USCIS Online I-765 Filing Instructions

Pre Completion, Post Completion and OPT STEM applications Only!

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Instructions

Please note this presentation is for instructional purposes only.

The following screenshots have been provided directly from USCIS. CIE is not responsible for any changes made to the online application by USCIS.

This presentation is not legal advice. If you have more detailed questions, we recommend consulting an immigration attorney.
USCIS Online Filing Options

• USCIS now allows online filing of the I-765 for
  – c 3 A- Pre Completion OPT
  – c 3 B- Post Completion OPT (12 months)
  – c 3 C- OPT STEM Extension (24 months)
• No other employment applications are accepted at this time
  – Do not file Economic Hardship using the online form
  – Your application will get denied and you will not get a refund.
Benefits to Filing Online

We recommend filing your application online if you are able to. Some benefits include:

- Immediate Receipt number
- Required documents will be based on your answers
- Can add additional documents later
- Can immediately see requests from USCIS
- Case rejections are a lot less likely to happen
- Updating your address/contact information in profile is immediate
- Can sign up for alerts on case actions
- More reliable
I-765 Online Filing Process

You must follow the process listed in the OPT handout to obtain an OPT request I-20 before filing online.

• Create USCIS online account (if you don’t already have one)
• Complete the I-765 online
• Upload your supporting documents
• Pay application fee online
• Receive receipt notice online
• Will receive any case alerts pertaining to your application immediately.
Create an Account or Sign In

There are multiple places on the USCIS website that you can create an account or sign in to your existing account.

Get started at:
- www.uscis.gov
- my.uscis.gov
- myaccount.uscis.gov
Help/Information for USCIS account

If you need assistance creating your account, have password reset issues or have questions, please review the tips, FAQ and video’s provided by USCIS at https://www.uscis.gov/file-online

Learn About the USCIS Online Account

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

USCIS uses a 2-step verification process. You will need to use your email address and password to log in and USCIS will send you a unique pin for each login attempt.
Start your application

Once you login, you will see the USCIS Onboarding page which will have the options pictured below. Please select File a Form Online.
Select the Correct Application

USCIS provides multiple forms available to file online. You will need to choose “Application for Employment Authorization.”

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

The next page provides information pertaining to your specified form. Please review all information.
Quick Tips for I-765 Online

The questions are the same as the paper form but in a different order

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 I-765 Navigation

You can jump from section to section but we recommend you work in order as your answers will determine what the next question will be.

- Form navigation is a vertical list on left side
- Form saves when you go to new section
- Sections collapse & expand
Filling Out the I-765

For all OPT applications, we recommend you use “Initial permission to accept employment”
Currently USCIS will only accept Pre, Post and STEM OPT applications. Do not apply for any other types of employment using the online form. You will not get a refund of your denied application.
Biographical Information

Answer all biographical questions
Your Immigration Information

We recommend you gather all required documents listed on the OPT Handout which will assist you in filling out the I-765 questions.

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

If you have previously filed an online application, you have an IOC number which is your USCIS online account number.
Requesting a SSN

If you would like USCIS to forward your information to the SSA, please complete this section.

Filling Out the Form—Your Immigration Information

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

The specific documentation you need to submit will be based on your answers to the I-765 questions.

### Evidence Specific to Student Category

#### Pre-completion OPT (c)(3)(A)
- Proof of enrollment at SEVP-certified school
- All prior SEVIS numbers and proof of previously authorized CPT / OPT and corresponding academic level—include under **Additional Information**
- Form I-20, Certificate of Eligibility for Nonimmigrant Student Status, endorsed by the designated school official (DSO) before filing your Form I-765

#### 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.
Supporting Documentation

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

Note- School accreditation (bullet 3) is only required if you are applying based on a prior degree which most of you will not be doing
Documentation Notes

- You will need to upload one photo according to the Department of State’s specifications.
- You will not need to appear for a biometrics appointment.
- If you submit your application and you missed a supporting document, you can add it to your application using Unsolicited Evidence section.
- STEM applications - the I-983 does not get submitted with this application.
- If you are missing documentation, USCIS will issue RFE online and via mail. You can upload RFE response documents online.
Format Requirements

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

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

NOT ALLOWED
- Ñ
- &
- 国
- .bmp
- .doc
- #
- @
- .xlsx
Format Requirements

The **only** allowed characters are:
- English letters
- Numbers
- Spaces
- Periods .
- Hyphens -
- Underscores __
- Parentheses ( )

***Do NOT use special characters***
Review and Submit!!

If you get a Red Alert, you cannot proceed until you fix the error. If you get a Yellow Alert, they strongly suggest you review your submission. Green is good to go!
Review and Submit!!

Review your entries one last time. You will not be able to go back and amend your entries once you have paid.

Filling Out the Form—Review & Submit

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

We strongly recommend you print your I-765 for your records!
Applicant’s Declaration & Certification

Confirm and “sign” the application

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.

**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
Paying the Fee

You will leave the USCIS site and go to Pay.gov (run by the U.S. Treasury Department)

Filling Out the Form—Paying the Fee

- After you agree to Applicant’s statement, you will be taken to pay.gov.
- Pay.gov is a secure government portal.
- Pay by ACH withdrawal, or debit or credit card.
Paying the Fee

Once you select “continue” you will submit your application to USCIS and no further changes can be made.

- 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.
Submitting the Form

You will be able to retrieve your Receipt Number as soon as you submit it in “Go to my Cases”

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

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
Track your Case

- All receipts and notices will be posted in your “Documents” Tab and mailed to you
- You cannot amend your application once it has been submitted
- It has been recommended that you write a statement regarding the error and submit it under “Unsolicited Evidence”
- If you change your contact information, most importantly your address, you can update your contact information in your Account Profile and it will be immediately updated in your application.
- You can request to receive “Case Alerts” which will provide you information that an action has been taken on your case.