's how you know](#) Espanol Contact Us Multilingual Resources

U.S. Citizenship and Immigration Services

Search our Site  Q | [Sign In](#) ▾

Forms News Citizenship Green Card Laws Tools

## Become a U.S. Citizen

Thinking about naturalization? We have resources to help you.

Visit our Citizenship Resource Center to learn about the process of becoming a U.S. citizen, how you may qualify and the study tools to help you.

[Learn More](#)


### File Online



Filing a [form online](#) is easier and faster than paper filing. It gives you a simple and personalized way to track your case online. You can also access other USCIS services.

The first step is to [create an account](#).

### Manage Your Case



Use our online tools and resources to manage your case:

- [Check your case status](#)
- [Check processing times](#)
- [Change your address online](#)

Get started at:

- [www.uscis.gov](http://www.uscis.gov)
- [my.uscis.gov](http://my.uscis.gov)
- [myaccount.uscis.gov](http://myaccount.uscis.gov)

# Create an Account or Sign In

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Get started at:

- [www.uscis.gov](http://www.uscis.gov)
- [my.uscis.gov](http://my.uscis.gov)
- [myaccount.uscis.gov](http://myaccount.uscis.gov)



# Learn About the USCIS Online Account

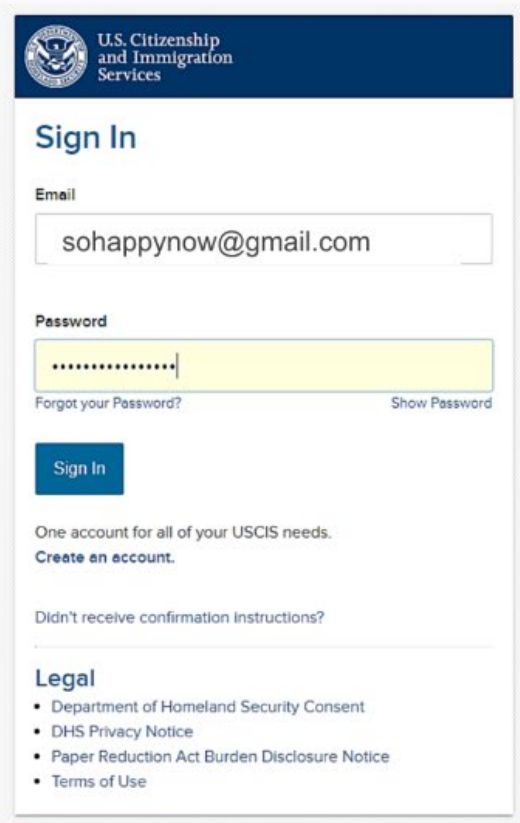
[www.uscis.gov/file-online](http://www.uscis.gov/file-online)

- Filing tips and videos
- Helpful questions & answers
- Resources for attorneys and representatives
- Password resets and how to get technical support



# Account Sign In

- Enter your email address & password
- System will send you one-time PIN
- Every time you login, you need to repeat this process



The screenshot shows the USCIS Sign In page. At the top left is the USCIS logo and the text "U.S. Citizenship and Immigration Services". Below this is the heading "Sign In". There are two input fields: "Email" containing "sohappynow@gmail.com" and "Password" containing masked characters. Below the password field are links for "Forgot your Password?" and "Show Password". A blue "Sign In" button is positioned below the fields. Underneath the button, there is a link to "Create an account." and a link for "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", "Paper Reduction Act Burden Disclosure Notice", and "Terms of Use".

# Account Onboarding

Welcome to Your USCIS Account

Select what you want to do



-   
**Add a paper-filed case**  
View your case status and case history by adding your case to your account
-   
**File a form online**  
Start a new form, upload evidence, and pay and submit online
-   
**Enter a representative passcode**  
Review and sign forms prepared for you by your attorney or representative
-   
**Verify your identity**  
Answer questions about your immigration history to verify your personal identity



# Our Online Forms

- 11 forms available through USCIS online account
- Form I-765 is near the bottom of the list
- Note the eligibility categories

Select the form you want to file online.

- Application to Replace Permanent Resident Card (I-90)
- Request for a Hearing on a Decision in Naturalization Proceedings (N-336)
- Application for Naturalization (N-400)
- Application for Replacement Naturalization/Citizenship Document (N-565)
- Application for Certificate of Citizenship (N-600)
- Application for Citizenship and Issuance of Certificate Under Section 322 (N-600K)
- Petition for Alien Relative (I-130)
- Application To Extend/Change Nonimmigrant Status (I-539)
- Application for Employment Authorization (I-765)

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

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



# Form Overview

## I-765, Application For Employment Authorization

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

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

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

Learn more about [employment authorization](#).

### ✓ Before You Start Your Application

#### 📄 Eligibility

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

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

For all other eligibility categories, you must submit a paper [Form I-765](#).

(c)(3)(A) eligibility category: Submit your application up to 90 days before being

## This page explains:



Eligibility



The fee



Required evidence



Biometrics requirements



How to track your case



Requests for evidence








Getting a decision



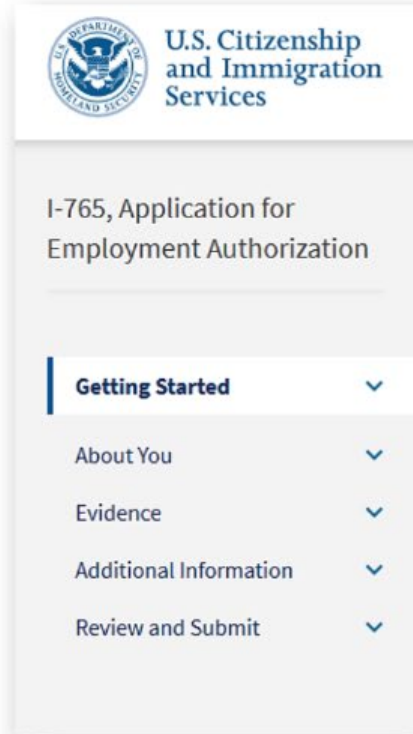


# Quick Tips

-  Online form is the same as paper version
-  Form logic based on your answers, starts at the beginning
-  Answer as many questions as you can
-  We automatically save your answers so you can work at your own pace
-  Draft forms are saved for 30 days from the last time you worked on your form.

# Online Form Navigation

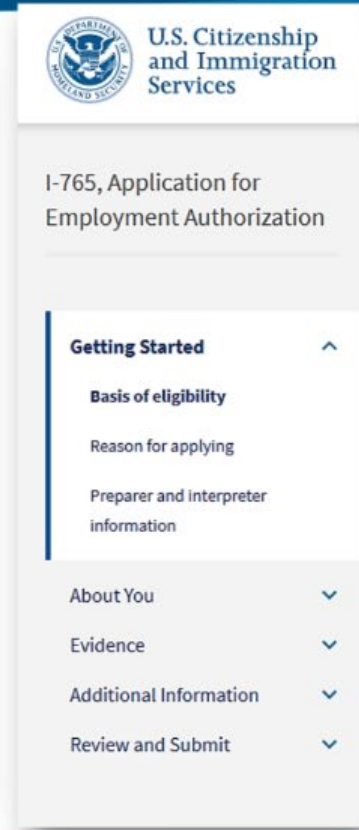
- Form navigation is a vertical list on left side
- Form saves when you go to new section
- Sections collapse & expand



U.S. Citizenship and Immigration Services

I-765, Application for Employment Authorization

- Getting Started
- About You
- Evidence
- Additional Information
- Review and Submit



U.S. Citizenship and Immigration Services

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

# Filling Out the Form—Getting Started

## Who Can Submit Form I-765 Online?

Initial release of online I-765 is limited to students:

- (c)(3)(A) Student Pre-Completion OPT
- (c)(3)(B) Student Post-Completion OPT
- (c)(3)(C) STEM Extension

What is your eligibility category?

- c(3)(A) Student Pre-Completion OPT
- c(3)(B) Student Post-Completion OPT
- c(3)(C) STEM Extension

All other categories ***must submit*** a paper form I-765

# Filling Out the Form—Getting Started

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

- Why are you applying?
- Did you submit Form I-765 previously?



# Filling Out the Form—Your Immigration Information

- Country of citizenship/nationality
- Form I-94 Arrival-Departure Record number
- Last arrival date in U.S., port of entry, & status
- Current passport/travel document number, expiry date, issuing country
- Current immigration status
- SEVIS number
- A-Number
- USCIS Online Account Number



The screenshot shows the U.S. Customs and Border Protection website interface for retrieving an I-94 record. At the top, the U.S. Department of Homeland Security logo is on the left, and the text "U.S. Customs and Border Protection" and "Securing America's Borders" is on the right. Below this, there is a search bar with "I-94 FAQ" entered. The main content area is titled "Admission (I-94) Number Retrieval" and displays the following information:

- Admission (I-94) Record Number: 69000888062
- Admit Until Date (MM/DD/YYYY): 10/10/2012
- Details provided on Admission(I-94) form:
  - Family Name: LI
  - First (Given) Name: LYDIA
  - Birth Date (MM/DD/YYYY): 01/01/1990
  - Passport Number: P123123213
  - Passport Country of Issuance: Mexico
  - Date of Entry (MM/DD/YYYY): 04/11/2012
  - Class of Admission: B1

# Filling Out the Form—Your Immigration Information



- Do you want the Social Security Administration to issue you a Social Security card?
  - If yes, you need to give us authorization to submit your request to SSA
  - Enter your father's first and last name, and your mother's first and last name

# Filling Out the Form—Evidence

All F-1 I-765 applicants must provide:

- Passport-style photograph (JPG, JPEG, or PNG)
- I-94 card (both sides), travel document (both sides), or electronic I-94
- Most recent EAD, if you have one (both sides)
- If no EAD, copy of government-issued photo ID
- Proof of enrollment at SEVP-certified school



\*\*\*Other evidence depends on student's category. See this checklist for details:

[www.uscis.gov/forms/filing-guidance/checklist-of-required-initial-evidence-for-form-i-765-for-informational-purposes-only](http://www.uscis.gov/forms/filing-guidance/checklist-of-required-initial-evidence-for-form-i-765-for-informational-purposes-only)

# Evidence Specific to Student Category

## Pre-completion OPT (c)(3)(A)

Please communicate with Clemson University International Services regarding Pre-completion OPT.



## Post-completion OPT (c)(3)(B)

- All prior SEVIS numbers and proof of previously authorized CPT / OPT and corresponding academic level—include under **Additional Information**
- DSO must enter OPT recommendation in SEVIS within 30 days before you submit I-765, if not, we will deny OPT request.





# Evidence Specific to Student Category

## 24-month STEM OPT (c)(3)(C)

- Evidence of degree that is basis for STEM OPT and is listed on STEM Designated Degree Program List
- Form I-20, endorsed by DSO within 60 days before filing Form I-765
- If you seek STEM OPT extension based on previously earned STEM degree, provide evidence that your school is currently accredited by U.S. Department of Education and certified by SEVP



# Filling Out the Form—Format Requirements

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

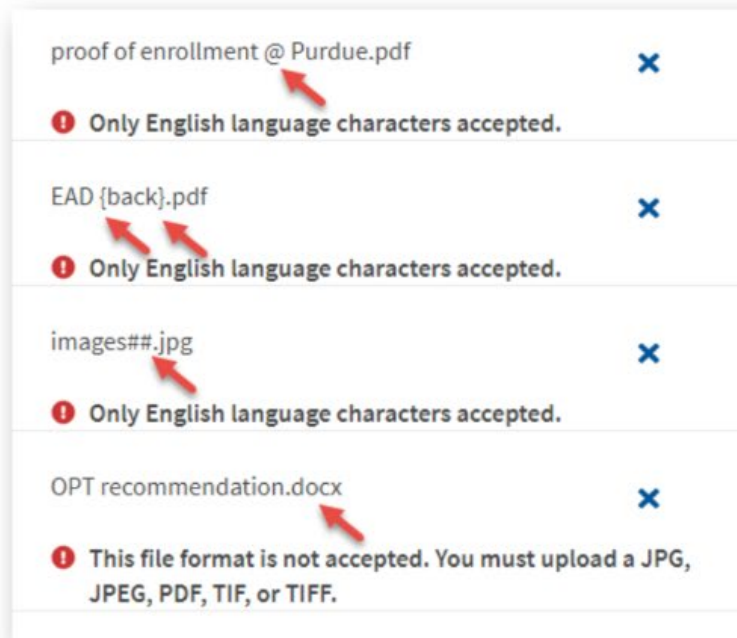


# Filling Out the Form—Format Requirements

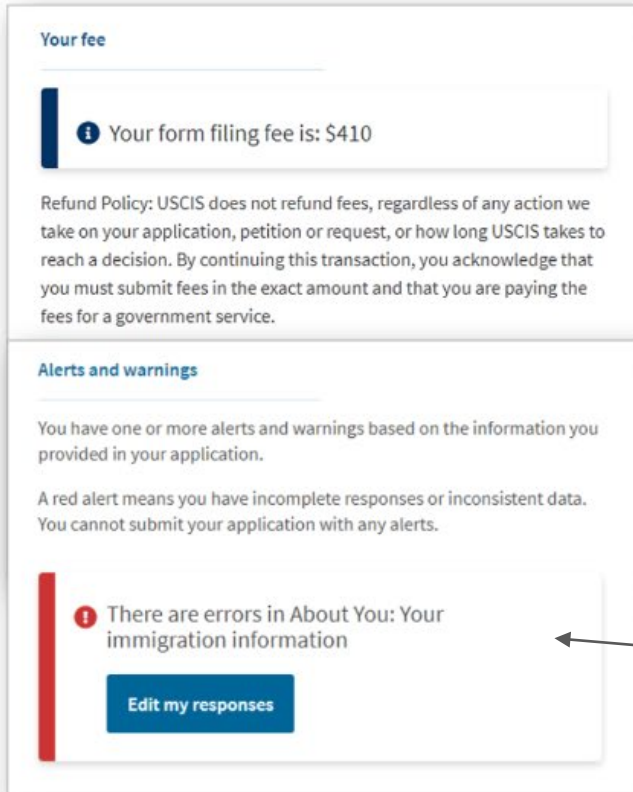
The **only** allowed characters are:

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

\*\*\*Do NOT use special characters



# Filling Out the Form—Review & Submit



The screenshot shows a web interface for a USCIS form. At the top, there is a section titled "Your fee" with a blue bar on the left. Below this, a blue box contains an information icon and the text "Your form filing fee is: \$410". Underneath, a paragraph explains the refund policy: "Refund Policy: USCIS does not refund fees, regardless of any action we take on your application, petition or request, or how long USCIS takes to reach a decision. By continuing this transaction, you acknowledge that you must submit fees in the exact amount and that you are paying the fees for a government service." Below this is a section titled "Alerts and warnings" with a blue bar on the left. It contains two paragraphs: "You have one or more alerts and warnings based on the information you provided in your application." and "A red alert means you have incomplete responses or inconsistent data. You cannot submit your application with any alerts." At the bottom, a red box contains a red alert icon and the text "There are errors in About You: Your immigration information". Below this is a blue button labeled "Edit my responses". An arrow points from the red alert box to the explanatory text on the right.

- Review your entries before you pay
- Once you submit payment, you cannot make corrections

If you see a red alert symbol, you will need to go back and correct the errors prior to re-submitting

# Filling Out the Form—Review & Submit

- Review your entries before you pay
- Once you submit payment, you cannot make corrections

Your fee

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**i** Your form filing fee is: \$410

Refund Policy: USCIS does not refund fees, regardless of any action we take on your application, petition or request, or how long USCIS takes to reach a decision. By continuing this transaction, you acknowledge that you must submit fees in the exact amount and that you are paying the fees for a government service.

Alerts and warnings

---

You have one or more alerts and warnings based on the information you provided in your application.


A red alert means you have incomplete responses or inconsistent data. You cannot submit your application with any alerts.

Alerts and warnings

**✓** We found no alerts or warnings in your application

Once you see the green check mark, you are okay to proceed

# Filling Out the Form—Review & Submit

 **Application For Employment Authorization** USCIS Form I-765  
Department of Homeland Security OIGB No. 3815-0040  
U.S. Citizenship and Immigration Services Expires 07/31/2022

For USCIS Use Only	<input type="checkbox"/> Authorization/Extension Valid From _____	Fee Stamp	Action Block
	<input type="checkbox"/> Authorization/Extension Valid Through _____		
	Alien Registration Number A- _____		
	Remarks		

To be completed by an attorney or Board of Immigration Appeals (BIA)-accredited representative (if any).  Select this box if Form G-28 is attached. Attorney or Accredited Representative USCIS Online Account Number (if any) \_\_\_\_\_

▶ **START HERE** - Type or Print in Black Ink. Answer all questions fully and accurately. If a question does not apply to you (for example, if you have never been married and the question asks, "Provide the name of your current spouse"), type or print "N/A" unless otherwise directed. If you answer to a question which requires a numeric response in tens or ones (for example, "How many children do you have" or "How many times have you departed the United States"), type or print "Tens" unless otherwise directed.

**Part 1. Reason for Applying**

I am applying for (other only) (select one):

1.a.  Initial permission to accept employment

1.b.  Replacement of lost, stolen, or damaged employment authorization document or collection of employment authorization document NOT DUE to U.S. Citizenship and Immigration Services (USCIS) error.

NOTE: Replacement (correction) of an employment authorization document due to USCIS error does not require a new Form I-765 and filing fee. Refer to Employment for Civil Error section of the Filing Fee section of the Form I-765 Instructions for further details.

1.c.  Renewal of any permission to accept employment (Attach a copy of your previous employment authorization document.)

**Other Names Used**  
Provide all other names you have ever used, including aliases, maiden names, and nicknames. If you need extra space to complete this section, use the space provided in Part 6.

2.a. Family Name (Last Name) \_\_\_\_\_

2.b. Given Name (First Name) \_\_\_\_\_

2.c. Middle Name \_\_\_\_\_

3.a. Family Name (Last Name) \_\_\_\_\_

3.b. Given Name (First Name) \_\_\_\_\_

3.c. Middle Name \_\_\_\_\_

4.a. Family Name (Last Name) \_\_\_\_\_

4.b. Given Name (First Name) \_\_\_\_\_

4.c. Middle Name \_\_\_\_\_

**Part 2. Information About You**

Your Full Legal Name

1.a. Family Name (Last Name) Evans

1.b. Given Name (First Name) Janna

1.c. Middle Name \_\_\_\_\_

Form I-765 Edition 06/25/20 Electronic Form Only Page 1 of 7

Review the I-765 form information



Here is a summary of all the information you provided in your application.

Make sure you have provided responses for everything that applies to you before you submit your application. You can edit your responses by going to each application section using the site navigation.

We also prepared a draft case snapshot with your responses, which you can download below.

 [View draft snapshot](#)

You can download a PDF of the generated I-765 prior to submission

Getting Started

Basis of eligibility

What is your eligibility category?

C(3)(B) Post-completion OPT

# Filling Out the Form—Applicant's Declaration & Certification

## Applicant's statement

You must read and agree to the statement below.

- I can read and understand English, and have read and understand every question and instruction on this application, as well as my answer to every question.



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

## Applicant's signature

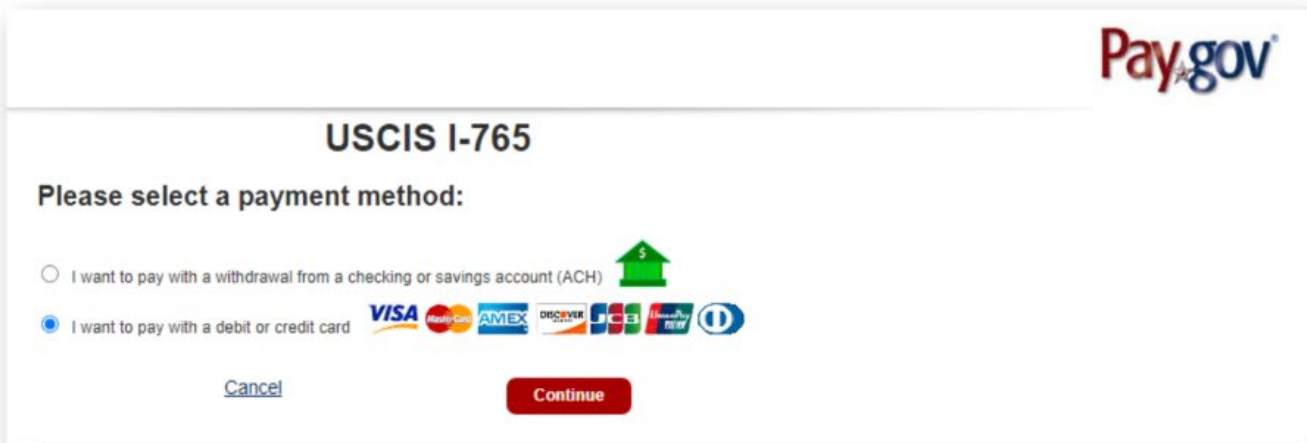
You must provide your digital signature below by typing your full legal name. We may deny your application if you do not completely fill out this application or fail to submit required documents. We will record the date of your signature with your application.

Enter your full legal name here



# Filling Out the Form—Paying the Fee

- After you agree to Applicant's statement, you will be taken to [pay.gov](https://pay.gov).
- [Pay.gov](https://pay.gov) is a secure government portal.
- Pay by ACH withdrawal, or debit or credit card.



The screenshot shows the Pay.gov payment selection interface for USCIS I-765. The title "USCIS I-765" is centered at the top. Below it, the instruction "Please select a payment method:" is displayed. There are two radio button options: "I want to pay with a withdrawal from a checking or savings account (ACH)" and "I want to pay with a debit or credit card". The second option is selected. To the right of the ACH option is a green house icon with a dollar sign. Below the radio buttons are logos for VISA, MasterCard, AMEX, DISCOVER, JCB, and American Express. At the bottom, there are "Cancel" and "Continue" buttons.





# Filling Out the Form—Paying the Fee

- Enter payment information.
- Note the form type and agency tracking ID at the top.
- When you click “Continue” to pay the fee, your form will be submitted.

**USCIS I-765**

**Review and submit payment**  
\* indicates required fields

**Agency Tracking ID:** LNJT31CK7SQ1KH  
**Payment Amount:** \$410.00  
**Payment Method:** Plastic Card  
**Account Holder Name:** Lee Smith  
**Card Type:** VISA  
**Card Number:** \*\*\*\*\*1111  
**Billing Address:** 20 Ninian Street  
**Billing Address 2:**  
**City:** Springfield  
**Country:** United States  
**State/Province:** LA  
**ZIP/Postal Code:** 39248

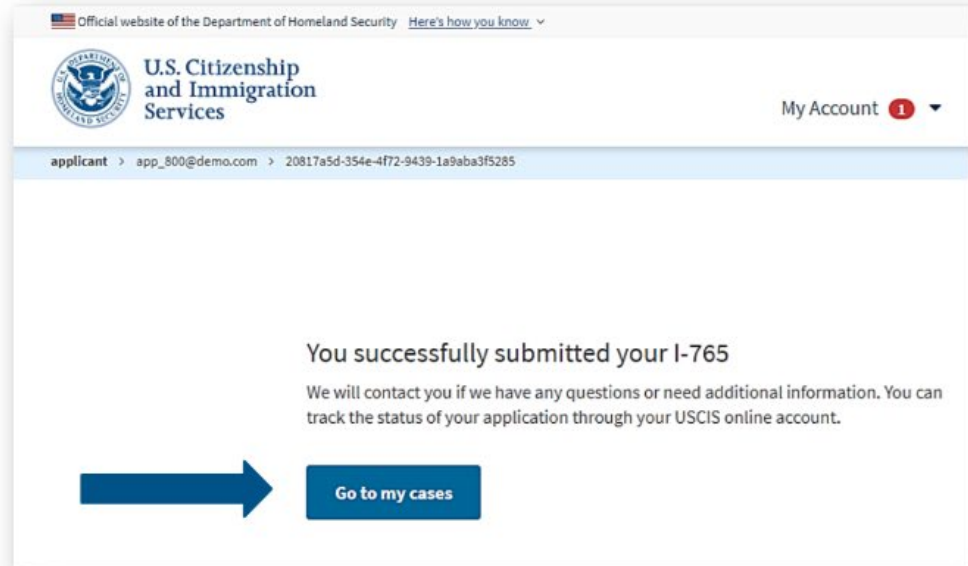
I authorize a charge to my card account for the above amount in accordance with my card issuer agreement.

[Previous](#)   [Cancel](#)   [Continue](#)



# Filling Out the Form—Submitting the Form

- You will receive confirmation your form was submitted.
- Click on “Go to my cases” to see your case card and receipt notice.



# Tracking Your Case

## Your Cases

### I-765 Application for Employment Authorization

Submitted on April 13, 2021 | Receipt # IDE9693688931

[View PDF](#)

[Case status](#) | [Case history](#) | [Documents](#)

The document tab will show all communication from USCIS

### USCIS Notices

File	Date Sent	Action
<a href="#">Receipt Notice.pdf</a>	April 13, 2021	N/A

### Your uploads

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

File	Document	Date added
------	----------	------------

### Unsolicited evidence

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

[Upload evidence](#)

## All notices are posted to your account

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

\* Notices are also mailed to the address on file

# Why Go Online?

On your home page,  
you can send a secure  
message to USCIS



File a form online



Send us secure  
messages & get answers



Respond to a  
request for evidence



Access every notice  
we send you



Check case status &  
sign up for alerts



Update your address &  
contact information



Ask about a typo  
or missing mail



Pay online with via ACH a  
credit or debit card



Access case information  
24/7 from any device

# Additional Helpful Links

<https://www.uscis.gov/forms/filing-guidance/checklist-of-required-initial-evidence-for-form-i-765-for-informational-purposes-only>

<https://www.dhs.gov/topic/cis-ombudsman>

<https://public.govdelivery.com/accounts/USDHS/subscriber/new>

<https://www.uscis.gov/>

<https://www.uscis.gov/tools>

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

<https://www.uscis.gov/news/news-releases/f-1-students-seeking-optional-practical-training-can-now-file-form-i-765-online>

<https://my.uscis.gov/>

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

<https://www.dhs.gov/file-civil-rights-complaint>

<https://www.uscis.gov/file-online>