SAINT PAUL COLLEGE

Post-Completion OPT: Apply Online to USCIS

A guide to submitting your online application (Form I-765) to USCIS

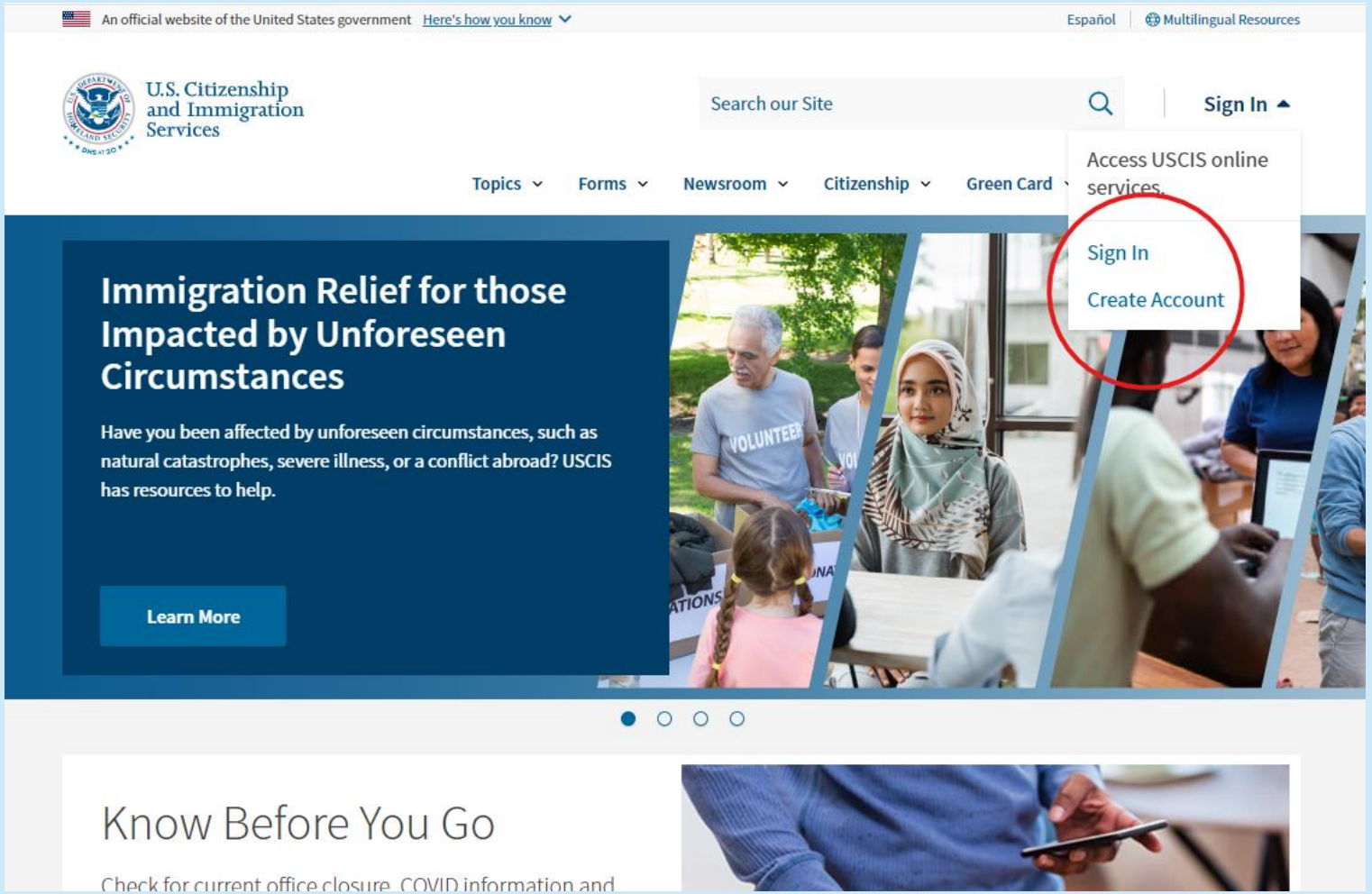
This is a helpful, general guide and may not be up-to-date with USCIS requirements or address nuances of specific student situations. Contact ISS with any questions: international@saintpaul.edu

Create your account at www.uscis.gov

You will be asked to:

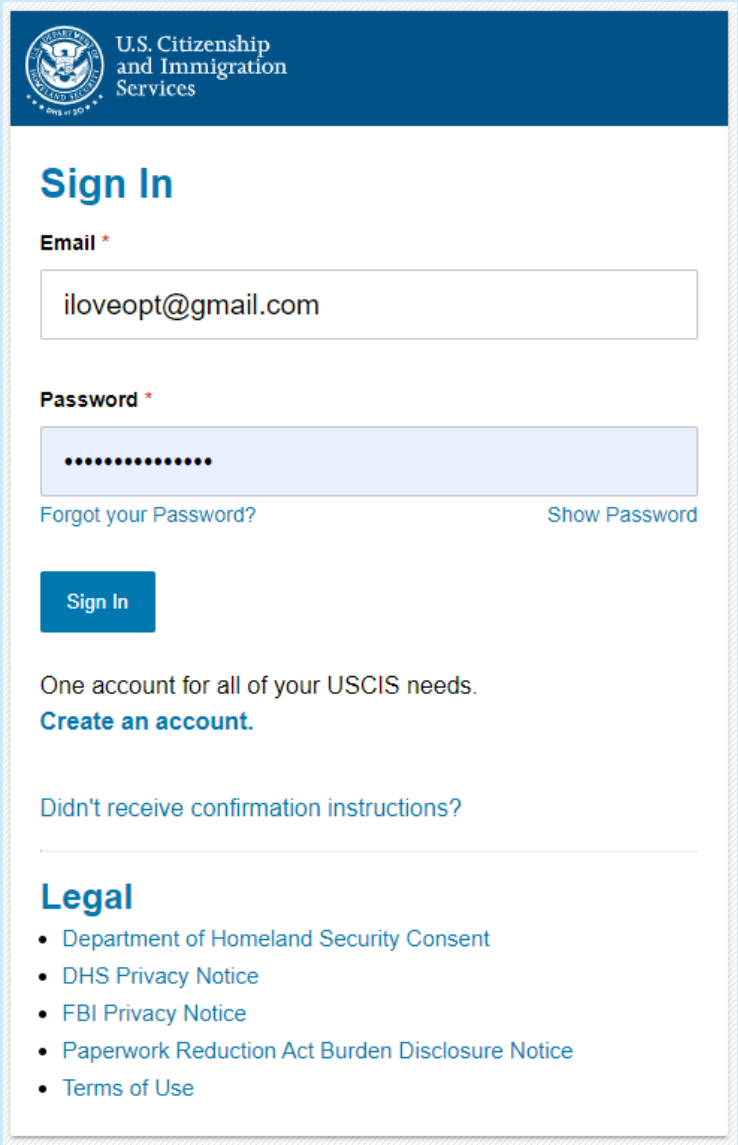
- set up your password
- enter phone or email for 2-step authentication
- answer security questions to retrieve your login if you get locked out

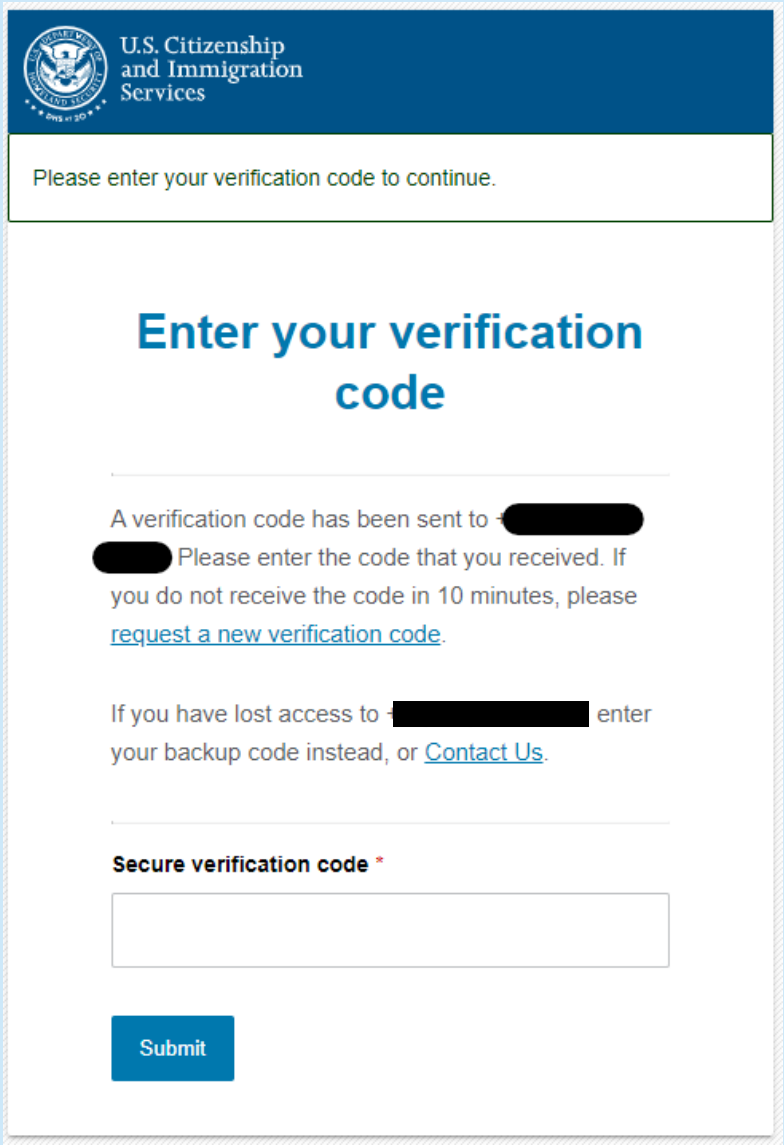
Note: if you already have a USCIS online account, sign in to your account



Sign-in to your new USCIS account

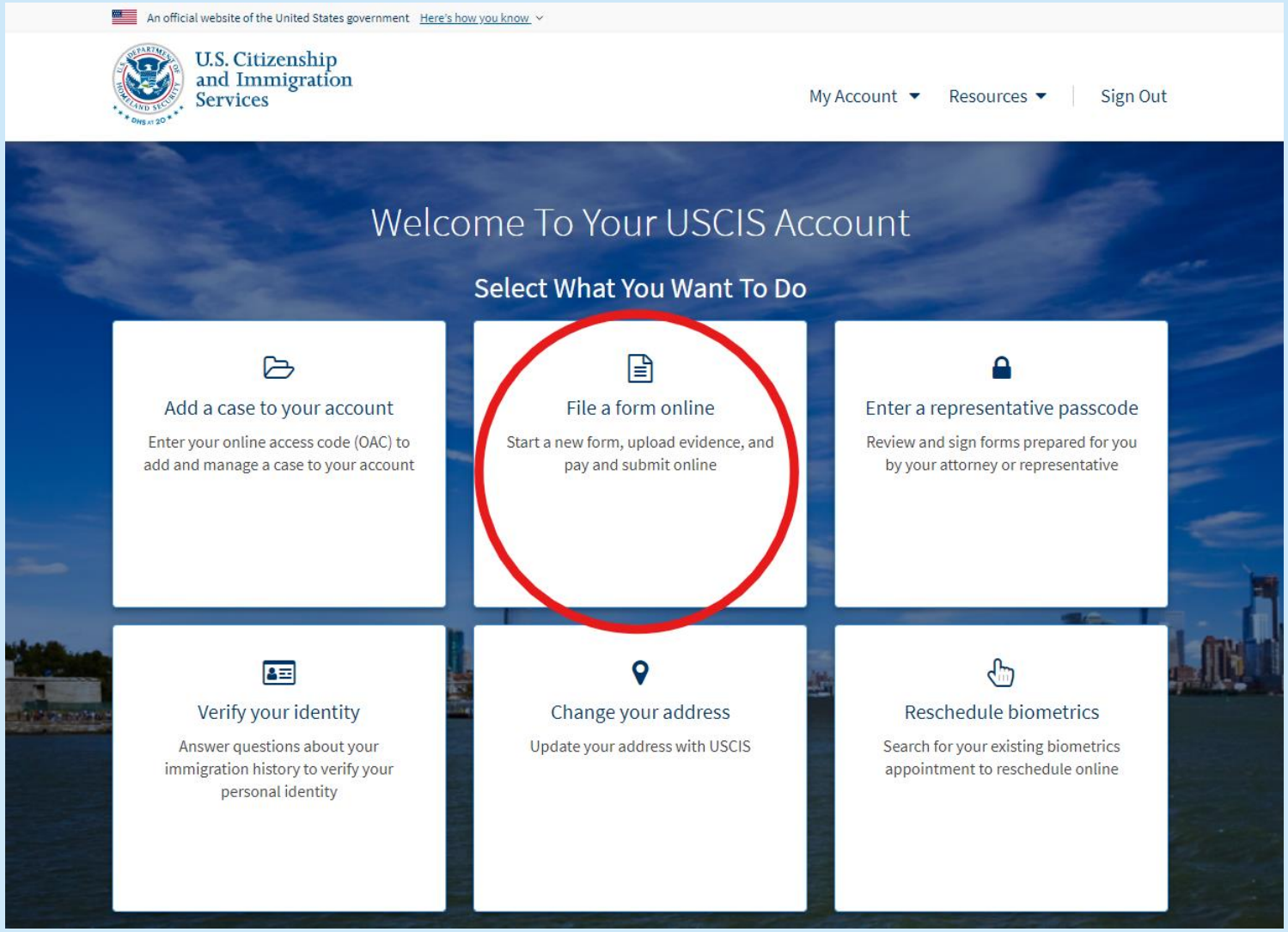
- Enter your email address & password
- The system will send you a one-time verification code every time you log-in





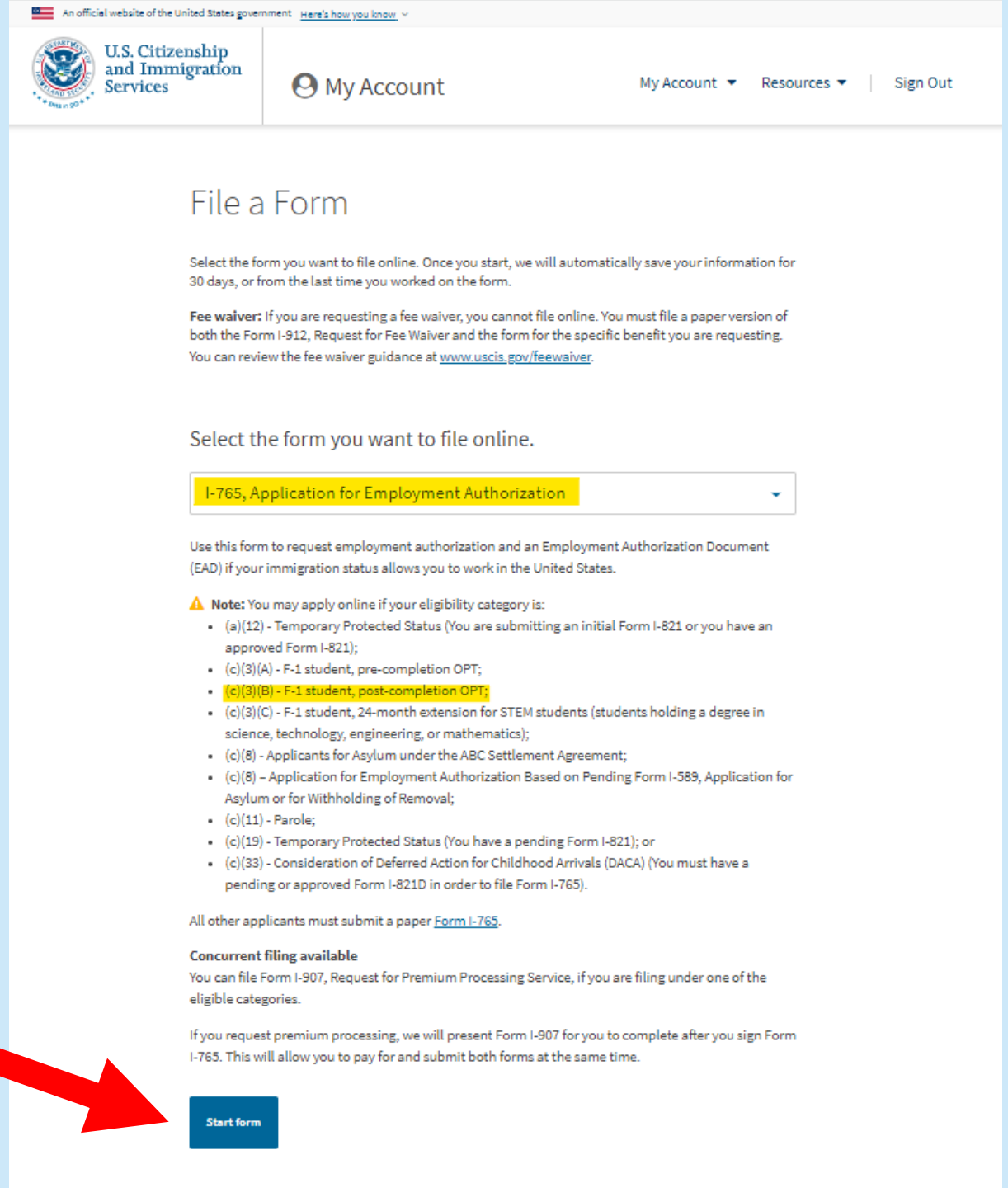
Begin your application

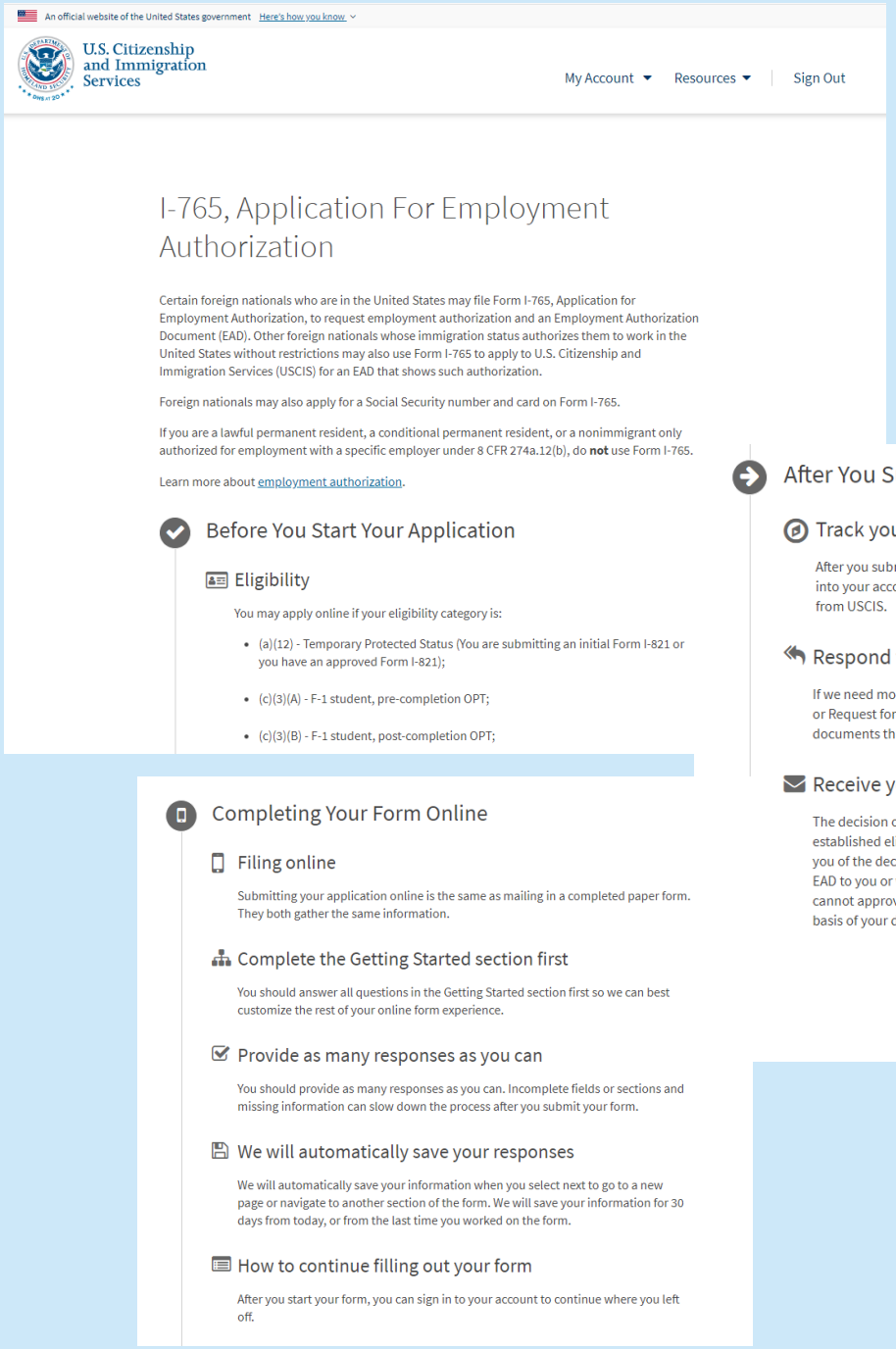
- Click “file a form online” from the main USCIS Account page after you log-in



Choose “I-765, Application for Employment Authorization”

- Be sure to select I-765
- *Note the eligibility categories:* Post-completion OPT is **(c)(3)(B)** eligibility category
- Click “Start form”





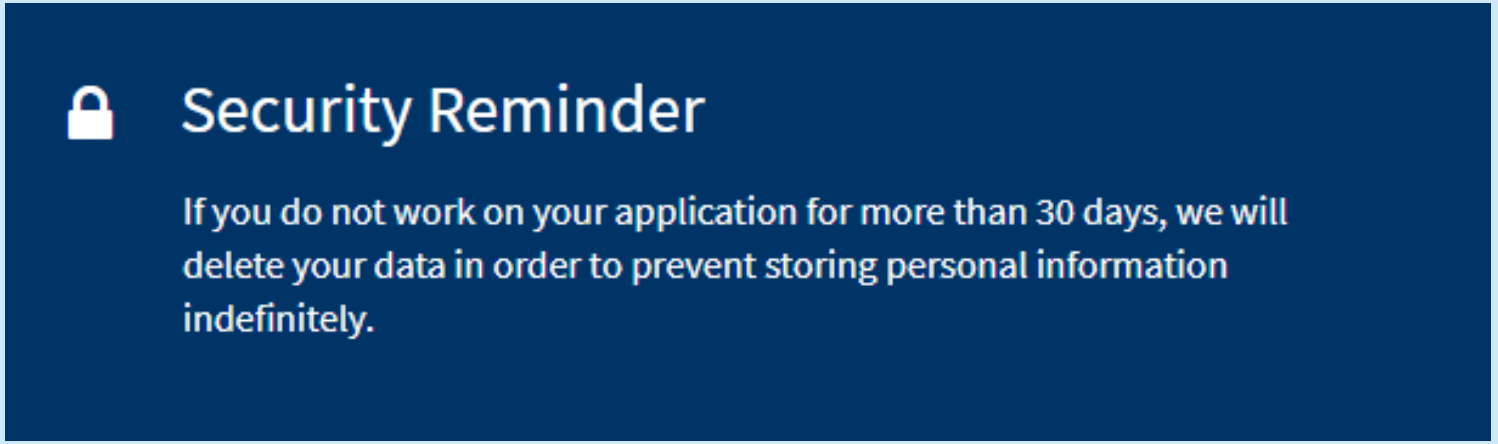
Important! Review the information on this page before proceeding

- This is where you will receive the most updated tips from USCIS
- **Scroll this page for information about:**
  - Eligibility categories
  - Application timelines
  - Fees
  - Documents needed
  - Tracking your application
  - And more

Note this important reminder:

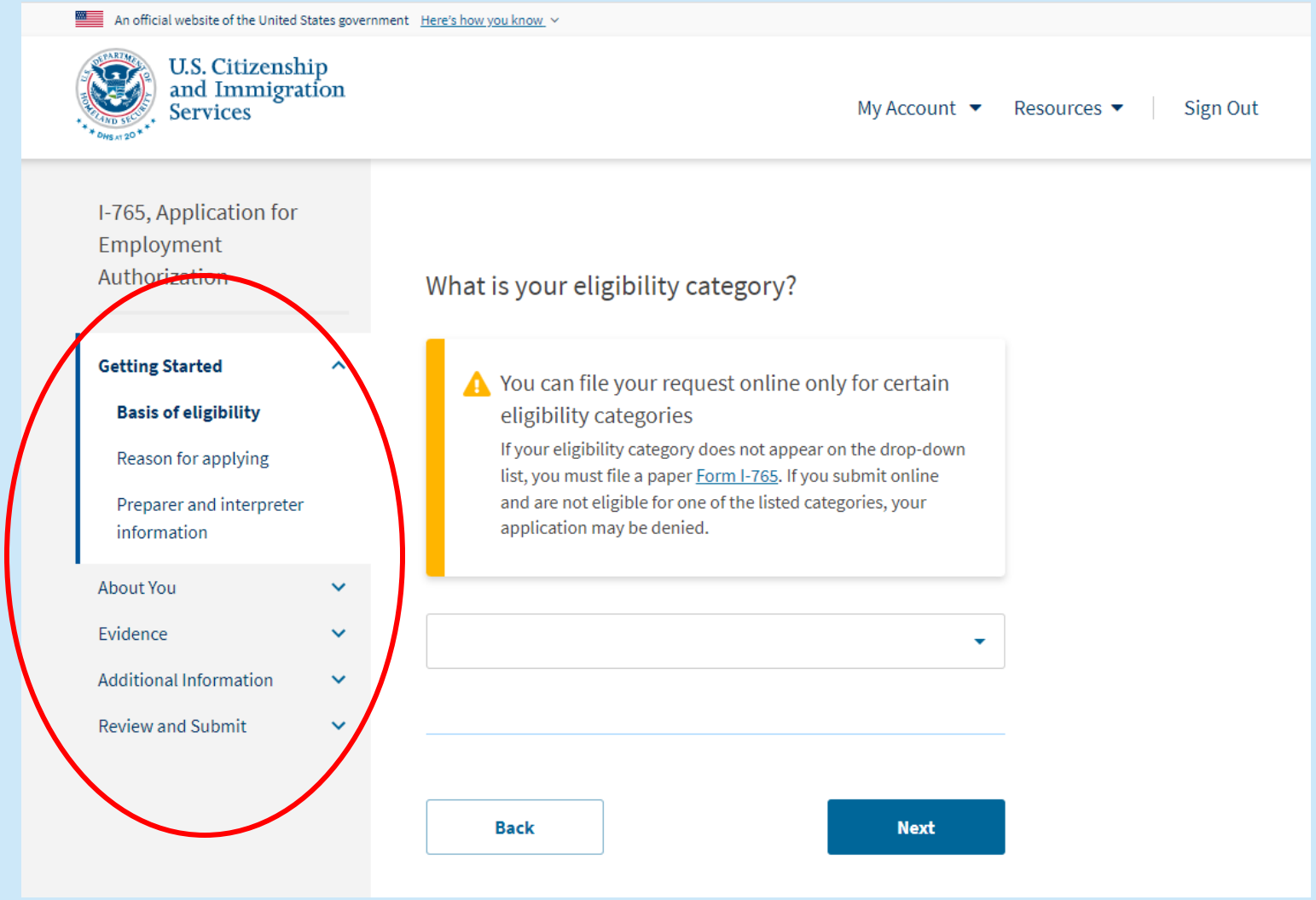
- You must return to the application within 30 days of starting it or your information will be deleted

- ***Remember: you must <u>submit</u> the completed application to USCIS no later than 30 days after ISS issues you your OPT request I-20***



Online Form Navigation

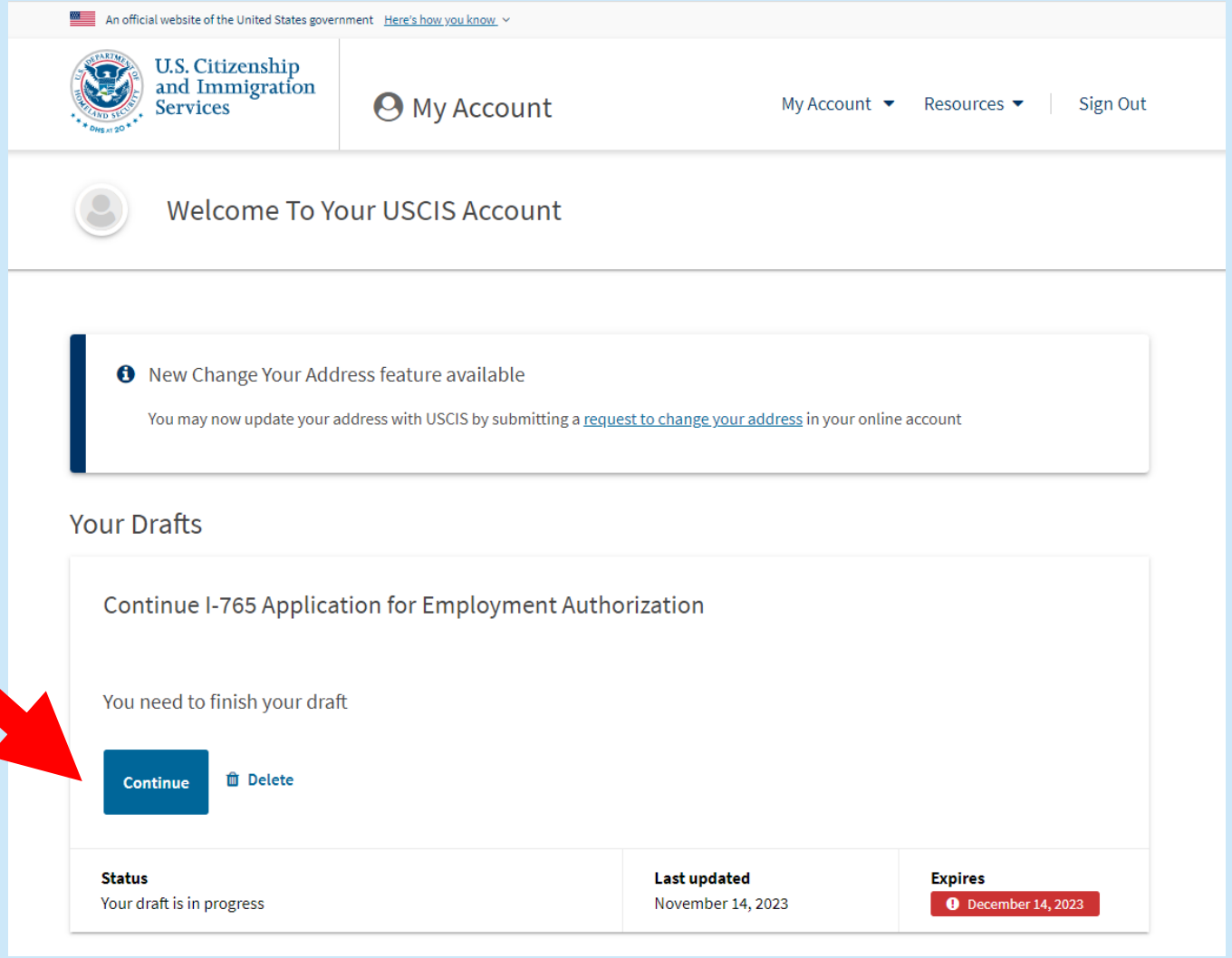
- Form navigation is a vertical list on the left side
- The form saves when you go to a new section
- Sections collapse & expand



If you have to leave the application and resume later…

- To pick up where you left off, log-in to your USCIS MyAccount
- You will be shown your draft right after logging in
- Click “continue”

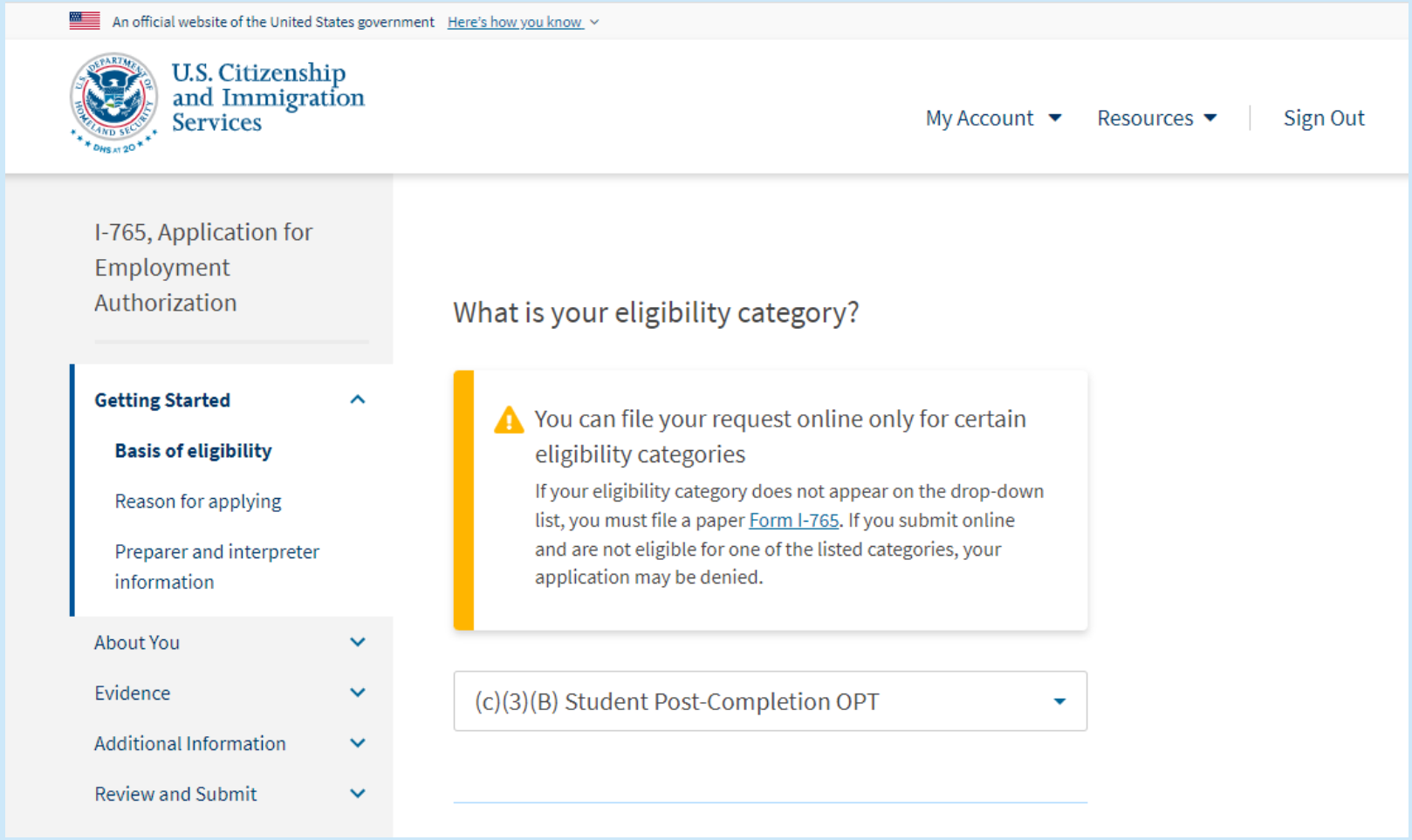
Remember: you must submit the completed application to USCIS no later than 30 days after ISS issues you your OPT request I-20



“Getting Started” section

The “Getting Started” section will ask:

- **Eligibility Category**: choose “(c)(3)(B) Student Post-Completion OPT”
- **Reason for Applying**: always choose “initial permission to accept employment”
- **Have you previously filed Form I-765?**: most will choose “no”
- **If someone is assisting you with the application**: “No”, ISS is providing guidance but not officially assisting!

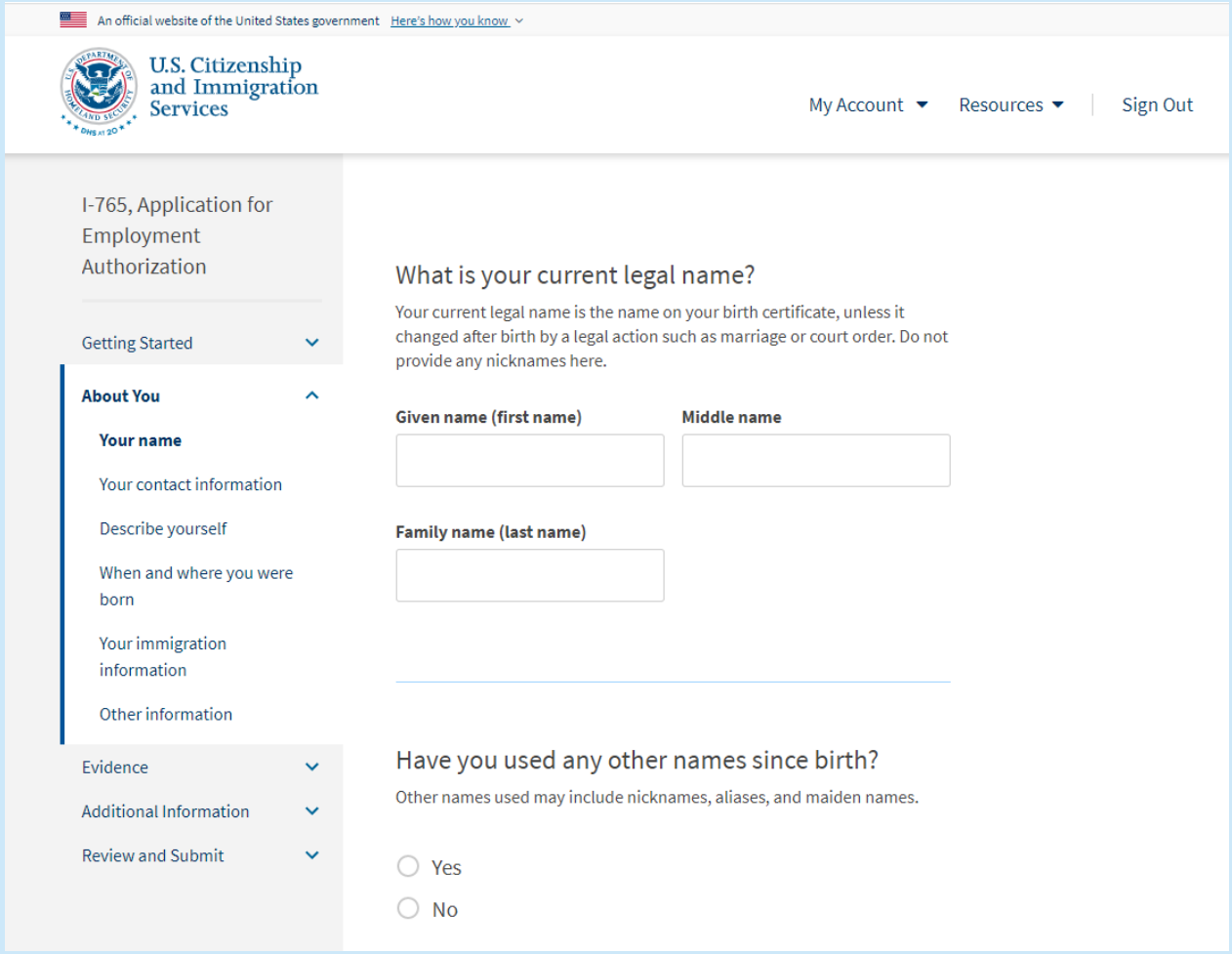


Note: at this stage, you can also opt to pay for “premium processing” for an expedited decision on your OPT application. This is in addition to the normal $410 filing fee

“About You” section

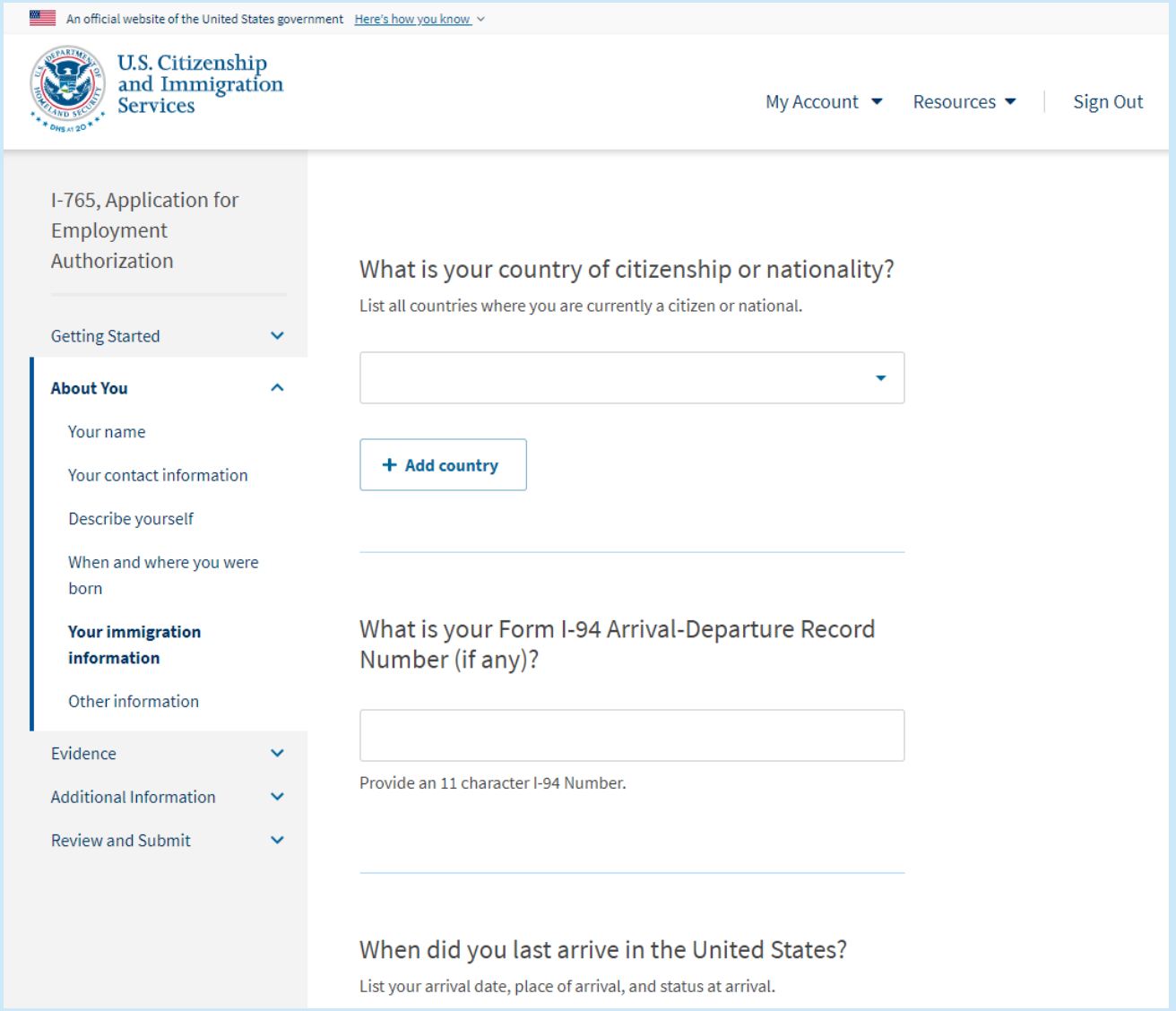
The “About You” section will ask for:

- **Given (first), middle, and family name**: enter these names as they appear on your I-20/Passport
- **Daytime & Mobile Phone Numbers, Email Address**: use a personal email address (not SPC email)
- **Mailing Address**
- **Where in the US you live (if different from mailing address)**
- **Gender**: this should match what is printed in your passport
- **Marital Status**
- **City, State, Country of Birth**
- **Date of Birth**: make sure to use Month/Day/Year



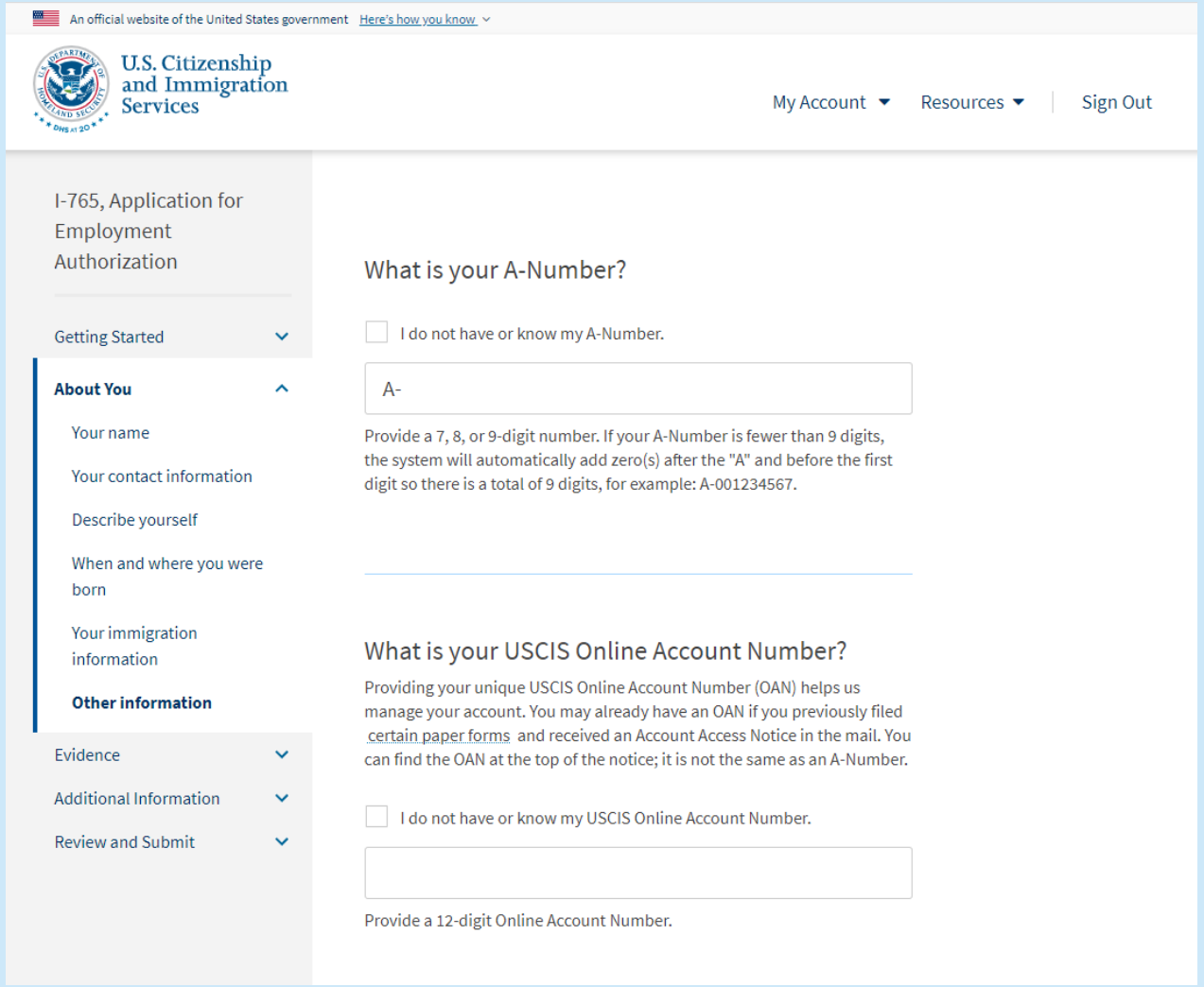
“About You” section (continued)

- **Country of Citizenship**: click on “add country” if you have dual citizenship
- **Form I-94 Arrival-Departure Record Number**
- **Last Arrival in the US**: date, place, and status
- **Passport Number**
- **Travel Document Number**: you (more than likely) do not have a travel document—leave this blank
- **Passport Expiration Date**: Month/Day/Year
- **Country that Issued Passport**: your citizenship country, even if you renewed your passport from inside the US
- **Current Immigration Status**: must be F-1 to apply for OPT
- **SEVIS Number**: the “N” is on the screen. Enter all “0”s (ex. N**000**111222333)



“About You” section (continued)

- **A-Number**: Most F-1 students do not have an A-Number. Check the box for “I do not have or know my A-Number” if you do not have one
- **USCIS Online Account Number**: First-time online users: even though you created your account, you do not have your USCIS account number yet. Check the box for “I do not have or know my USCIS Online Account Number”. If you do already have a USCIS Online Account Number, enter it.
- **Has the SSA issued you an SSN** (for on-campus work, CPT, or other?): If yes, you will be asked to enter it
- **Do you want the SSA to issue you an SSN?**: If yes, you will be asked to consent to disclose your information to the SSA and for your mother’s and father’s names



The next section is “Evidence” (where you upload your documents)

Make sure your documents are saved in the appropriate file type, file size, are in English, and logically named

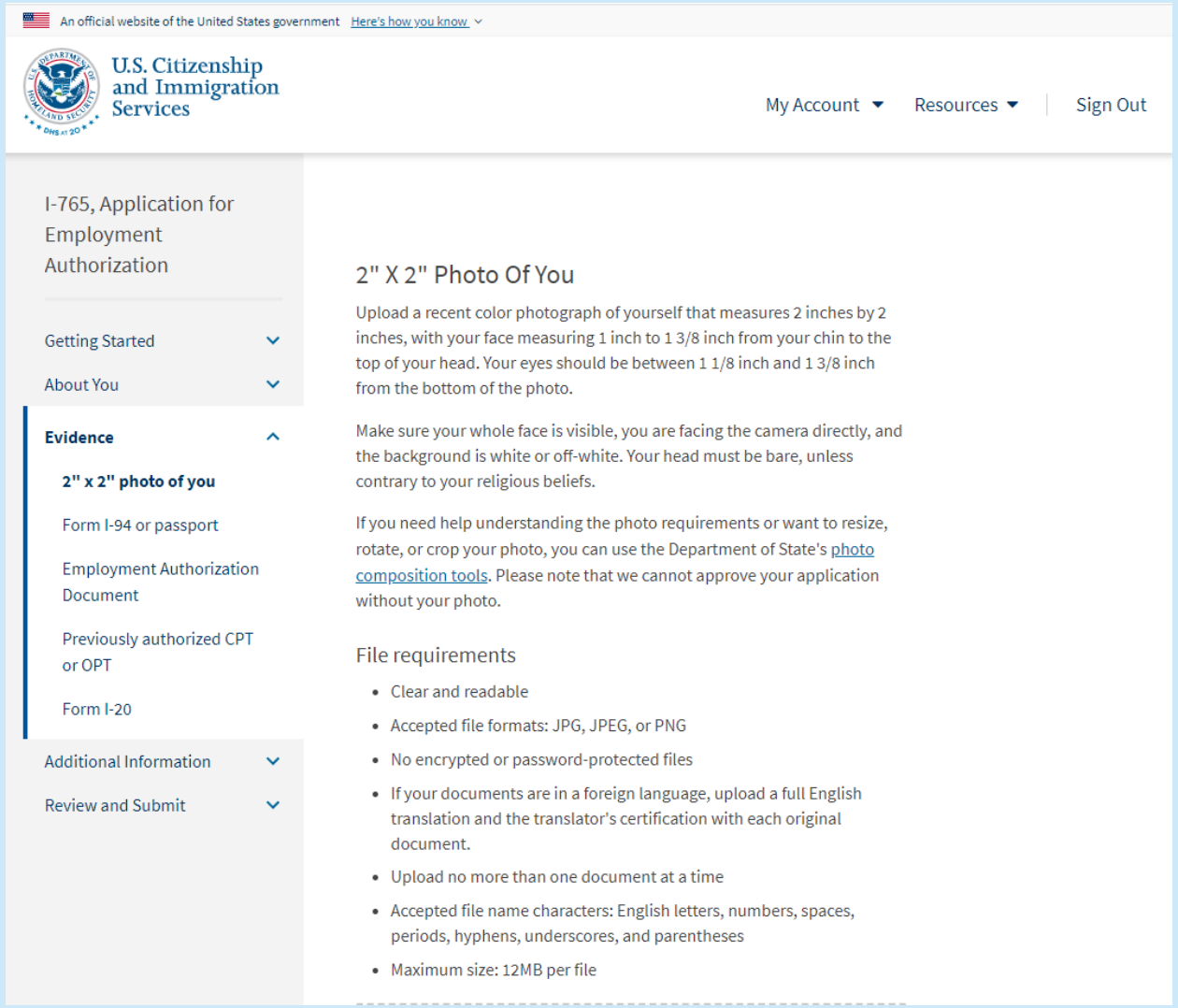
USCIS asks that documents be uploaded in the following formats:

- 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

“Evidence” section

Upload: Passport photo (2x2 photo)

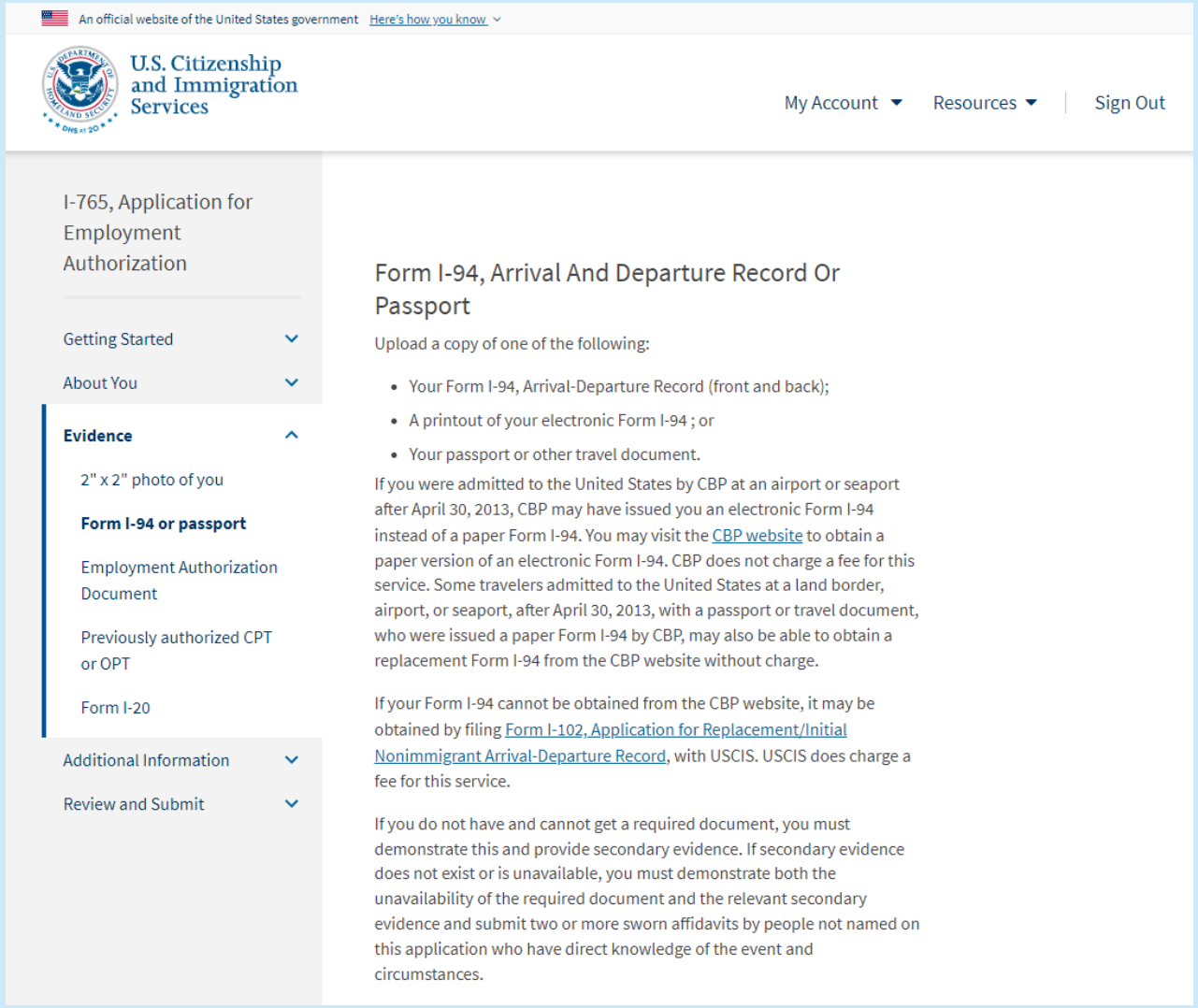
- Just one photo is needed
- Must meet standard passport requirements
- ISS recommends you get your photo taken at Walgreens, CVS, or the UPS Store to ensure your photo complies with requirements. Be sure to request a digital copy
- If you cannot get an electronic photo, make sure that you have a high quality scan with no light reflection from the scanner



“Evidence” section

Upload: I-94 Arrival Record

- Printed from the CBP website: [i94.dhs.cbp.gov](i94.dhs.cbp.gov)
- *If you entered through a land border by car or boat, you may have an I-94 card stapled in your passport*
- **<u>DO NOT</u> upload your passport here!** That is *ONLY* for those who do not have an I-94 record. Your passport will be uploaded in a different place.



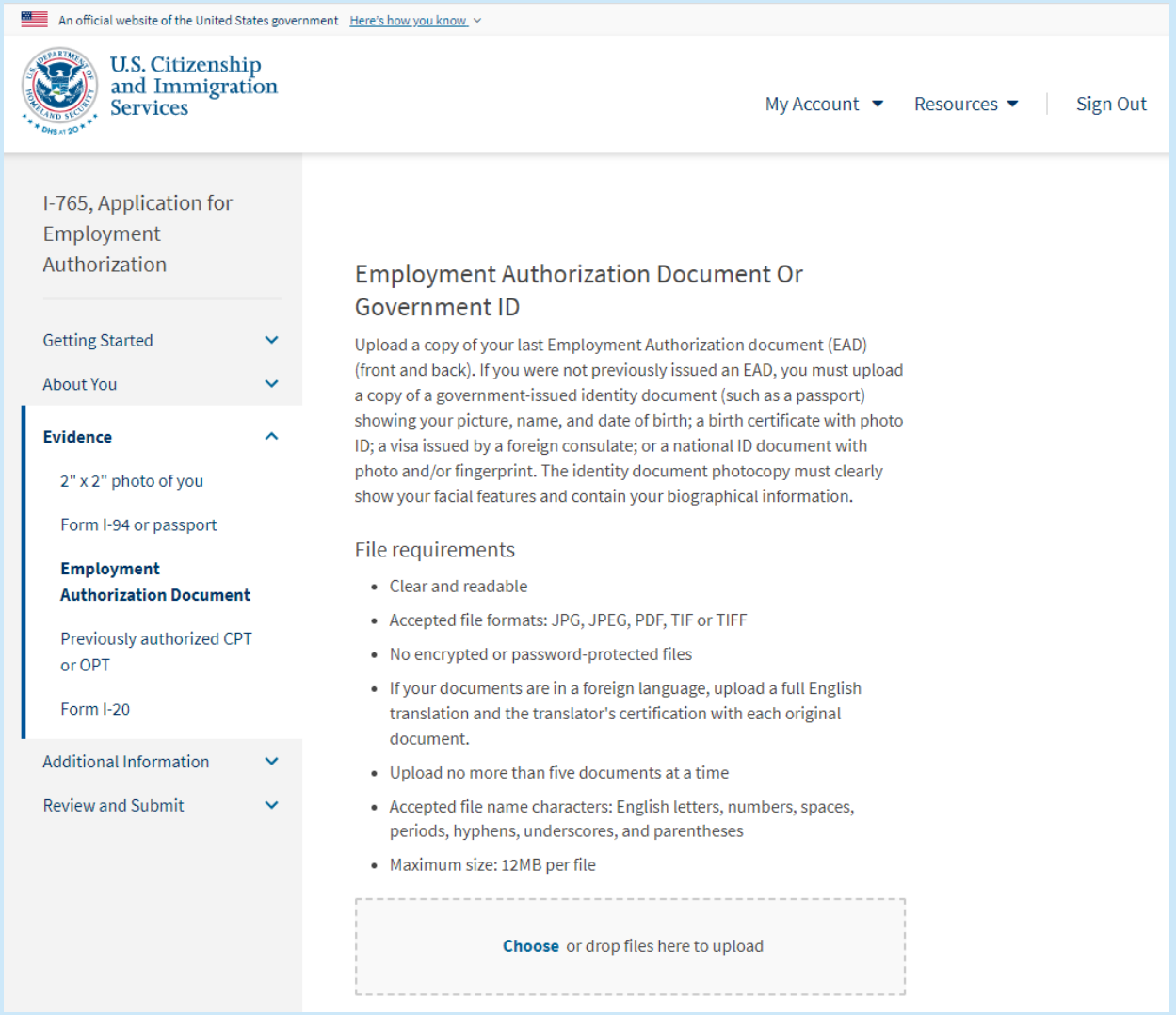
“Evidence” section

Upload: Passport ID page

Upload: Most Recent F-1 visa

Or I-797 Approval Notice for students who changed status to F-1 within the US.

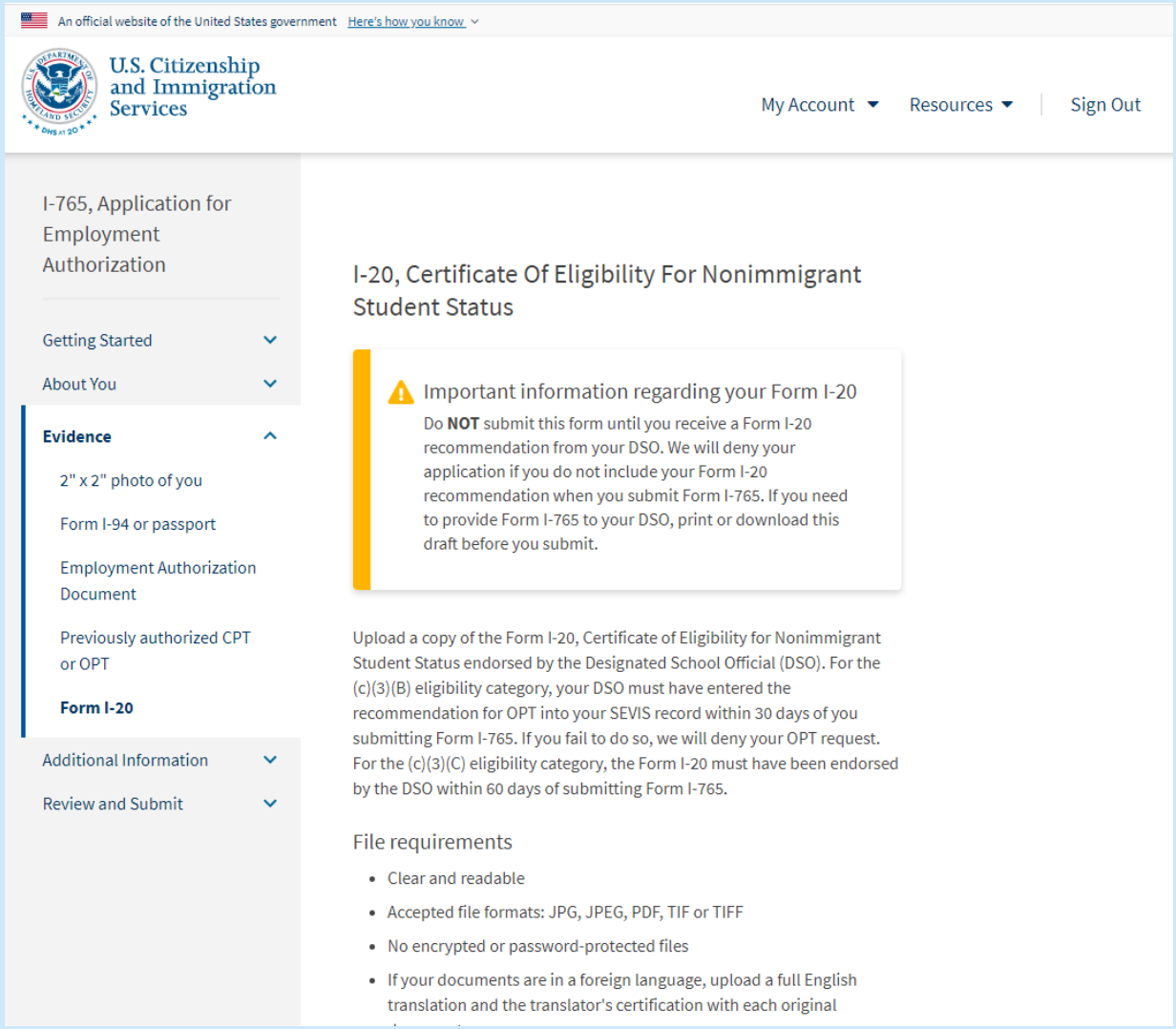
<u>DO NOT</u> upload EADs here. EADs will be uploaded in a different place.



“Evidence” section

Upload: OPT Requested I-20

- Received from ISS/International Student Coordinator
- **Make sure you have signed the front of the I-20**



“Additional Information” section

Click “Add a response” button to add information

Most common “additional information” to include, if any:

Previous SEVIS Numbers:

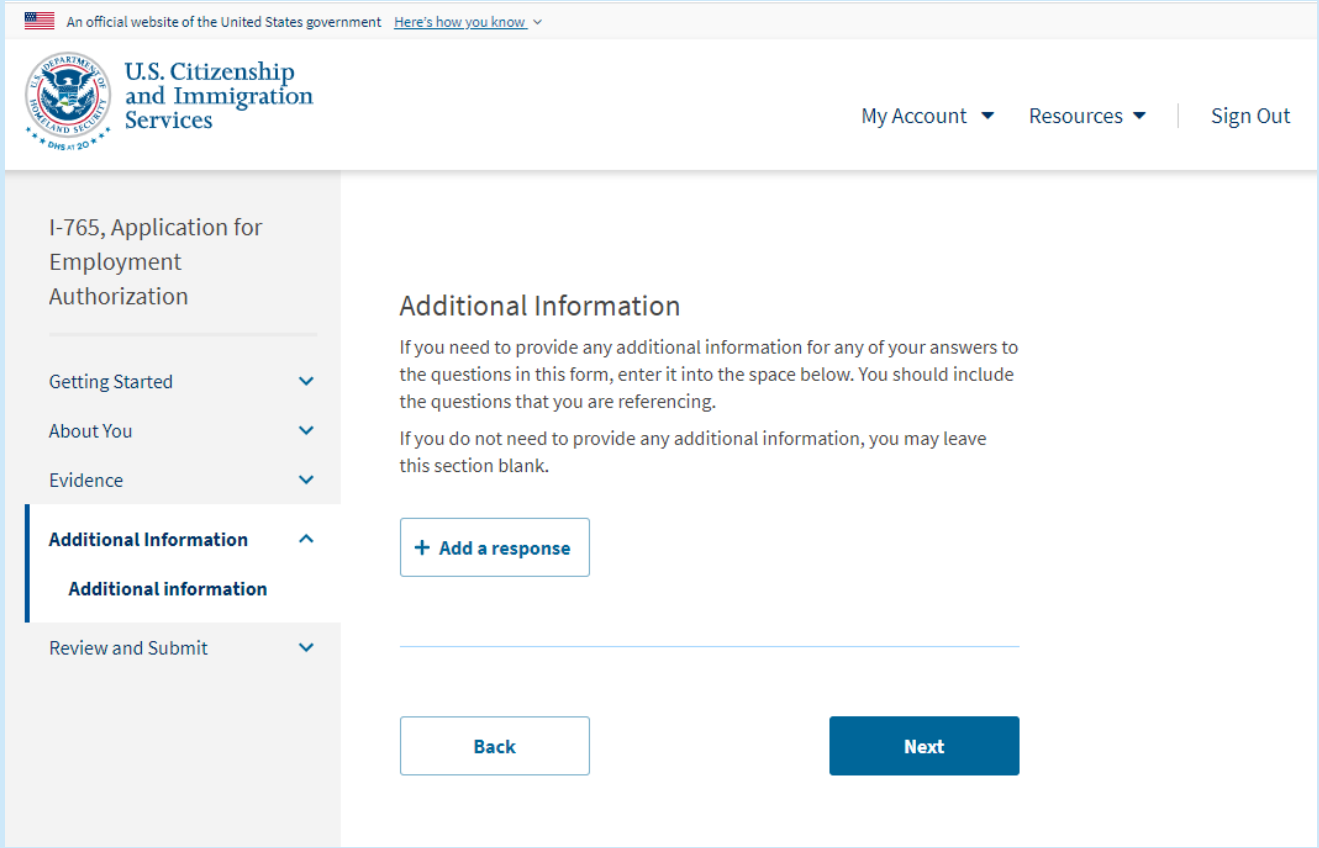
Section: Choose “About You”
Page: Choose “Your immigration information”
Question: Choose “What is your SEVIS Number (if any)”

- Enter previous SEVIS number and visa type for that SEVIS number

Previous OPT EADs:

Section: Choose “Evidence”
Page: Choose “Previously authorized CPT or OPT”
Question: Choose “Previously authorized CPT or OPT”

- Give the USCIS # on the EAD card and the degree level that the EAD was issued for



Note: You cannot upload documents on this page.

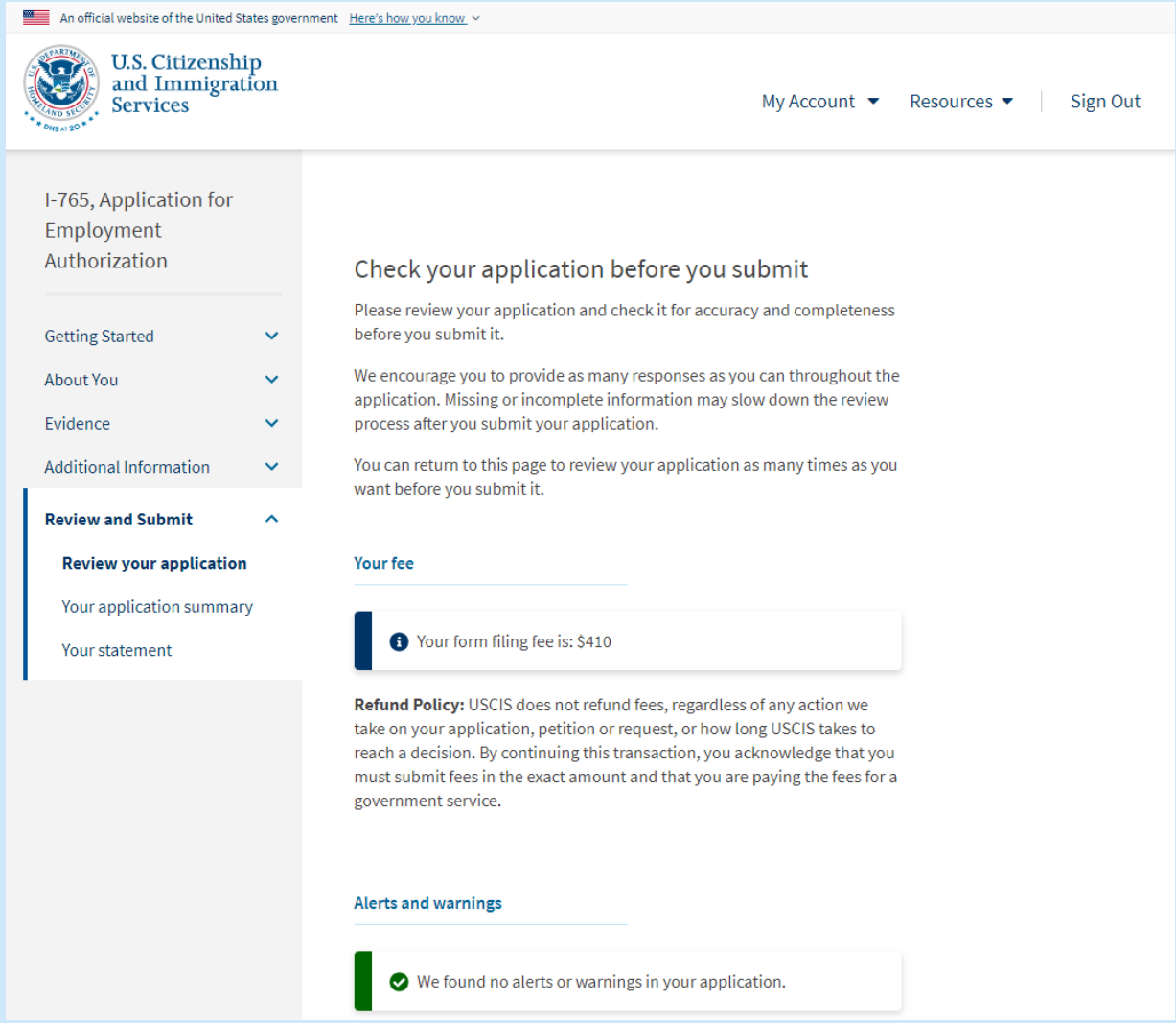
Review and Submit your Application

Check the “alerts and warnings”

- If you see the **RED** notification, go back and update your application
- Once you see the **GREEN** notification, you can click “next” to go to the next page and review all of your information

NOTE: you may see a **GREEN** notification even if you have skipped some answers or have not uploaded all of your documents.

Check your application!!

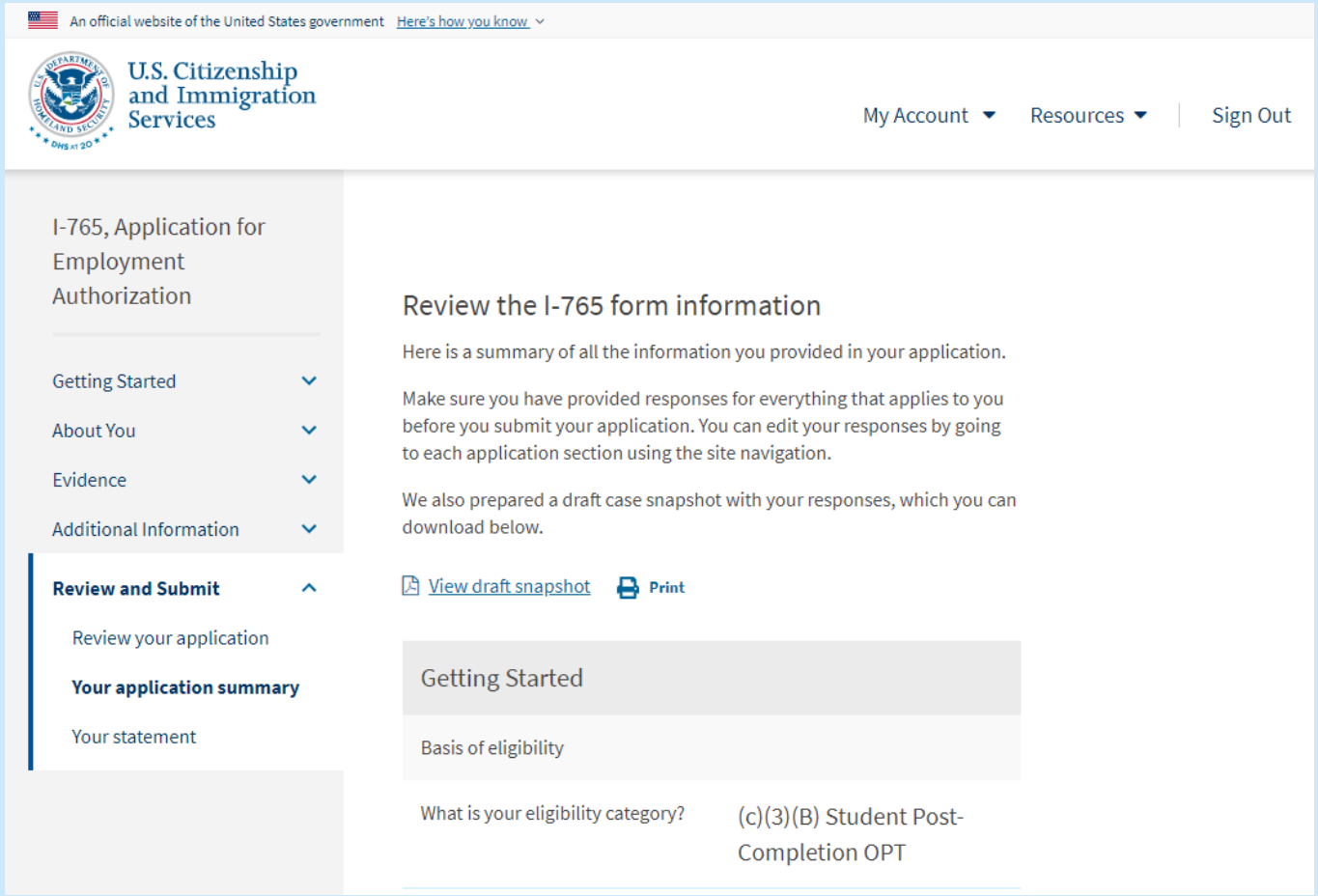


Review and Submit your Application

Review your Application here

- Check all of the information on this page and go back to make corrections if needed
- Ensure all information is accurate and all applicable/required sections are complete

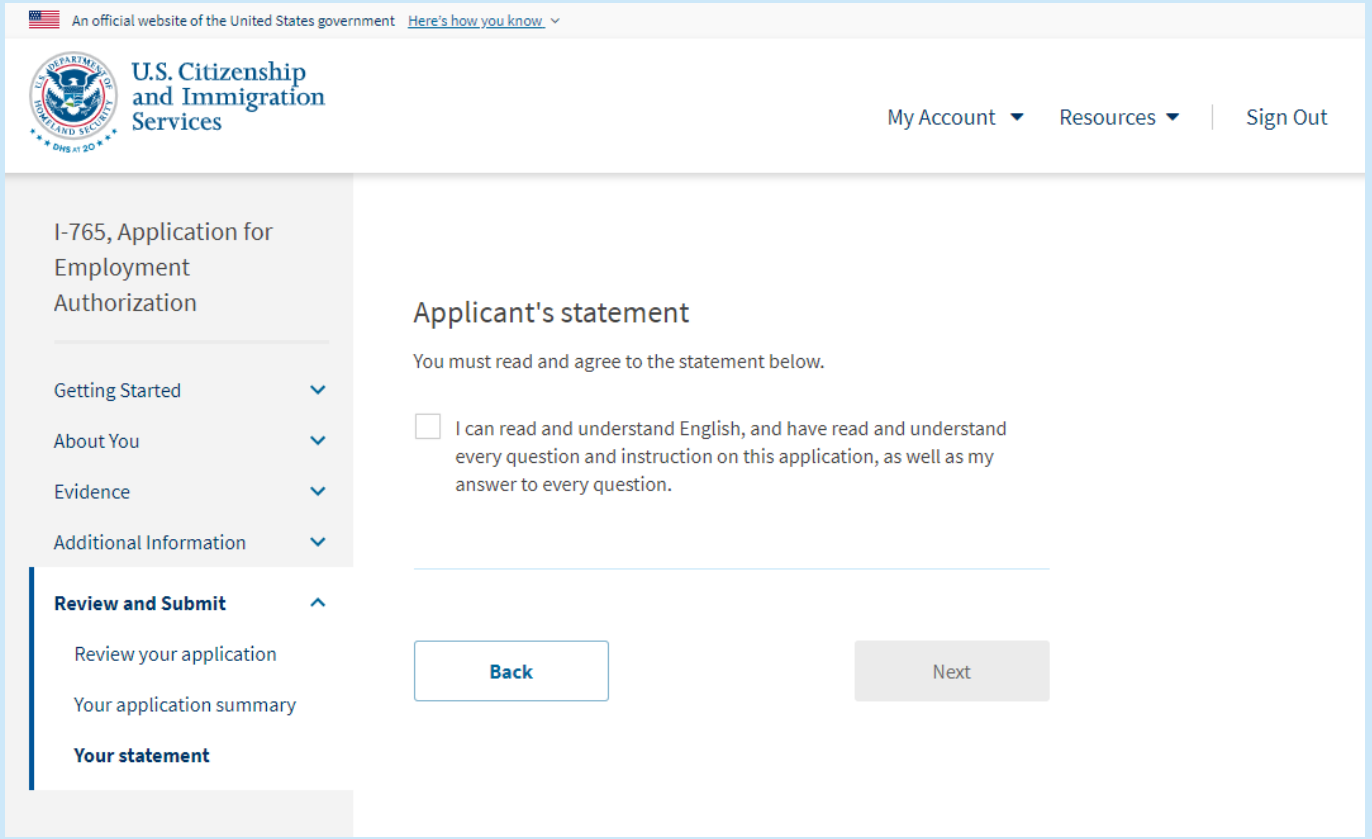
ISS highly recommends clicking "View draft snapshot" to download a copy at this stage



Review and Submit your Application

Applicant’s statement

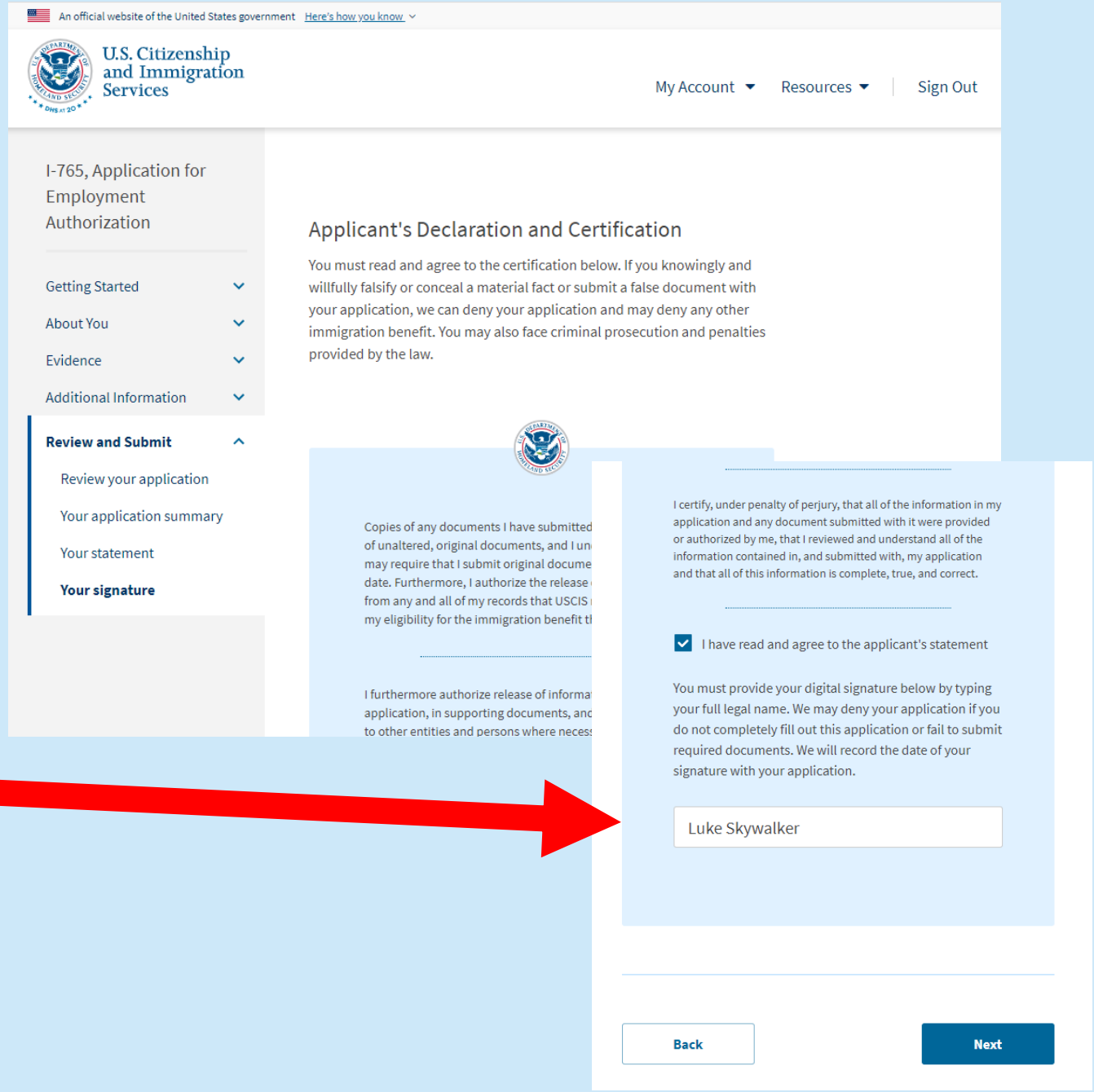
- Check the box to verify that you have read, understood, and completed this application



Review and Submit your Application

“Sign” and certify your application

- Read the Declaration and Certification text
- Click the box to verify
- Type your **FULL LEGAL NAME** in the box to sign your application

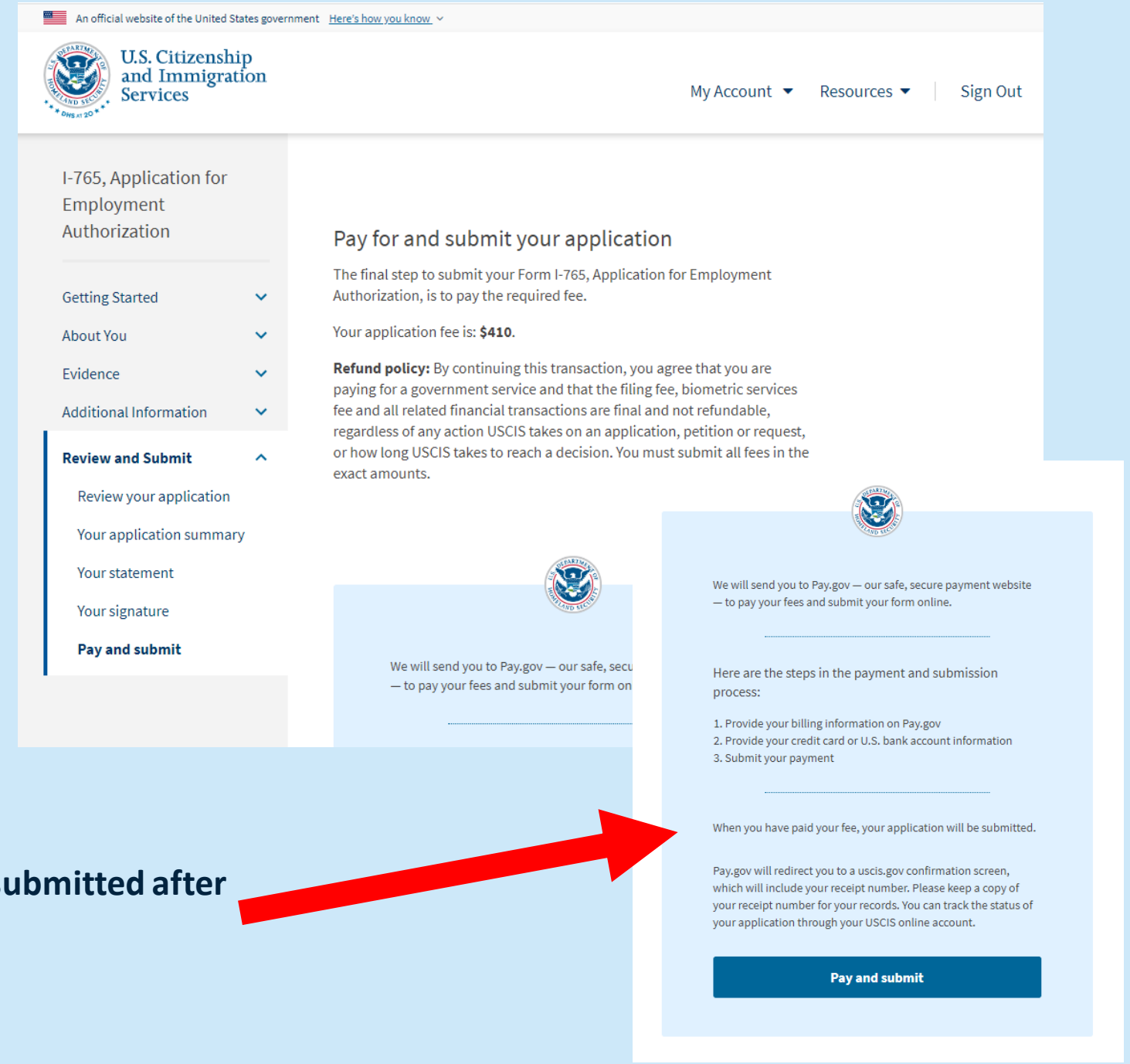


Review and Submit your Application

Pay your application fee ($410)

You will be able to pay using:

- a checking/savings account (you will need the account number and bank routing number)
- a debit/credit card (you will need the card number, expiration, and security code)



Your application will be submitted after you have paid the fee

CONGRATULATIONS!!!

You have now filed your application for post-completion OPT with USCIS

If you have questions, please contact ISS:
international@saintpaul.edu
651-403-4470

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Fit in. *Stand out.*