



ATTENTION! Do not sign and submit your application without prior approval from your Kearney Center Advisor. You must have a new I-20 with OPT request listed on top of page 2 from the Kearney Center. Incomplete and inaccurate submissions increase your likelihood of rejection for OPT.

Filing Form I-765 Online

Step 1: Gather Required Documents

In order to file your Form I-765 online you will need digital copies of the following documents.

- 2 NEW passport style photographs
- Copy of valid passport page
- Copy of visa (can be expired)
- Copy of I-94
- Previous EAD card (if applicable)
- I-20s of same degree level that show CPT employment authorization

Please note, these documents must be scanned in order to upload to the USCIS system.

Acceptable Characters

As you are uploading documents, please note that the only characters allowed in document file names are:

- English letters
- Numbers
- Spaces
- Periods (.)
- Hyphens (-)
- Underscores (_)
- Parentheses ()
- Please do not use special characters or non-English letters.

Acceptable File Formats

Photos: JPG, JPEG, PNG

Documents: JPG, JPEG, PDF, TIF, TIFF (.doc or .bmp files are not allowed)

Maximum size: 6MB per file

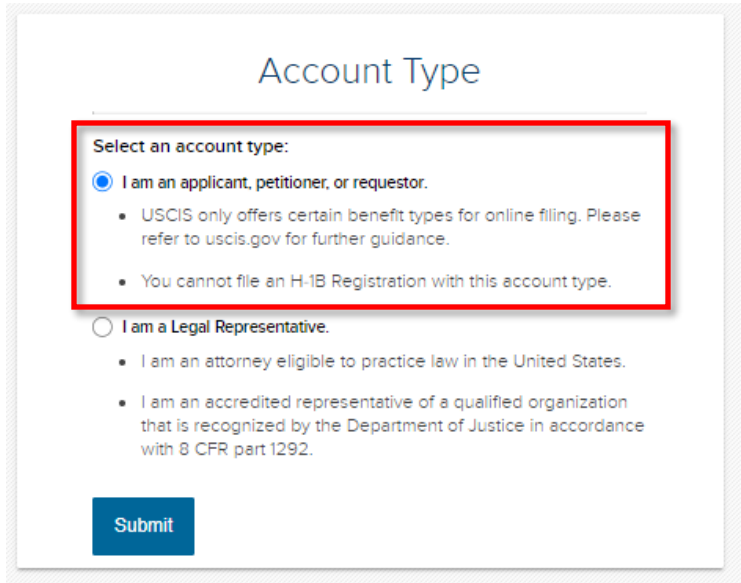
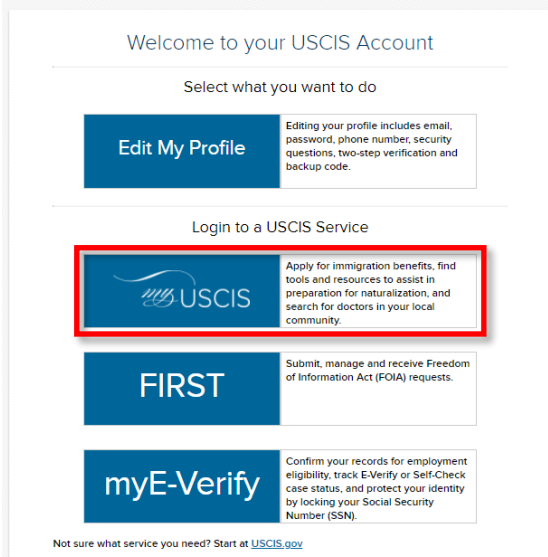
Please also note that foreign language documents must have an English translation.

Step 2: Create a USCIS online account

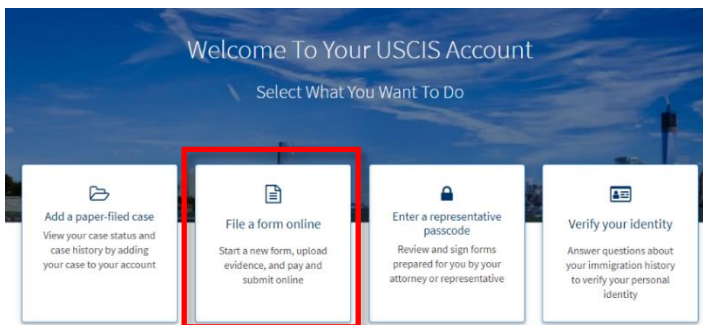
Go to <https://myaccount.uscis.gov> and click “Create an account.” Complete registration process, including setting up two-step verification. You will be required to use the two-step verification process every time you log in.

Step 3: Begin Your Application

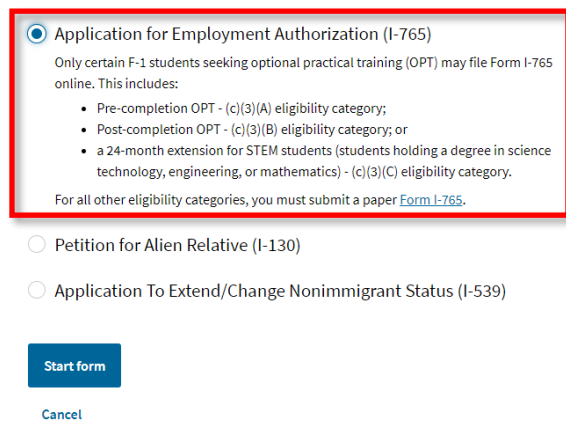
Log in to your USCIS account. Click the “myUSCIS” button. The first time you log in you will be prompted to choose an account type, select “I am an applicant, petitioner, or requester.”



Next, select "File a Form Online" under "Select What You Want To Do."



Then, under "File a Form," select "Application for Employment Authorization (I-765)."



You will be brought to a page with an overview of the online filing process, including eligibility requirements, required documents, payment details, and action items you may need to take after submitting Form I-765. **Please read this page carefully** and contact your assigned Kearney Center advisor if you have any questions.

Review the "Completing Your Form Online" section carefully. Note that your responses will be automatically saved. If you log out, you may log back in and resume where you left off last time.

Step 4: Complete the Form

Section 1- Getting Started

Fill out all required questions in this section.

- **Basis of eligibility**
 - c(3)(A) for pre-Completion OPT;
 - c(3)(B) for post-Completion OPT;
 - c(3)(C) for the STEM Extension.
- **Reason for applying**
 - Pre- or post-Completion OPT applicants should select Initial permission to accept employment.
 - STEM OPT Extension should select Renewal of permission to accept employment.

What is your eligibility category?

⚠ 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.

c(3)(B) Student Post-Completion OPT

c(3)(A) Student Pre-Completion OPT

c(3)(B) Student Post-Completion OPT

c(3)(C) STEM Extension

Back Next

Be sure to select the correct eligibility category.

- **Have you previously filed Form I-765?**
 - Select "No" if you *have not previously applied for work authorization with an I-765*.
 - Select "Yes" if you *have previously filed an I-765* (you will be required to upload a copy of your last Employment Authorization Document in the "Evidence" section).
- **Preparer and interpreter information**
 - Select "no" unless someone (e.g., an interpreter) is assisting you with the application.

Section 2- About You

Carefully fill out all required information in this section. The questions are mostly self-explanatory, but please take note of the following items:

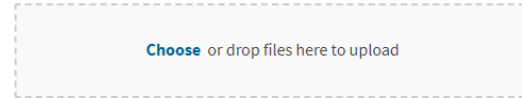
- **Your immigration information**
 - Information about your Form I-94 can be found [on the CBP website](#).
 - Be sure to select the correct immigration status, as the list of available statuses is quite long (F1 - Student, Academic, or Language Program).
 - Your SEVIS number can be found on the top left corner of your I-20.
- **Other information**
 - If you do not have a previous EAD, leave the A-Number field blank. If you have a previous EAD, your A-Number will be listed under USCIS# on your card.
 - If you have been issued a Social Security Number, please provide it (if known). If not, please select "Yes" under "Do you want the SSA to issue you a Social Security card?"

Section 3- Evidence

Carefully scan and upload copies of all the required documents and photos in this section.

- **2 x 2 photo**

- Be sure to review the guidelines for taking and uploading a photo. Selfies are not acceptable, and the picture must be taken on a plain white or off-white background. Upload your photo to the Photo Tool on the Department of State's [Passport Photos](#) page to create an acceptable passport style photo. Your application will not be approved without a photo.



File name	Document	Action
Sample Student ...jfff	2 x 2 photo	Delete

- **Form I-94**



In this evidence section you will upload multiple documents.

- Upload a copy of your I-94. Label the document by choosing I-94 from the dropdown menu. Refer to the [CBP website](#) to obtain a copy of this form.
- Upload a copy of your passport. Choose PASSPORT OR TRAVEL DOCUMENT from the dropdown menu.



If you have more than one passport number, upload copies of BOTH your old and new passport!

- Upload a copy of your visa. Choose PASSPORT OR TRAVEL DOCUMENT from the dropdown menu.
- **Employment Authorization Document**
 - Upload a copy any previous EAD cards you received from the USCIS (*leave this evidence section empty if you never had an EAD cards from the USCIS*).
- **Previously authorized CPT and OPT**
 - In this section you will upload multiple documents.
 - If you were authorized for CPT during your current degree program: Upload all I-20s with CPT work authorization on Page 2 of the I-20 (*leave this evidence section empty if you were never authorized for CPT during your current degree program*).
 - Upload a copy of your CPT Employment History. The Kearney International Center will provide this document. (*leave this evidence section empty if you were never authorized for CPT during your current degree program*).
- **Form I-20**
 - In this section you will upload multiple documents.
 - Upload a copy of the I-20 with requested OPT employment dates on Page 2. The Kearney International Center will provide this document. ***Sign your new I-20 at the bottom of page 1.***
 - Upload a copy of the SEVIS Event History. The Kearney International Center will provide this document.



Before going to the next section, check that you have uploaded the correct evidence files by clicking on the file name and downloading a copy.

Section 4- Additional Information

Use this section to provide any additional information that you could not fit into the previous sections.

Example #1: If you have a job offer letter from an employer to begin OPT employment:

- **Section:** Select "Getting Started";
- **Page:** Select "Basis of Eligibility";
- **Question:** Select "What is your eligibility category?"
- **Additional information:** Enter the employment information. For example:
 - Employer name: Taylor Corporation
 - Title: Data Analyst
 - Projected Start Date: January 1, 2022
 - Write a short statement requesting the USCIS to expedite your application so that you can start your employment on time.



After you submit your I-765, there will be an option for you to attach UNSOLICITED EVIDENCE to your application. You can attach your offer letter of employment at that time.

Example #2: If you have a previous SEVIS number:

- **Section:** Select "About You";
- **Page:** Select "Your immigration information";
- **Question:** Select "What is your Student and Exchange Visitor Information (SEVIS) Number (if any)?"
- **Additional information:** Enter your previous SEVIS ID number, the name of the institution, degree level, and program start date. For example:
 - N00000000000
University of Minnesota, Twin Cities
Bachelor's
8/15/2016 - 5/20/2020

Example #3: If you have previous CPT authorization:

- **Section:** Select "Evidence";
- **Page:** "Post-Completion CPT or OPT";
- **Question:** "Post-Completion CPT or OPT";
- **Additional Information:** Enter the type of authorization, employer, full- or part-time status, dates, degree level, and SEVIS ID. For example:
 - Employment Type: Part-time CPT
 - Employer: Target
 - Location: Minneapolis, MN
 - Dates: 5/31/2018 - 9/1/2018
 - Degree Level: Master's

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.

Section
Evidence

Page
Post-Completion CPT or OPT

Question
Post-Completion CPT or OPT

Additional information
CPT, Amazon, Part-time
5/31/2018 - 9/1/2018
Master's
N00123456789

66/500

Example #4: If you have received Severe Economic Hardship Work Authorization:

- **Section:** Select "Evidence";
- **Page:** "Employment Authorization Document";
- **Additional Information:** Enter the type of authorization and name of your employers, etc. For example:
 - Employment Type: Severe Economic Hardship
 - Employer: Wis-Pak Inc
 - Location: Mankato, MN
 - Dates: 8/1/2020 – 5/31/2021
 - Degree Level: Bachelor's

Step 5: Review Form with Your Kearney Center Advisor

Before submitting your I-765, you will need to meet with your Kearney Center Advisor to review your application. Schedule a Zoom meeting with your Kearney Center Immigration Advisor via [MavConnect](#). During the meeting, you will share your screen with your advisor so that your advisor can confirm your application has been completed correctly.



Do not continue to the next section without reviewing your application with your Kearney Center Advisor first!

Step 6: Digitally sign and submit your application.

After getting approval from your Kearney center Advisor, review your information one more time, digitally sign and submit your application.

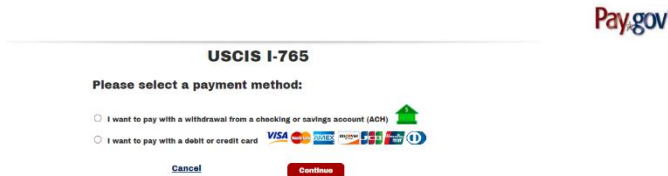
Section 4- Review and Submit

The system will alert you of any errors or incomplete fields and will give you the opportunity to make corrections. However, please also manually review each section of the form to ensure that you are submitting accurate information under "Your application summary." You will also have the opportunity to download a .pdf copy of your responses, which you may save for your records by clicking "View draft snapshot."

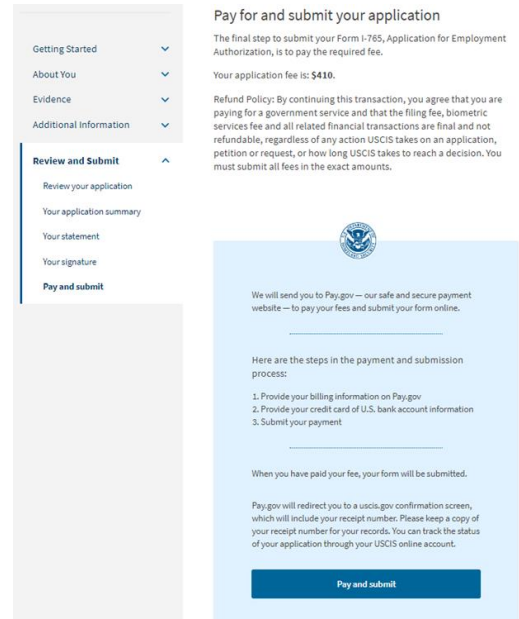
After you review your application, you must indicate that you can read and understand English. You will then be required to provide a digital signature by typing your full legal name to confirm that all information you submitted is accurate as of the time of filing.

Step 7: Pay the Filing Fee

After you sign your application in the previous step, you will pay your [filing fee](#) (\$410). Filing online allows you to pay using a credit card, debit card, or withdrawal from a checking or savings account. After you click "Pay and submit," you will be taken to [pay.gov](#) to complete your payment. Please note that the USCIS filing fee is not refundable. Avoid clicking Back or Refresh on your browser. If you are not ready to complete the payment, click Cancel to be taken back to the USCIS online portal.



Use [pay.gov](#) to submit a payment via credit card, debit card or bank withdrawal.



*Click "Pay and submit" to be taken to [pay.gov](#). The application fee is currently **\$410**.*

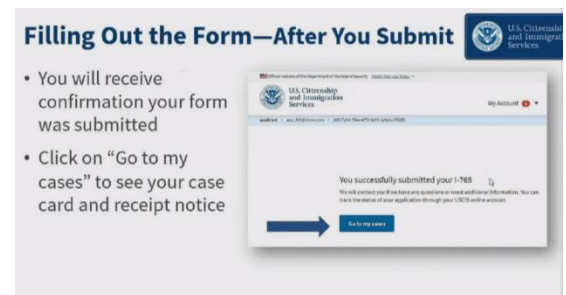
Step 8: Final Steps

After you finish your payment, you will be redirected to a confirmation screen. Click "Go to my cases" to view your case card and receipt notice. Please save a copy of your receipt number for your records.

Once your application is submitted and payment received, you will use your online account to:

- View your receipt notice
- View biometrics notices (if applicable)
- Review Requests for Evidence (RFEs)
- View your case status (via the "Case status" tab)
- View a PDF of the completed Form I-765
- View your Decision Letter.

All notices will also be **mailed** to the mailing address you indicated on your form.



After you submit: You will receive confirmation your form was submitted. Click on "Go to my cases" to see your case card and receipt notice.