



STEP BY STEP INSTRUCTION: ONLINE **OPT STEM** APPLICATION

International Students and
Scholars Office (ISSO)
Email: iss@qc.cuny.edu
www.qc.cuny.edu/isso

Please note that this tutorial is for instructional purposes only.

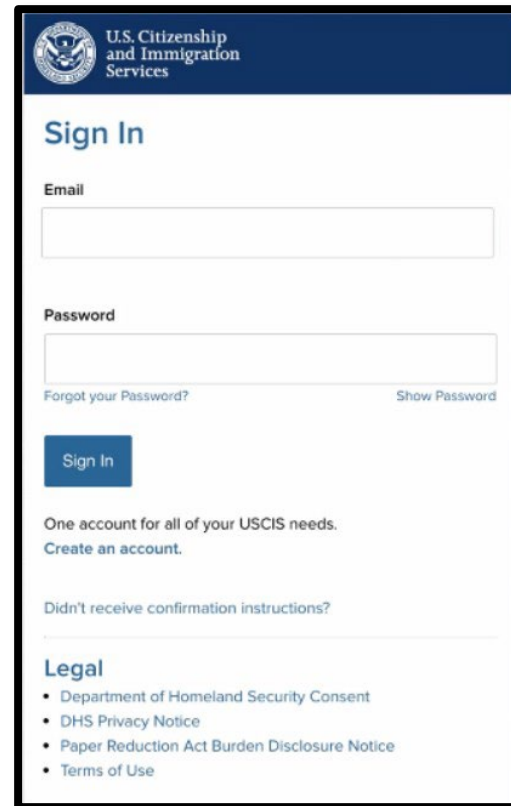
An OPT application to USCIS is your own personal application. You alone are responsible for timely filing with full documentation, understanding F-1 rules regarding OPT, and properly maintaining F-1 status.

Please review the entire tutorial and ask your QC international adviser if you have questions.

Application website: [Application for Employment Authorization | USCIS](https://www.uscis.gov/i-765)
(www.uscis.gov/i-765)

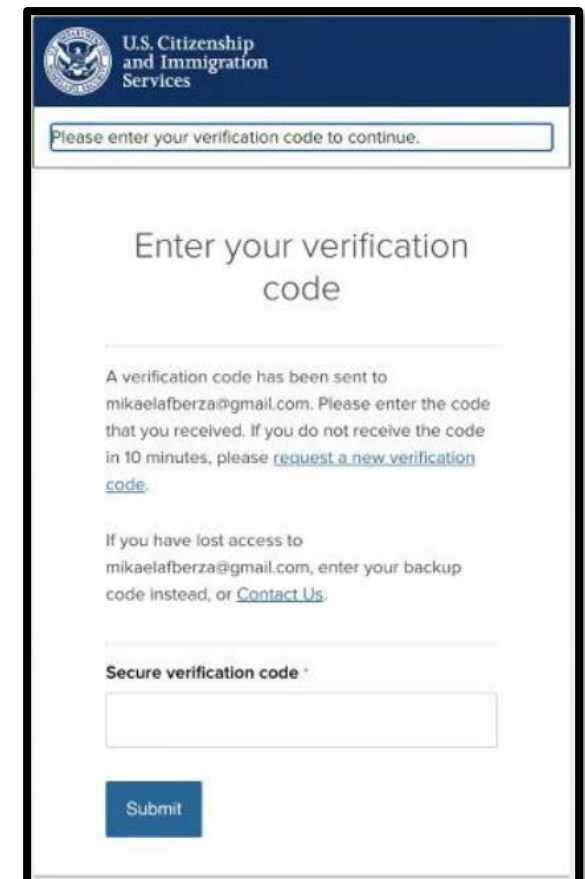
To create account: [How to Create a USCIS Online Account | USCIS](#)

Go to
<https://www.uscis.gov/i-765> and click on *Sign In*.



The screenshot shows the USCIS Sign In page. At the top is the USCIS logo and the text "U.S. Citizenship and Immigration Services". Below this is the heading "Sign In". There are two input fields: "Email" and "Password". Below the password field are links for "Forgot your Password?" and "Show Password". A blue "Sign In" button is positioned below the fields. Underneath the button, it says "One account for all of your USCIS needs. Create an account." and "Didn't receive confirmation instructions?". At the bottom, there is a "Legal" section with links to "Department of Homeland Security Consent", "DHS Privacy Notice", "Paper Reduction Act Burden Disclosure Notice", and "Terms of Use".

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



The screenshot shows the verification code page. At the top is the USCIS logo and the text "U.S. Citizenship and Immigration Services". Below this is a text box with the prompt "Please enter your verification code to continue." Below the text box is the heading "Enter your verification code". There is a paragraph of text: "A verification code has been sent to mikaelafberza@gmail.com. Please enter the code that you received. If you do not receive the code in 10 minutes, please [request a new verification code](#)." Below this is another paragraph: "If you have lost access to mikaelafberza@gmail.com, enter your backup code instead, or [Contact Us](#)." At the bottom, there is a "Secure verification code" label and an input field, followed by a blue "Submit" button.

Click on *myUSCIS*, then
File a form online.

Welcome to your USCIS Account

Select what you want to do

Edit My Profile Editing your profile includes email, password, phone number, security questions, two-step verification and backup code.

Login to a USCIS Service

myUSCIS Apply for immigration benefits, find tools and resources to assist in preparation for naturalization, and search for doctors in your local community.

FIRST Submit, manage and receive Freedom of Information Act (FOIA) requests.

myE-Verify Confirm your records for employment eligibility, track E-Verify or Self-Check case status, and protect your identity by locking your Social Security Number (SSN).

Not sure what service you need? Start at [USCIS.gov](https://uscis.gov)

U.S. Citizenship and Immigration Services My Account

Welcome To Your USCIS Account

Select What You Want To Do

File a form online
Start a new form, upload evidence, and pay and submit online

U.S. Citizenship and Immigration Services

File a Form

Once you start your form, we will automatically save your information for 30 days, or from the last time you worked on the form.

Select the form you want to file online.

- Application to Replace Permanent Resident Card (I-90)
- Request for a Hearing on a Decision in Naturalization Proceedings (N-336)
- Application for Naturalization (N-400)
- Application for Replacement Naturalization/Citizenship Document (N-565)
- Application for Certificate of Citizenship (N-600)
- Application for Citizenship and Issuance of Certificate Under Section 322 (N-600K)
- Application for Employment Authorization (I-765)
Only certain F-1 students seeking optional practical training (OPT) may file Form I-765 online. This includes:
 - Pre-completion OPT - (c)(3)(A) eligibility category;
 - Post-completion OPT - (c)(3)(B) eligibility category; or
 - a 24-month extension for STEM students (students holding a degree in science technology, engineering, or mathematics) - (c)(3)(C) eligibility category.For all other eligibility categories, you must submit a paper [Form I-765](#).
- Petition for Alien Relative (I-130)
- Application To Extend/Change Nonimmigrant Status (I-539)

Start form

Cancel

Select here:



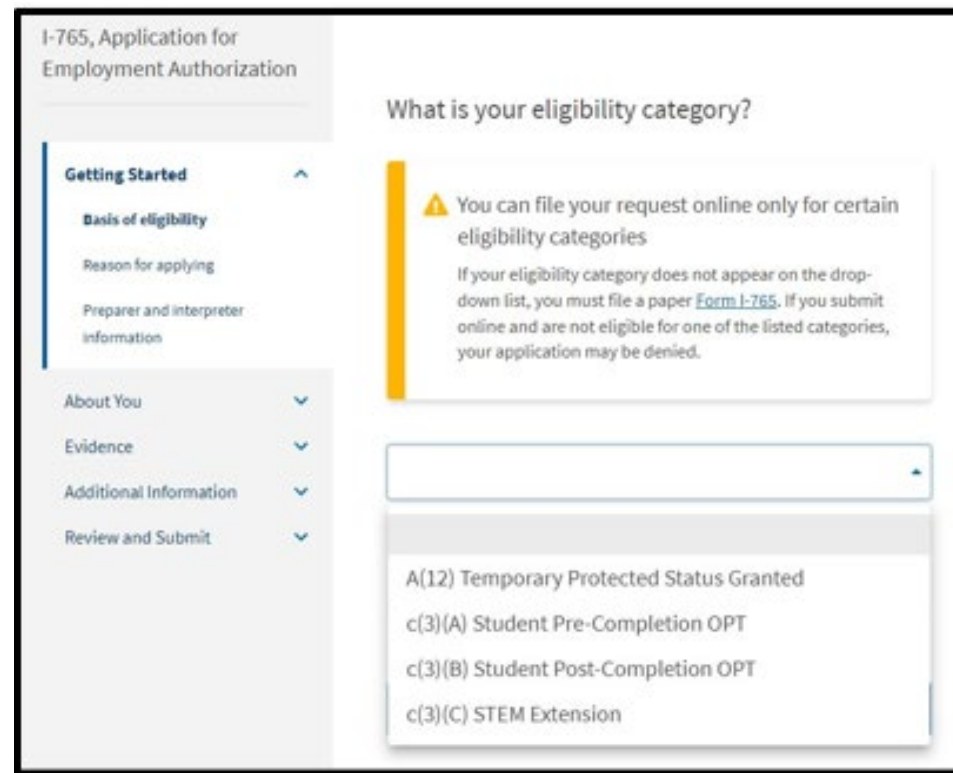
•**(c)(3)(B) Post-completion OPT:** If you are currently enrolled as an F1 student and would like to apply for the ability to train/work/volunteer based on completion of program/graduation, you will apply for the 12-Month Full-Time standard Post-completion OPT - (c)(3)(B) eligibility category, regardless of whether your major is STEM Extension OPT eligible.

•**(c)(3)(C) STEM Extension OPT:** If you are currently working as an F1 student on the 12-Month Full-Time standard Post-completion OPT, and have a STEM Extension OPT eligible CIP code and would like to extend your current post-completion OPT, you will apply for the 24-Month Full-Time STEM Extension OPT - (c)(3)(C) eligibility category.



Click
Next to
proceed

Choose from the drop-down menu.
C(3)(C)
Click *Next*.



Choose according to below instructions and click *next*.

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

•Initial permission to apply to accept employment: Select this if this is your first time applying for OPT or if you have applied for OPT after you received a Bachelor's/Master's and now you are applying for a second or third OPT based on the most recent degree completion (e.g. current Master's/Doctorate).

•Select if you are currently working as an F1 student on the 12-Month Full-Time standard Post-completion OPT, and have a STEM Extension OPT eligible CIP code and would like to apply for the 24-Month Full-Time STEM Extension OPT - (c)(3)(C) eligibility category.

Have you previously filed Form I-765?

- Yes
- No

If this is your FIRST I-765 form filed, answer NO. If you have filed an I-765 before, regardless of the category, answer YES.

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Next

Is someone assisting you with completing this application?

- Yes
 No

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Next

Answer No.
Then, click *Next*.

9. Provide your name exactly as it appears in your passport. If you only 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.

Other names: If you have never had your name legally changed, answer No. If you answer Yes, a new section will pop out for you to add other used names.

Click *Next* when ready.

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

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Getting Started 

About You 

Your name

Your contact information

Describe yourself

When and where you were born

Your immigration information

Other information

How may we contact you?

Daytime telephone number

Mobile telephone number (if any)

This is the same as my daytime telephone number.

Email address

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)

Address line 1

Street number and name

Address line 2

Apartment, suite, unit, or floor

City or town

State

ZIP code

Is your current mailing address the same as your physical address?

Yes

No

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Next

If you are using a friend's/family member's address, provide their name in this field.

This is the address where USCIS will mail your OPT card and any other relevant documents. USCIS requests 90-120 days to adjudicate your application, therefore, you should be able to receive mail at this address for at least 3-4 months

Verify your address

We are unable to verify your address with the U.S. Postal Service. To avoid delays, please use the recommended address.

Original address:
**123 nw 45 avenue
somewhere, fl 67890**

Recommended address:
**123 NW 45th AVE,
Somewhere, FL 67890-5432**

[Use selected address](#) [Edit original address](#)

verify the address.

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 gender?

Male

Female

What is your marital status?

Single

Married

Divorced

Widowed

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

Provide accurate information
on the next two pages.
Click *Next* when ready.

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

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13. Provide accurate information on following pages. Click *Next* when ready.

What is your country of citizenship or nationality?
List all countries where you are currently a citizen or national.

[+ Add country](#)

What is your Form I-94 Arrival-Departure Record Number (if any)?

When did you last arrive in the United States?
List your arrival date, place of arrival, and status at arrival.

Date of arrival

Place of arrival

Status at last arrival

Download most recent I-94 from: [I94 - Official Website \(dhs.gov\)](https://i94.dhs.gov)

Click on "Get Travel History" to see your number, status and place of arrival.

You must be in F1-Student status to be eligible for OPT. If you are currently in the US in a status other than F1, you are not eligible for OPT.

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?

What country issued your passport or travel document?

Enter the numbers which follow the "N" in your SEVIS number on your I-20.

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. That is fine. Provide the number of your valid and most recently issued passport on this page.

F-1 students do not have travel documents. You have passport and visa for travel.

What is your current immigration status or category?

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.

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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.

If this is the first 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.

What is your A-Number?

I do not have or know my A-Number.



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.

Has the Social Security Administration (SSA) ever officially issued a Social Security card to you?

- Yes
 No

This is asking whether you have a Social Security Number (SSN) already. Answer accordingly.

Do you want the SSA to issue you a Social Security card?

- Yes
 No

Answer No.

If you already have an SSN, you do not need a new one issued.

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[Next](#)

14. Upload your photo as required. Click *Next* when ready.

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.
- Accepted characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 6MB per file

[Choose](#) or drop files here to upload

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I-94, Arrival And Departure Record

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.

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.
- Accepted characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 6MB per file

[Choose](#) or drop files here to upload

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Next

You may obtain your most recent electronic I-94 at <https://i94.cbp.dhs.gov/I94/#/home>.

Click on “Get Most Recent I-94.”

You may also upload a copy of your passport identification pages(s) in this section as an additional document, however, the next section also allows for uploading your passport, if you have never been issued an Employment Authorization Document, previously.

15. Upload documents as required on following pages. Click *Next* when ready.

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.
- Accepted characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 6MB per file

Choose or drop files here to upload

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Next

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.

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.
- Accepted characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 6MB per file

Choose or drop files here to upload

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Next

If you have had CPT or OPT before:


- ❖ CPT: upload a copy of the I-20 you received with the CPT authorization.
- ❖ OPT/STEM OPT: Upload a copy of the EAD card you received from USCIS.

If you have not had either CPT or OPT, click *Next* to continue.

Save a PDF of your application by clicking here. You will need to send it to ISSO for review

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](#)  Print

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.

 [View draft snapshot](#)

Getting Started

Basis of eligibility

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

Obtain an updated Form I-20 with an OPT Recommendation

Complete and submit the following to the ISSO at iss@qc.cuny.edu:

1. The Form I-765- Application for Employment Authorization. The electronic draft you saved will look like this
2. [Submit the OPT request disclaimer form](#) (Must be hand-signed, NO ELECTRONIC SIGN)
3. Form I-983, Training Plan.
4. Employment Verification Letter.
5. Your Graduate Center Diploma.
6. All previous Employment Authorization Cards (Form-766)

QC ISSO will process a new I-20 with the OPT recommendation dates and will email a copy with electronic signature so you can print it , sign and submit it with your I765 on line application



For USCIS Use Only	<input type="checkbox"/> Authorization/Extension Valid From _____ <input type="checkbox"/> Authorization/Extension Valid Through _____	Fee Stamp	Action Block
	Alien Registration Number A- _____		
	Remarks _____		
<input type="checkbox"/> To be completed by an attorney or Board of Immigration Appeals (BLA)-accredited representative (if any).		<input type="checkbox"/> Select this box if Form G-28 is attached	Attorney or Accredited Representative USCIS Online Account Number (if any) _____
▶ START HERE - Type or Print in Black Ink Answer all questions fully and accurately. If a question does not apply to you (for example, if you have never been married and the question asks, "Provide the name of your current spouse"), type or print "N/A" unless otherwise directed. If your answer to a question which requires a numeric response is zero or none (for example, "How many children do you have" or "How many times have you departed the United States"), type or print "None" unless otherwise directed.			
Part 1. Reason for Applying		Other Names Used	
I am applying for (select only one box):		Provide all other names you have ever used, including aliases, maiden name, and nicknames. If you need extra space to complete this section, use the space provided in Part 6.	
1.a.	<input checked="" type="checkbox"/> Initial permission to accept employment.	Additional Information.	
1.b.	<input type="checkbox"/> Replacement of lost, stolen, or damaged employment authorization document, or correction of my employment authorization document NOT DUE to U.S. Citizenship and Immigration Services (USCIS) error.	2.a. Family Name (Last Name) _____	
	NOTE: Replacement (correction) of an employment authorization document due to USCIS error does not require a new Form I-765 and filing fee. Refer to Replacement for Card Error in the What is the Filing Fee section of the Form I-765 Instructions for further details.	2.b. Given Name (First Name) _____	
		2.c. Middle Name _____	
1.c.	<input type="checkbox"/> Renewal of my permission to accept employment. (Attach a copy of your previous employment authorization document.)	3.a. Family Name (Last Name) _____	
		3.b. Given Name (First Name) _____	
		3.c. Middle Name _____	
Part 2. Information About You		4.a. Family Name (Last Name) _____	
Your Full Legal Name		4.b. Given Name (First Name) _____	
1.a. Family Name (Last Name)	Wy _____	4.c. Middle Name _____	

Check your new OPT I-20 for accuracy

After receiving your OPT I-20, notify ISSO immediately if there are any errors.

Education Level

Program End Date

(I-20 will remain valid through OPT authorization period on page 2 or the approved EAD card dates)

School Attestation

Make sure there is a ISSO advisor signature. Check the DATE ISSUED– USCIS must receive your application within 30 days of this date.

Student Attestation

You should sign & date I-20. Students 18 and over do not need a parent's signature.

Department of Homeland Security U.S. Immigration and Customs Enforcement		I-20, Certificate of Eligibility for Prospective Student Status OMB No. 1651-0048	
SEVENTS ID#			
SURNAME/PRIMARY NAME	GIVEN NAME	Class of Admission	
PREFERRED NAME	PASSPORT NAME	F-1	
COUNTRY OF BIRTH	COUNTRY OF CITIZENSHIP	ACADEMIC AND LANGUAGE	
DATE OF BIRTH	ADMISSION NUMBER		
FORM ISSUE REASON (CONTINUED ATTENDANCE)	LEGACY NAME		
SCHOOL INFORMATION			
SCHOOL NAME University of California at Berkeley University of California at Berkeley	SCHOOL ADDRESS Berkeley International Office, 2200 Piedmont, Berkeley, CA 94710		
SCHOOL OFFICIAL TO CONTACT UPON ARRIVAL International Student Advisor	SCHOOL CODE AND APPROVAL DATE 09211400000000 07 JANUARY 2018		
PROGRAM OF STUDY			
EDUCATION LEVEL BACHELOR'S	MAJOR I Chemistry, General, BS, 0901	MAJOR II None, 00, 0000	
PROGRAM ENGLISH PROFICIENCY Required	ENGLISH PROFICIENCY NOTES Student is proficient	EARLIEST ADMISSION DATE	
START OF COLLEGE 11 AUGUST 2016	PROGRAM START/END DATE 11 AUGUST 2016 - 18 DECEMBER 2017		
FINANCIALS			
ESTIMATED AVERAGE COSTS FOR DOMESTIC		STUDENT'S FUNDING FOR DOMESTIC	
Tuition and Fees	\$ 11,501	Personal Funds	\$ 0
Living Expenses	\$ 5,500	Family from Their School	\$ 0
Department of Support (D)	\$ 0	Family Support	\$ 40,181
Scholar	\$ 0	On-Campus Employment	\$ 0
TOTAL	\$ 17,001	TOTAL	\$ 40,181
REMARKS			
SCHOOL ATTESTATION			
I certify under penalty of perjury that all information provided above was entered before I signed this form and is true and correct. I executed this form in the United States after review and endorsement in the United States by me or other officials of the school of the student's application, transcripts, or other records of course taken and proof of financial responsibility, which was received at the school prior to the execution of this form. The school has determined that the above-named student's qualifications meet all requirements of the school and the student will be required to pursue a full program of study as defined by 8 CFR 214.2(b)(9). I am a designated school official of the above-named school and am authorized to issue this form.			
S: <i>Advisor Signature</i>		DATE ISSUED 07 December 2017	PLACE ISSUED Berkeley, CA
STUDENT ATTESTATION			
I have read and agreed to comply with the terms and conditions of my admission and those of my residence at my school. I certify that all information provided on this form before specifically to me and is true and correct to the best of my knowledge. I certify that I will remain in the United States temporarily and solely for the purpose of pursuing a full program of study at the school named above. I also authorize the named school to release any information from my records needed by DHS pursuant to 8 CFR 214.2(b)(9) or determine my nonimmigrant status. Parent or guardian, and student, must sign if required by section 8(b).			
S: <i>Student Signature</i>		MM/DD/YYYY <i>MM/DD/YYYY</i>	

OPT start and end dates requested (*OPT start date may be adjusted in SEVIS if USCIS does not complete the processing of your OPT by the requested date. Apply as early as possible.*)

You will receive a new travel signature at the time you request your OPT I-20.

Please note: USCIS must receive your application within 30 days of the DATE ISSUED date on PAGE 1, *not* the travel signature date. (The travel signature may be a later date.)

Department of Homeland Security
U.S. Immigration and Customs Enforcement

I-20, Certificate of Eligibility for Nonimmigrant Student Status
OMB NO. 1653-0038

SEVIS ID: N0011744461 (F-1)

NAME: Shiyong Qu

EMPLOYMENT AUTHORIZATIONS

TYPE	FULL/PART-TIME	STATUS	START DATE	END DATE
POST-COMPLETION OPT	FULL TIME	REQUESTED	16 JUNE 2022	15 JUNE 2023

CHANGE OF STATUS/CAP-GAP EXTENSION

AUTHORIZED REDUCED COURSE LOAD

CURRENT SESSION DATES

CURRENT SESSION START DATE	CURRENT SESSION END DATE
28 JANUARY 2022	24 MAY 2022

TRAVEL ENDORSEMENT

This page, when properly endorsed, may be used for re-entry of the student to attend the same school after a temporary absence from the United States. Each endorsement is valid for one year.

Designated School Official	TITLE	SIGNATURE	DATE ISSUED	PLACE ISSUED
		X		
		X		
		X		
		X		

Upload the OPT STEM I-20 which ISSO issue to you with the OPT recommendation on page 2. The OPT STEM I-20 must be signed and dated by both you (on page 1) and the advisor (on pages 1 and 2). Print it, sign and upload to your PC in a PDF format before you complete your application

Make sure you emailed the requested documents to ISSO to receive your new OPT STEM I-20

I-20, Certificate Of Eligibility For Nonimmigrant Student Status

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.
- Accepted characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 6MB per file

[Choose](#) or drop files here to upload

[Back](#)

[Next](#)

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](#)

You can upload a copy of your F-1 Visa in this section. Your F-1 visa does not have to be valid.

After you receive your OPT STEM I-20 from your ISSO advisor, log back in to finish your application.

We recommend to make sure everything is correct before you submit the application

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.

Confirm the statement and click *Next*.

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Next

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 (fingerprints, 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

Applicant's signature

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

Confirm the statement.

Type your full legal name here. Handwritten not permitted.

16. Check your application and fix all alerts and warnings.

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: \$410

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 About You: When and where you were born

[Edit my responses](#)

Here it will show the correct fee for the OPT application. You will be able to pay by ACH withdrawal from your savings/checking account or by credit/debit card.

Fix a 1 alerts and warnings until it shows:

 We found no alerts or warnings in your application

Make payment and submit your application.

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: **\$410.**

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 and secure payment website — to pay your fees and submit your form online.

Here are the steps in the payment and submission process:

1. Provide your billing information on Pay.gov
2. Provide your credit card or U.S. bank account information
3. Submit your payment

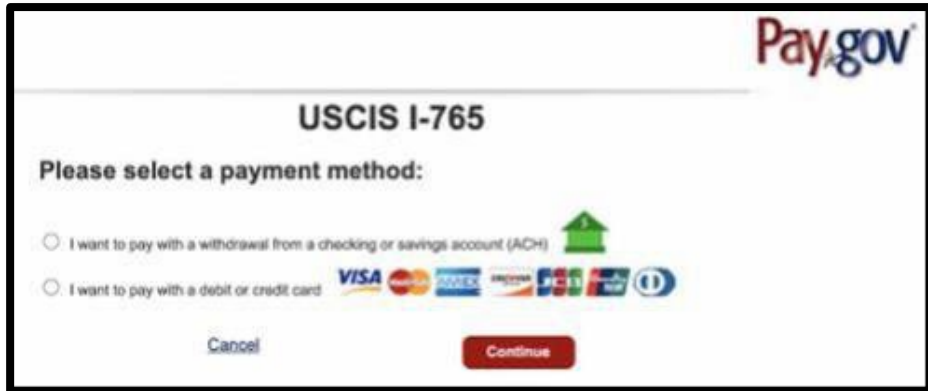
When you have paid your fee, your form will be submitted.

Pay.gov will redirect you to a uscis.gov confirmation screen, which will include your receipt number. Please keep a copy of your receipt number for your records. You can track the status of your application through your USCIS online account.

Pay and submit

Click here. You will be taken to Pay.gov to pay the application fee.

20. Choose your payment method and put in payment information.



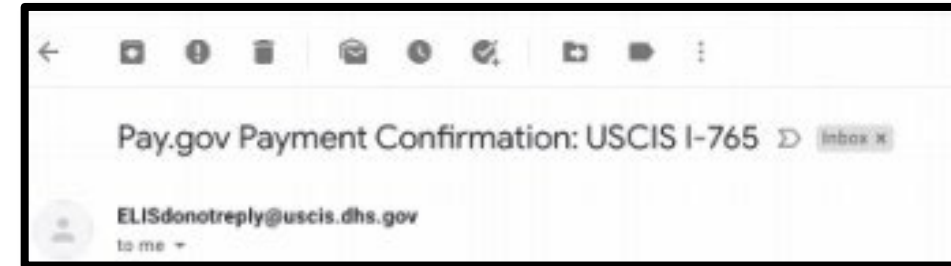
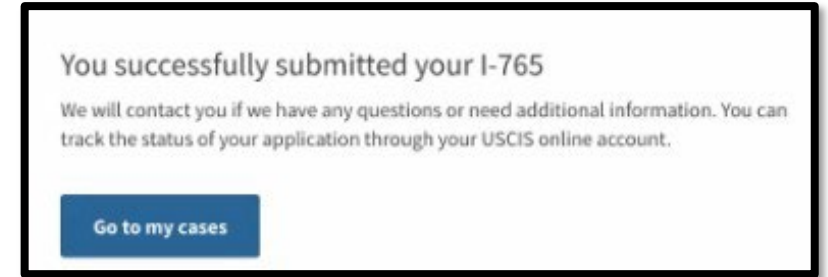
The screenshot shows the Pay.gov interface for USCIS I-765. At the top right is the Pay.gov logo. Below it, the text "USCIS I-765" is displayed. The main heading is "Please select a payment method:". There are two radio button options: "I want to pay with a withdrawal from a checking or savings account (ACH)" with a house icon, and "I want to pay with a debit or credit card" with logos for VISA, Mastercard, American Express, Discover, and others. At the bottom, there are "Cancel" and "Continue" buttons.

Once you have completed the Pay.gov sections, you should

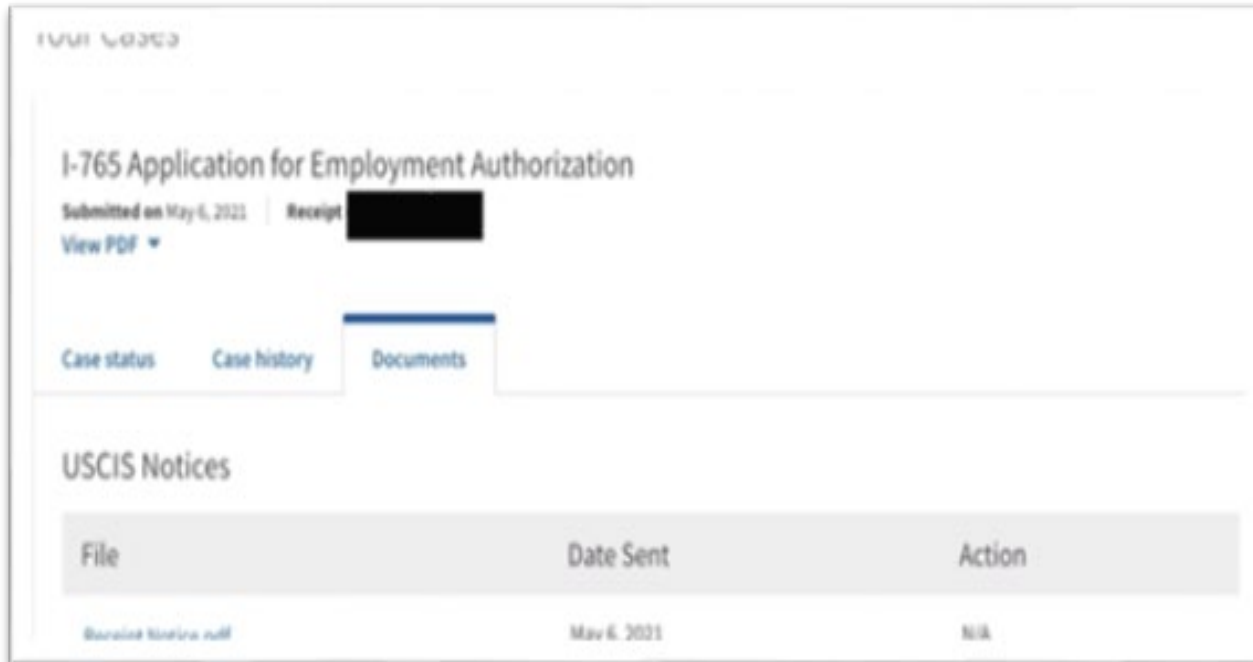
* see a screen which confirms “You successfully submitted your I-765” application; and

*receive an email from Pay.gov with your payment confirmation.

Make sure to securely store these confirmation notice for your future record.



You have submitted your OPT STEM application! You may follow the progress of the application by viewing “Your Cases” in your *myUSCIS* account and clicking on *Case Status*, *Case History*, or *Documents for application history/receipt*.



Questions?
ISSO is happy to help!



Email: iss@qc.cuny.edu
Website: www.qc.cuny.edu/isso

