

Once you have received your I-20 from the International Student Advisor with your Optional Practical Training (OPT) recommendation, your next step is to apply for OPT to USCIS by filing Form I-765 online.

Please note: It is the student's responsibility to file Form I-765, ensure they understand USCIS requirements, submit correct and valid information, and submit Form I-765 on time. Saint Paul College has no influence over a USCIS decision regarding an OPT application and cannot reverse a decision or guarantee approval. The information provide on this page is a brief overview to help you prepare, and may not be up to date with USCIS requirements.

Applying for OPT – Filing Form I-765 Online

Step 1. Gather documentation

It is necessary to gather all required documentation in advance. You will need:

- I-94
- Copy of passport photo page
- Copy of F-1 visa or change of status approval notice
- Passport style photo
 - There are many free passport photo cropping websites online. You can take your own passport photo, and upload it to one of these. You can also get a [passport photo taken at Walgreens](#).
- OPT I-20 – all three pages
- Copies of all previous I-20s – all pages
- Copy of Social Security Card (if applicable)
- Copy of previous EAD card (if applicable)
- One copy of any documents you have that have your name and photo:
 - Entry visa stamp with a photo
 - U.S. driver's license or state ID
 - Saint Paul College Student ID
- \$410 payment for I-765 fee

Step 2. File Form I-765 online (apply for OPT to USCIS)

Before you begin, it is important to review filing instructions on the USCIS website: www.uscis.gov/i-765.

You will file the Form I-765 online. This will require you to create a USCIS online account.

Watch this helpful video: [Filing for OPT Online](#).

- Pre-completion OPT: you apply as category (C)(3)(A).
- Post-completion OPT: you apply as category (C)(3)(B).

Step 3. Wait for a decision

Once you have submitted your I-765, continue to check your USCIS online account to see where your application is at in the process. Wait for your I-797 Receipt Notice to be mailed to you by USCIS. This can take a few weeks. If your OPT is approved, you will be mailed your Employment Authorization Document (EAD) card by USCIS. This can take 3 to 4 months.

Once you receive your EAD card, refer back to the Optional Practical Training (OPT) Information document for information on fulfilling your employment reporting requirements.