WICHITA STATE
UNIVERSITY
INTERNATIONAL EDUCATION

Online OPT Application
Form I-765 Filing Guidebook

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.
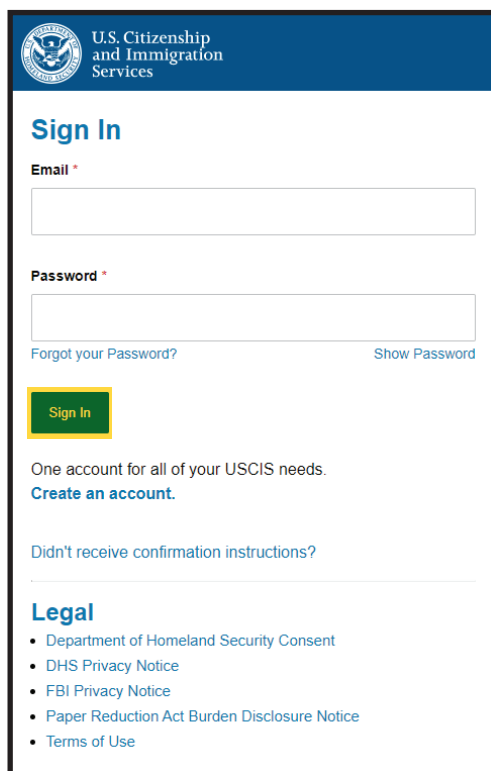
Accessing the USCIS Website

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

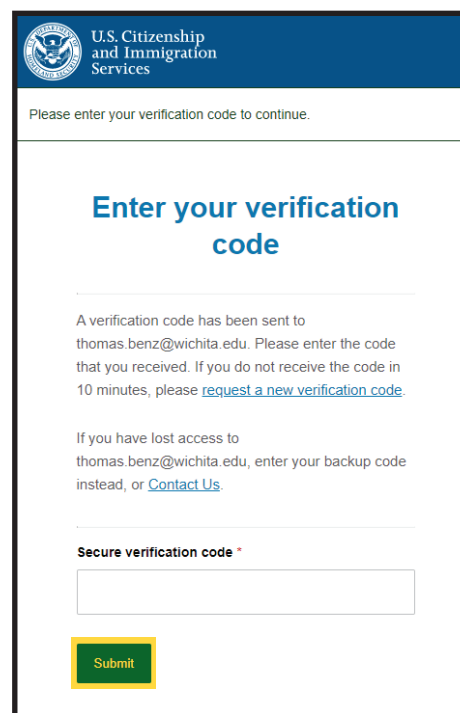Creating Your USCIS Account: How to Create a USCIS Online Account | USCIS

The rest of this document assumes you have followed the above steps to create a USCIS account.
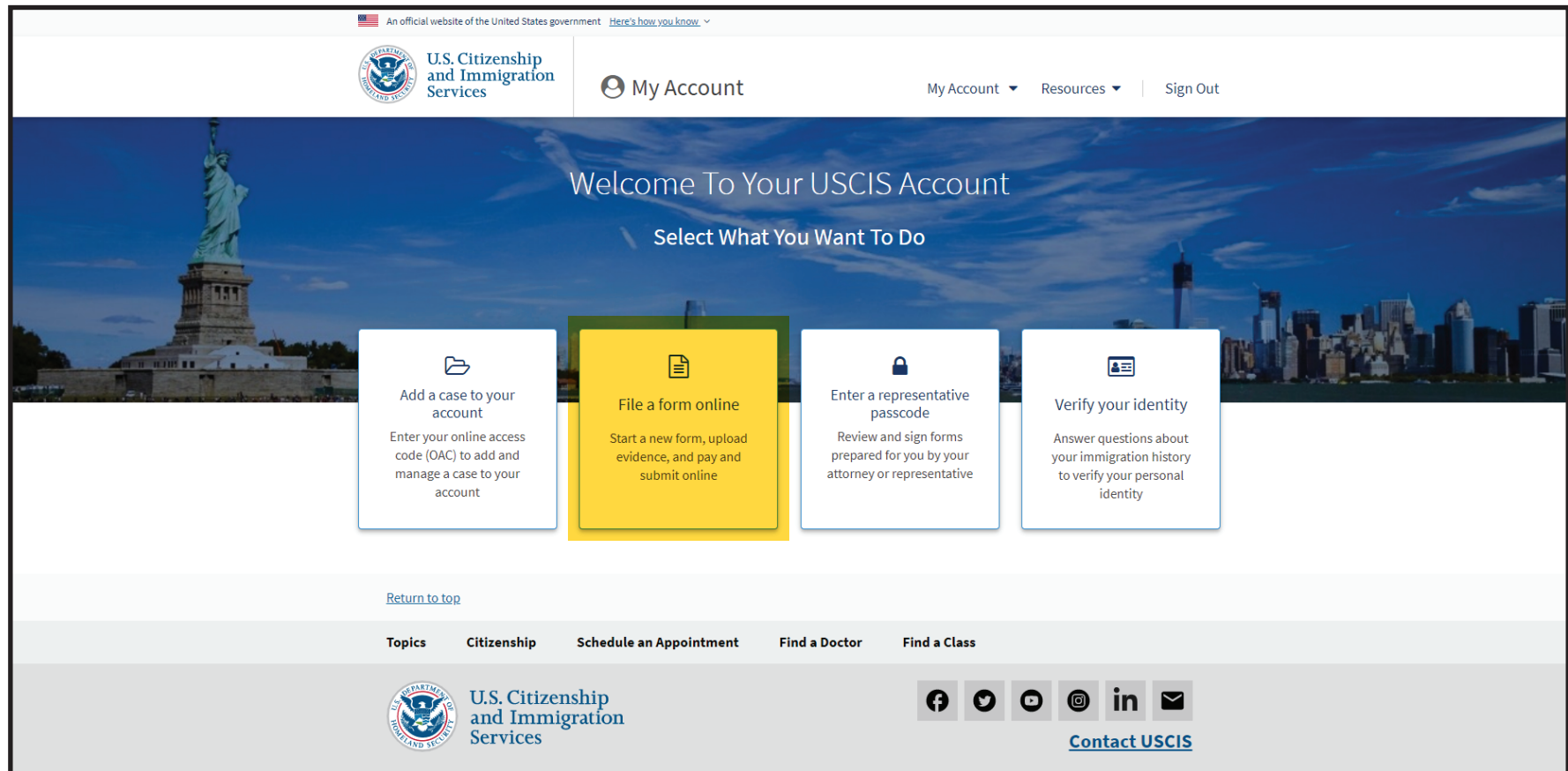
1. Go to uscis.gov and click *Sign In*.

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

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

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.

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 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

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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 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. 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**

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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.

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).

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

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

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

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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 | **State** | **ZIP code**
[WICHITA] | [Kansas ▼] | [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**]

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

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 Use the color coded fields to correctly fill out your form. The *Place of arrival* can be found by clicking *Get Travel History*.

EXAMPLE

...rder Protect

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

[▼]

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?

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

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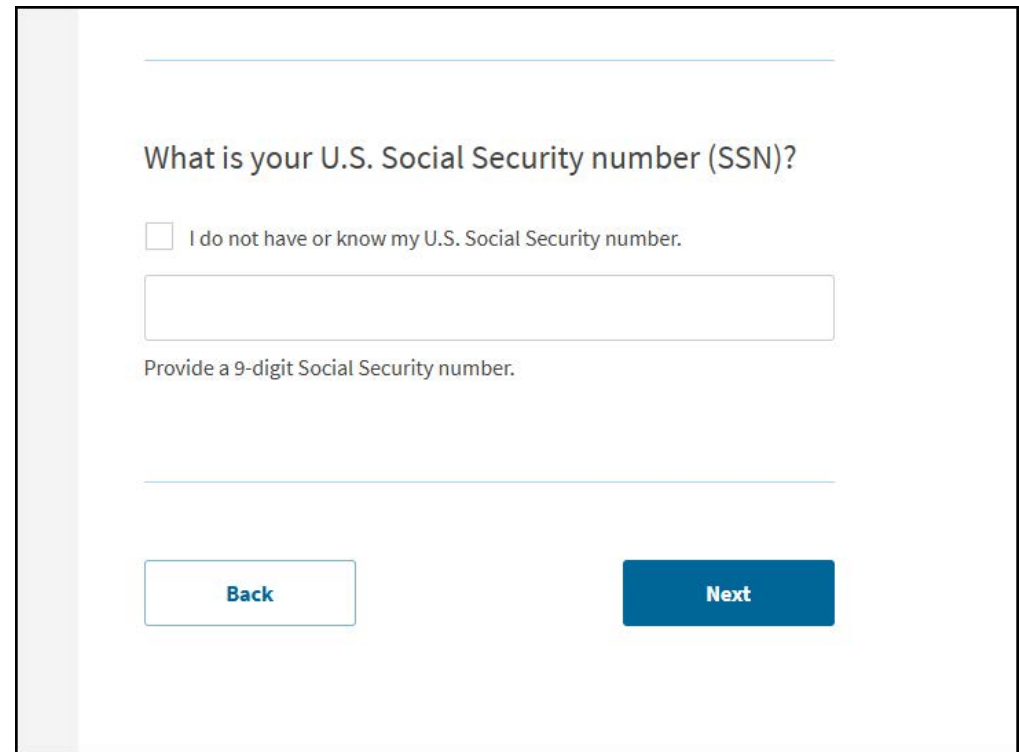
☐ I do not have or know my USCIS Online Account Number.

Provide a 12-digit Online Account Number.

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

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.

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

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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.

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

WSU

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.

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.

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.

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.

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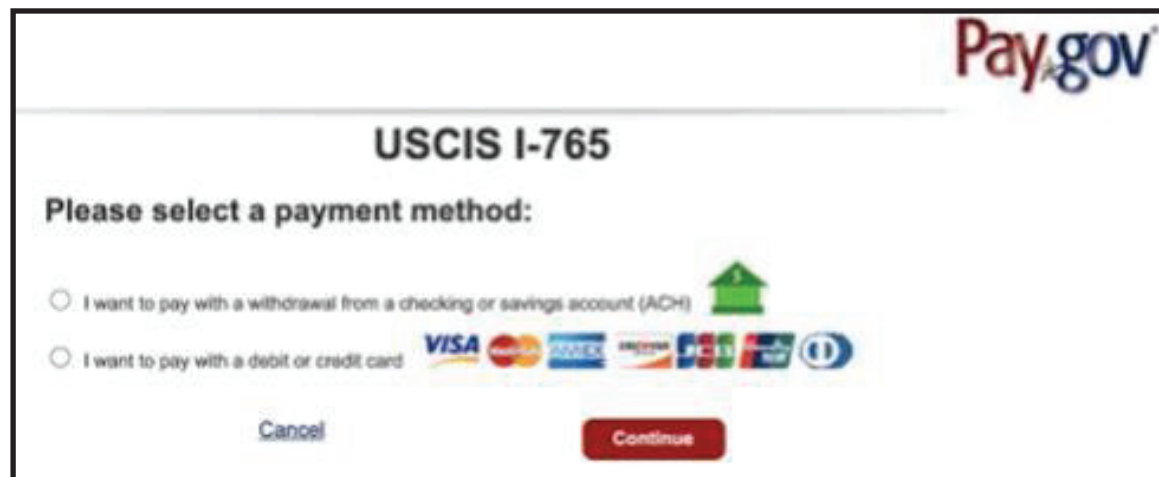
We will send you to Pay.gov — our safe, secure payment website — to pay your fees and submit your form online.

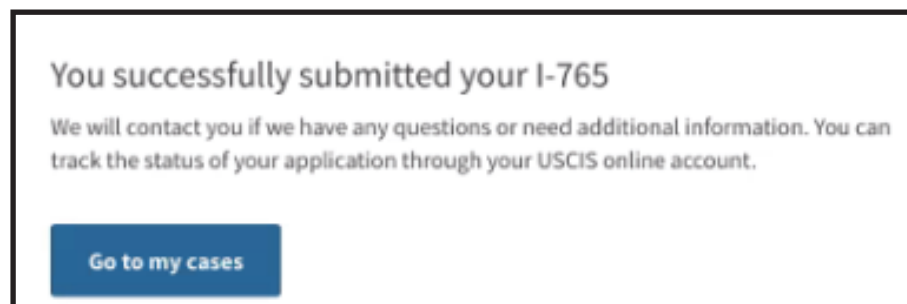Here are the steps in the payment and submission process:

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

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.

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..

. . . .

If you have any questions that were not answered by this guidebook, please send an email to 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.