



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://www.uscis.gov) and click *Sign In*.

U.S. Citizenship and Immigration Services

**Sign In**

Email \*

Password \*

Forgot your Password? Show Password

**Sign In**

One account for all of your USCIS needs.  
[Create an account.](#)

Didn't receive confirmation instructions?

**Legal**

- Department of Homeland Security Consent
- DHS Privacy Notice
- FBI Privacy Notice
- Paper Reduction Act Burden Disclosure Notice
- Terms of Use

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

request a new verification code'. Below this is another message: 'If you have lost access to thomas.benz@wichita.edu, enter your backup code instead, or [Contact Us](#)'. At the bottom is a 'Secure verification code' field and a green 'Submit' button."/>

U.S. Citizenship and Immigration Services

Please enter your verification code to continue.

**Enter your verification code**

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](#).

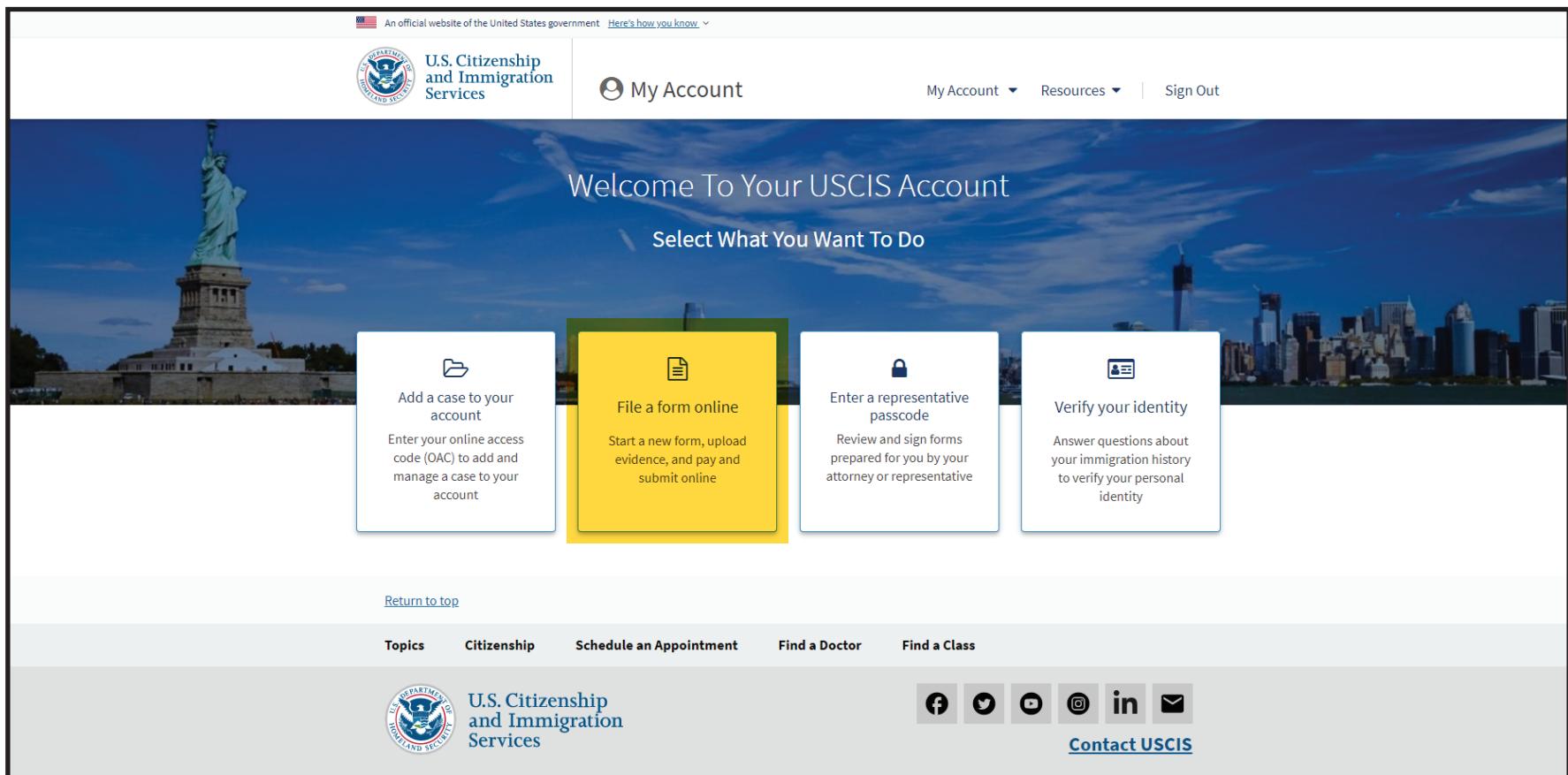
If you have lost access to thomas.benz@wichita.edu, enter your backup code instead, or [Contact Us](#).

Secure verification code \*

**Submit**

# Starting Your Application

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



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.

- I-765, Application for Employment Authorization

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.

**Start form**

# 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

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 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 denial 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 published centralized 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-765WS 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. 1615-0040  
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.

The screenshot shows the 'I-765, Application for Employment Authorization' form. The left sidebar has sections: 'Getting Started', 'Basis of eligibility' (which is expanded), 'Reason for applying', 'Preparer and interpreter information', 'About You', 'Evidence', 'Additional Information', and 'Review and Submit'. The main area asks 'What is your eligibility category?' and contains a warning: '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.' Below this is a dropdown menu with the following options:

- (a)(12) Temporary Protected Status Granted
- (c)(3)(A) Student Pre-Completion OPT
- (c)(3)(B) Student Post-Completion OPT** (This option is highlighted with a yellow background)
- (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

The screenshot shows the 'Review and Submit' page. The left sidebar has sections: 'Review and Submit' (which is expanded), 'About You', 'Evidence', 'Additional Information', and 'Review and Submit'. The main area asks 'Would you like to request Premium Processing Service?' and provides information: '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.' It also states 'The fee for Premium Processing Service for Form I-765 is \$1,685.' Below this is a note: '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.' There are two radio buttons: 'Yes' and 'No'. At the bottom are 'Back' and 'Next' buttons, with 'Next' being highlighted in a yellow box.

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 ▾

Evidence ▾

Additional Information ▾

Review and Submit ▾

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](#)

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

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

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

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)

Wichita State University

Address line 1

1845 FAIRMOUNT ST

Street number and name

Address line 2

STE 122

Apartment, suite, unit, or floor

City or town

WICHITA

State

Kansas ▾

ZIP code

67260-9700

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

Back

Next

# Describe Yourself / When & Where You Were Born

I-765, Application for Employment Authorization

You must complete all fields with an asterisk (\*) to submit this form.

What is your sex?

Indicate whether you are male or female as provided on your birth certificate issued at the time of birth or issued closest to the time of birth or in secondary evidence you provided to USCIS, if applicable.

Male  
 Female

Describe yourself

When and where you were born

What is your marital status?

Single  
 Married  
 Divorced  
 Widowed

When and where you were born

Additional Information

Review and Submit

[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

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.

  
[+ Add country](#)

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**

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

[Get Travel History](#)

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)

MM/DD/YYYY

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?

 MM/DD/YYYY

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

23. 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.

.....

24. 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.*

25. If you have a Social Security Number, enter your SSN in the box.
  
26. If you don't have or know your SSN, you should mark that option. After receiving your EAD (Employment Authorization Document), you must apply for your Social Security Number (SSN) by visiting a local Social Security Administration (SSA) office in person with original documents.

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

What is your U.S. Social Security number (SSN)?

I do not have or know my U.S. Social Security number.

Provide a 9-digit Social Security number.

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

# 2x2 Photo of You

27. Upload a recent 2x2 passport style photo of yourself (Your photo must be taken within the last 6 months to reflect your current appearance). If you need photos, they can be purchased at the WSU Post Office located in Morrison Hall.

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**

# Form I-94 or Passport

28. 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

29. 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.

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

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

Choose or drop files here to upload

Back

Next

# Previously Authorized CPT or OPT

30. 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 the 'I-765, Application for Employment Authorization' form. The 'Evidence' section is expanded, showing options for uploading a 2 x 2 photo of the applicant, Form I-94 or passport, Employment Authorization Document, and Previously authorized CPT or OPT. The 'Previously authorized CPT or OPT' option is selected, showing a sub-section for Form I-20. The 'Additional Information' and 'Review and Submit' sections are also visible. To the right, the 'Previously Authorized CPT Or OPT' section is detailed with file requirements: clear and readable, accepted formats (JPG, JPEG, PDF, TIF or TIFF), no encrypted or password-protected files, and if documents are in a foreign language, a full English translation and translator's certification. It also specifies no more than five documents at a time, accepted file name characters, and a maximum size of 12MB per file. A file upload area with a 'Choose' button is shown. Navigation buttons 'Back' and 'Next' are at the bottom.

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

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: 12MB per file

Choose or drop files here to upload

Back

Next

# Form I-20

31. 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

32. 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 shows a portion of the I-765 application form. On the left, a sidebar lists sections: 'I-765, Application for Employment Authorization', 'Getting Started', 'About You', 'Evidence', 'Additional Information' (which is expanded), and 'Review and Submit'. The 'Additional Information' section contains a text area with the following instructions: '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.' Below this, it says, 'If you do not need to provide any additional information, you may leave this section blank.' A blue button labeled '+ Add a response' is located next to the text area. At the bottom of the page are two buttons: a white 'Back' button and a green 'Next' button.

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

33. 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.

**Alerts and warnings**

 We found no alerts or warnings in your application.

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

**Authorization**

Getting Started 

About You 

Evidence 

Additional Information 

**Review and Submit** 

[Review your application](#)

**Check your application before you submit**

We will review your application to check for accuracy and completeness before you submit it.

We encourage you to provide as many responses as you can throughout the application, to the best of your knowledge. Missing information can slow down the review process after you submit your application.

You can return to this page to review your application as many times as you want before you submit it.

**Your fee**

  Your form filing fee is: \$470

**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.

 There are errors in Getting Started: Reason for applying

[Edit my responses](#)

# Your Application Summary

34. 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 and an advisor will check if any information is missing.

Click *Next* to continue.

I-765, Application for Employment Authorization

Getting Started    ▾

About You    ▾

Evidence    ▾

Additional Information    ▾

**Review and Submit**    ▾

Review your application

**Your application summary**

Your statement

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.

[!\[\]\(8049c40dca7516f2acb55efdbab1427a\_img.jpg\) View draft snapshot](#) [!\[\]\(9bb0eeabfc64b565058b9428271cdf15\_img.jpg\) Print](#)

Getting Started

Basis of eligibility

What is your eligibility category? (c)(3)(B) Student Post-Completion OPT

# Your Statement / Your Signature

Getting Started

About You

Evidence

Additional Information

**Review and Submit**

- Review your application
- Your application summary
- Your statement**
- Your signature

**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.

**Back** **Next**

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

Click *Next* to continue

• •

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

Click *Next* to continue.

I-765, Application for Employment Authorization

Getting Started

About You

Evidence

Additional Information

**Review and Submit**

- Review your application
- Your application summary
- Your statement
- Your signature

**Applicant's Declaration and Certification**

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.



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.

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.

I understand that USCIS may require me to appear for an appointment to take my biometrics (fingerprint, 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:

1) I reviewed and understood all of the information contained in, and submitted with, my application; and

2) All of this information was complete, true, and correct at the time of filing.

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.

I have read and agree to the applicant's statement

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.

**Back** **Next**

# Pay and Submit

37. 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.

I-765, Application for Employment Authorization

Getting Started ▾

About You ▾

Evidence ▾

Additional Information ▾

**Review and Submit** ▾

- Review your application
- Your application summary
- Your statement
- Your signature
- Pay and submit**

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: **\$470**.

**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.

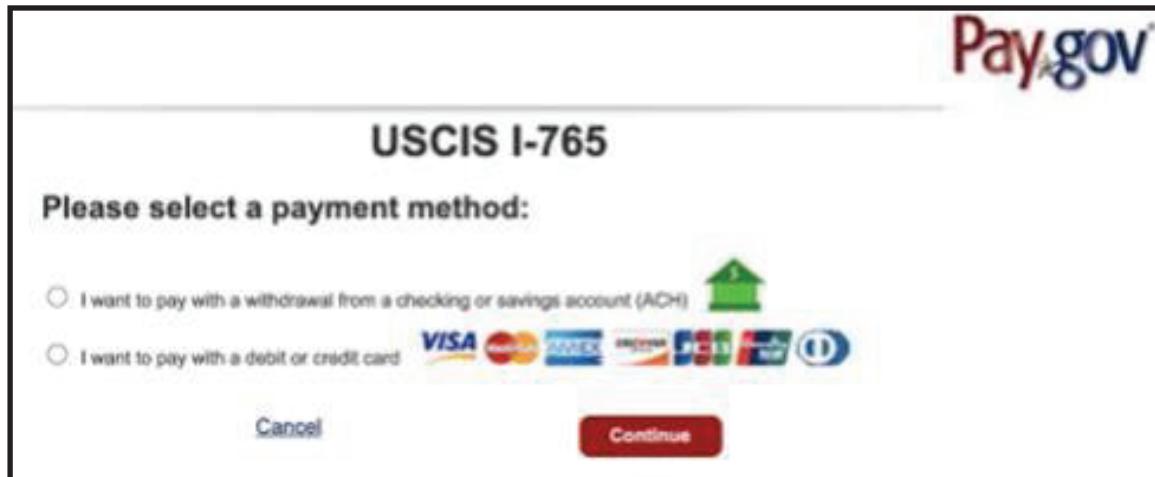


We will send you to Pay.gov — our safe, secure payment website — to pay your fees and submit your form online.

Here are the steps in the payment and submission process:

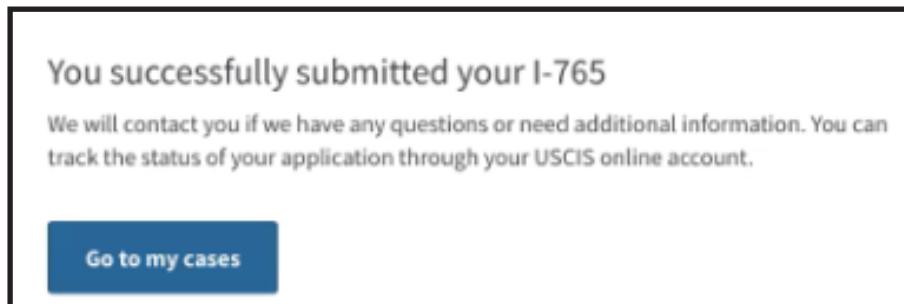
## Pay and Submit *cont.*

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



The image shows a screenshot of the pay.gov payment method selection screen. At the top right is the "Pay.gov" logo. Below it, the text "USCIS I-765" is displayed. A sub-header "Please select a payment method:" is followed by 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". To the right of the first option is a green house icon. To the right of the second option are icons for various payment methods: VISA, MasterCard, AMEX, Discover, American Express, and Diners Club. At the bottom are "Cancel" and "Continue" buttons.

39. 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 image shows a screenshot of a pay.gov confirmation message. The text "You successfully submitted your I-765" is displayed in a large, bold, black font. Below it, a smaller text message reads: "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 is a blue "Go to my cases" button.

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

# OPT Application Completed

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..

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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 Mondays and Thursdays from 1pm - 4pm, by coming in-person to our office or calling 316-978-3232.