



# STEP BY STEP INSTRUCTION: ONLINE OPT APPLICATION

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

- ⚠ Disclaimer This tutorial is for instructional purposes only. The OPT application to USCIS is your personal application. You are solely responsible for ensuring it is submitted on time with all required documentation.

## **Please be aware:**

Please be aware:

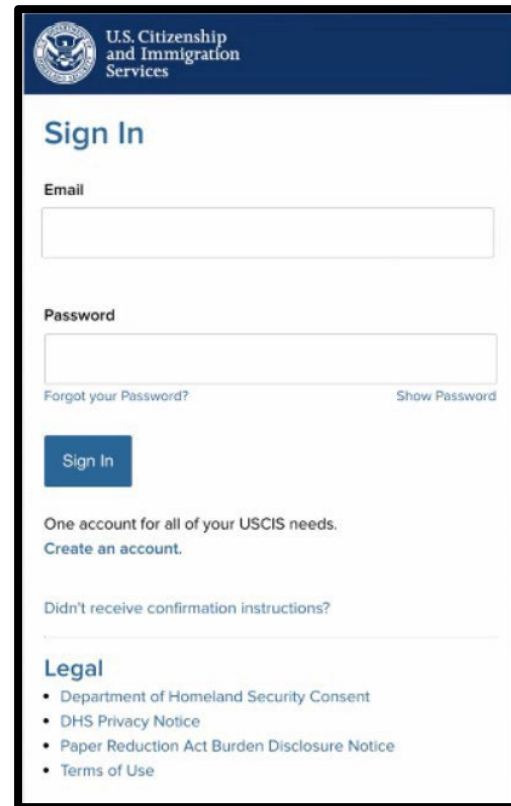
- You must request and receive a new I-20 with OPT recommendation from ISSO before submitting your application online to USCIS.
  - Your OPT application must be received by USCIS within 30 days of the new I-20 issuance date.
  - You can apply up to 90 days before and no later than 40 days after your program completion date. To ensure your OPT I-20 is processed in time, ISSO recommends applying early due to USCIS processing times (up to 150 days).
- Review the entire tutorial carefully, and if you have questions, contact the International Student and Scholar Office (ISSO) at [iss@qc.cuny.edu](mailto:iss@qc.cuny.edu).

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

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

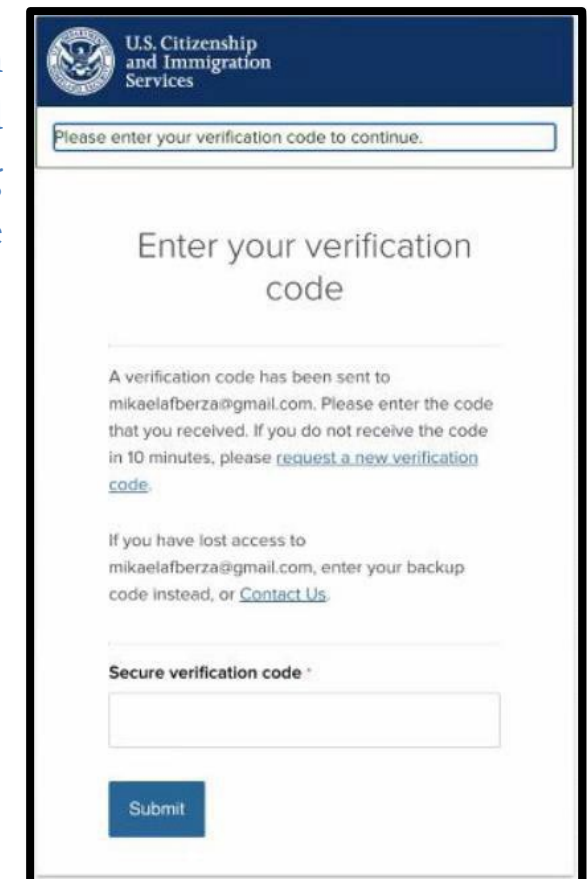
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Go to  
<https://www.uscis.gov/i-765> and click on *Sign In*.



The image 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 "Sign In" heading. 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 input fields. At the bottom of the sign-in section, it says "One account for all of your USCIS needs. Create an account." and "Didn't receive confirmation instructions?". Below this is a "Legal" section with a list of links: "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 image shows the USCIS page for entering a verification code. At the top is the USCIS logo and the text "U.S. Citizenship and Immigration Services". Below this is a text box with the placeholder "Please enter your verification code to continue.". Below the text box is the heading "Enter your verification code". A message states: "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, it says: "If you have lost access to mikaelafberza@gmail.com, enter your backup code instead, or [Contact Us](#)." At the bottom is a "Secure verification code \*" label, an input field, and 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

Select here:



## 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

• **(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

[illegible]

Choose from the drop-down menu.

C(3)(B)

Click *Next*.

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 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.

A(12) Temporary Protected Status Granted

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

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

c(3)(C) STEM Extension

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).

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.

Back

Next



Is someone assisting you with completing this application?

- ☐ Yes
- ☐ No

Back

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

Back

Next

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


Back

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

Back

Next

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

MM/DD/YYYY

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?

MM/DD/YYYY

---

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.

N

---

Back

Next

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.

A-



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.

Back

Next

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

[Back](#)

[Next](#)

### 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

[Back](#)

[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.

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

**Back**

**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

**Back**

**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

Use the ISS Virtual Office Assistant to complete the OPT Request Form and upload your documents:

 [Submit via ISS Virtual Office Assistant – OPT](#)

You will be asked to upload:

-  PDF draft of Form I-765
-  Signed OPT Request Disclaimer Form  
 [Download Disclaimer Form \(PDF\)](#)

 **Important: The OPT Disclaimer Form must be hand-signed (no digital signatures).**

QC ISSO will process a new I-20 with the OPT recommendation dates and we 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 _____    | Fee Stamp   | Action Block   |
|  | <input type="checkbox"/> Authorization/Extension Valid Through _____ |   |  |
|  | Alien Registration Number A- _____                                   | Remarks _____   |  |
| <input type="checkbox"/> To be completed by an attorney or Board of Immigration Appeals (BIA)-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) _____ |
| <p>▶ <b>START HERE</b> - 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.</p> |  |   |  |
| <b>Part 1. Reason for Applying</b>   |  |   |  |
| I am applying for (select only one box):   |  |   |  |
| 1.a. <input checked="" type="checkbox"/> Initial permission to accept employment.  |  |   |  |
| 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.   |  |   |  |
| <p>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.</p>   |  |   |  |
| 1.c. <input type="checkbox"/> Renewal of my permission to accept employment. (Attach a copy of your previous employment authorization document.)   |  |   |  |
| <b>Part 2. Information About You</b>   |  |   |  |
| Your Full Legal Name   |  |   |  |
| 1.a. Family Name (Last Name) Wy  |  |   |  |
| 1.b. Given Name (First Name)   |  |   |  |
| 1.c. Middle Name   |  |   |  |
| <b>Other Names Used</b>  |  |   |  |
| 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.   |  |   |  |
| Additional Information:  |  |   |  |
| 2.a. Family Name (Last Name)   |  |   |  |
| 2.b. Given Name (First Name)   |  |   |  |
| 2.c. Middle Name   |  |   |  |
| 3.a. Family Name (Last Name)   |  |   |  |
| 3.b. Given Name (First Name)   |  |   |  |
| 3.c. Middle Name   |  |   |  |
| 4.a. Family Name (Last Name)   |  |   |  |
| 4.b. Given Name (First Name)   |  |   |  |
| 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<br>U.S. Immigration and Customs Enforcement   |   | I-20, Certificate of Eligibility for Nonimmigrant Student Status<br>OMB NO. 1651-0048 |   |
|---|---|---|---|
| SEVIS ID:   |   |   |   |
| SURNAME/PRIMARY NAME  |   | GIVEN NAME  | Class of Admission<br><b>F-1</b><br><br>ACADEMIC AND LANGUAGE |
| PREFERRED NAME  |   | PASSPORT NAME   |   |
| COUNTRY OF BIRTH  |   | COUNTRY OF CITIZENSHIP  |   |
| DATE OF BIRTH   |   | ADMISSION NUMBER  |   |
| FORM ISSUE REASON<br>(CONTINUED ATTENDANCE)   |   | LOCATION NAME   |   |
| SCHOOL INFORMATION  |   | SCHOOL ADDRESS  |   |
| SCHOOL NAME<br>University of California at Berkeley<br>University of California at Berkeley   |   | Berkeley International Office, 2100 Redwood,<br>Berkeley, CA 94718                    |   |
| SCHOOL OFFICIAL TO CONTACT UPON ARRIVAL<br>International Student Advisor  |   | SCHOOL CODE AND APPROVAL DATE<br>07/14/2024/001<br>27 JANUARY 2025                    |   |
| PROGRAM OF STUDY  |   |   |   |
| EDUCATION LEVEL<br>BACHELOR'S   | MAJOR 1<br>Chemistry, General 40.0001                       | MAJOR 2<br>None 00.0000   |   |
| PROGRAM ENGLISH PROFICIENCY<br>Advanced   | ENGL FOR NONNATIVE SPEAKERS<br>Program 18.00000000          | EARLIEST ADMISSION DATE   |   |
| START OF CLASSES<br>11 AUGUST 2024  | PROGRAM START/END DATE<br>11 AUGUST 2024 - 10 DECEMBER 2027 |   |   |
| FINANCIALS  |   |   |   |
| ESTIMATED AVERAGE COSTS-FOR: 11MONTHS   |   | STUDENT'S FUNDING-FOR: 11MONTHS   |   |
| Tuition and Fees  | \$ 24,501   | Scholarship/Fellowship  | \$ 0  |
| Living Expenses   | \$ 8,800  | Funding from Other Sources  | \$ 0  |
| Expenses of Dependents (if)   | \$ 0  | Family Support  | \$ 40,181   |
| Others  | \$ 0  | On-Campus Employment  | \$ 0  |
| TOTAL   | \$ 33,301   | 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 evaluation in the United States by me or other officials at the school of the student's application, transcripts, or other records of course loads and proof of financial responsibility, which were received at the school prior to the execution of this form. The school has determined that the above-named student's qualifications meet all standards the institution/school and the student will be required to pursue a full program of study as defined by ACPE 334.2(b)(9). I have designated school officials at the above-named school and am authorized to issue this form. |   |   |   |
| S. [Signature]<br>SCHOOL OFFICIAL   |   | DATE ISSUED<br>07 December 2024   | PLACE ISSUED<br>Berkeley, CA                                  |
| STUDENT ATTESTATION   |   |   |   |
| I have read and agreed to comply with the terms and conditions of my admission and those of my extension of stay. I certify that all information provided on this form reflects specifically to me and is true and correct to the best of my knowledge. I certify that I seek to enter or remain in the United States lawfully and solely for the purpose of pursuing a full program of study at the school named above. I also authorize the school named above to release any information from my records needed by DHS pursuant to 8 CFR 204.11(a)(3)(ii) for immigration enforcement purposes. I, the undersigned, am the student named above, and I am authorized to sign this form on my behalf.  |   |   |   |
| S. [Signature]<br>STUDENT   |   | MM/DD/YYYY  |   |

**OPT start and end dates requested** (ISSO will recommend your OPT dates, but the final decision is made by USCIS. Your OPT start date may be adjusted in SEVIS if USCIS does not complete processing by your 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: Shiying 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 |
|----------------------------|-------|-------------------|-------------|--------------|
| Advisor name               |       | Advisor Signature |             |              |
|                            |       | X                 |             |              |
|                            |       | X                 |             |              |
|                            |       | X                 |             |              |
|                            |       |                   |             |              |

**Upload the OPT I-20 which ISSO issue to you with the OPT recommendation on page 2. The OPT 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**

## 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 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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I-765, Application for Employment Authorization

Getting Started

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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.

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Next

Confirm the statement.

Type your full legal name here.  
Handwritten not permitted.

Final Checklist – Complete Your I-765 Online

- Log in to [USCIS Online Account](#) & select Form I-765
- Upload required documents:
  - OPT I-20 (issued within 30 days, signed)
  - Passport-style photo (2x2, recent)
  - Copy of passport biographic page
  - Most recent I-94 ([Download](#))
  - F-1 visa copy (if applicable)
  - Previous EAD card (if applicable)
  - Additional (if applicable):
  - Previous CPT/OPT I-20s
- Review, pay fee ([Check fee](#)) and submit
- Name change proof
- Save receipt notice (I-797C) and track case status

Employment Authorization

Getting Started

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Check your application before you submit

Please review your application and check it for accuracy and completeness before you submit it.

We encourage you to provide as many responses as you can throughout the application. Missing or incomplete information may 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: \$470

**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 government service.

Alerts and warnings

We found no alerts or warnings in your application.

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 all alerts and warnings until it shows:

We found no alerts or warnings in your application



## Make payment and submit your application.

### I-765, Application for Employment Authorization

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**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.

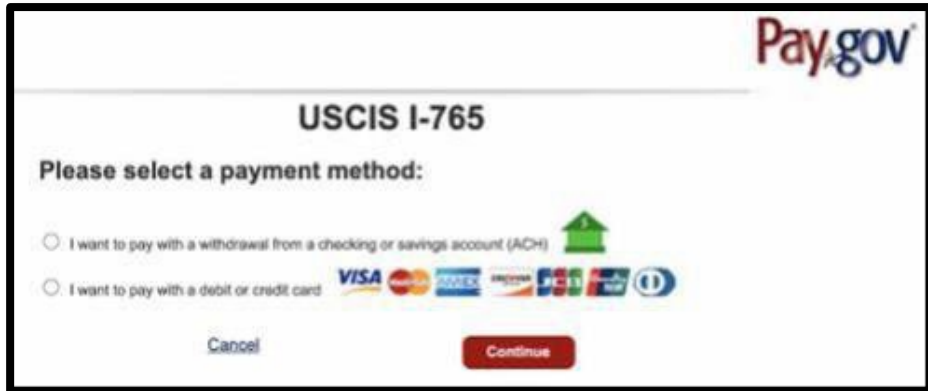
Here are the steps in the payment and submission process:

<https://www.uscis.gov/forms/filing-feesfor> Form I-765.

To find the current fee, please check the [USCIS Fee Calculator](#)

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

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

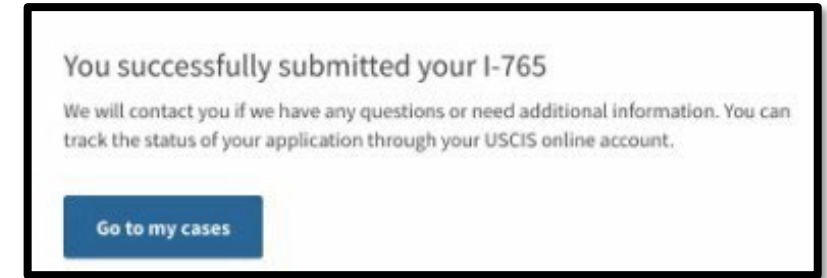
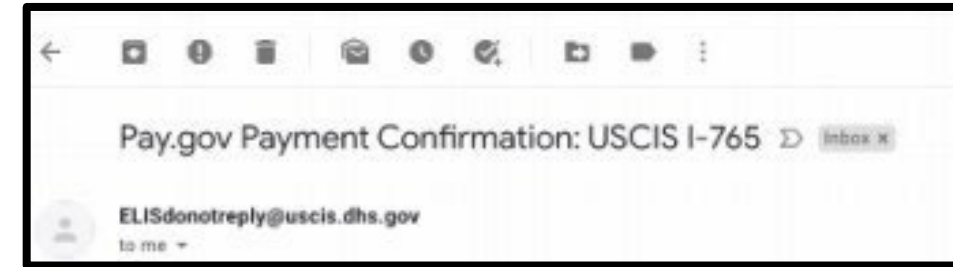
A screenshot of the Pay.gov website for USCIS I-765. The header shows the Pay.gov logo. Below it, the text "USCIS I-765" is displayed. The main heading is "Please select a payment method:". There are two radio button options: "I want to pay with a withdrawal from a checking or savings account (ACH)" with a green house icon, and "I want to pay with a debit or credit card" with a row of credit card logos including 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

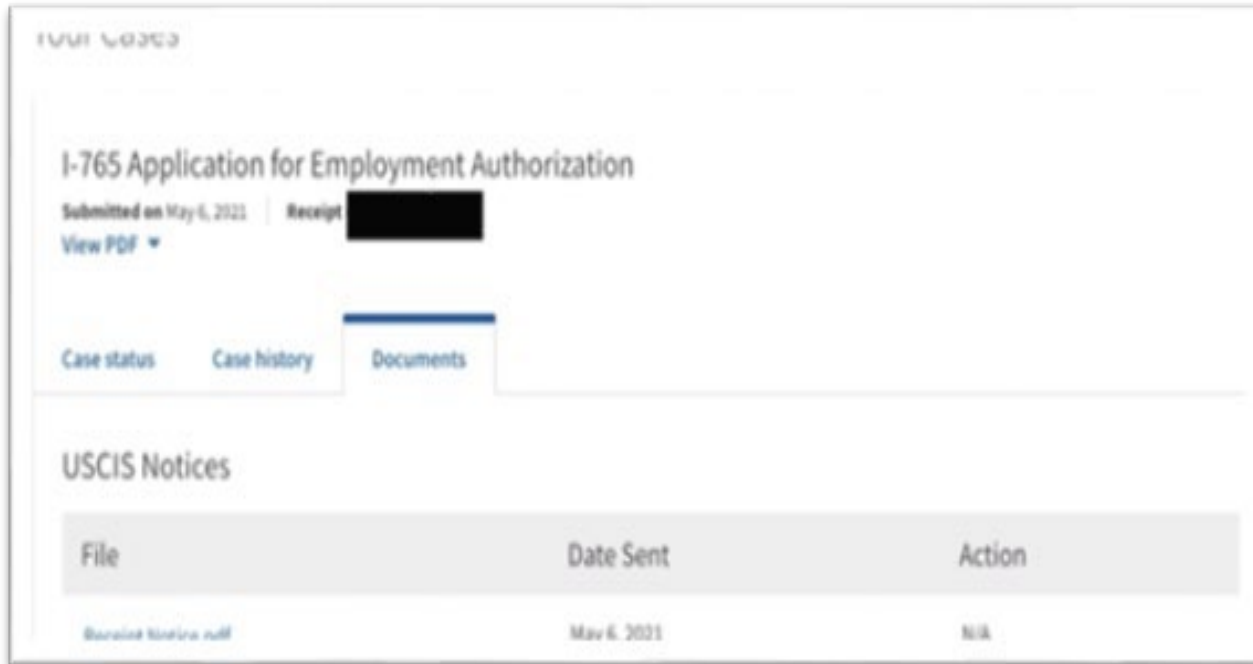
\* see a screen which confirms “You successfully submitted your I-765” application; and

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

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

A screenshot of a confirmation screen from Pay.gov. It says "You successfully submitted your I-765". Below that, it says "We will contact you if we have any questions or need additional information. You can track the status of your application through your USCIS online account." At the bottom, there is a blue button that says "Go to my cases".A screenshot of an email confirmation from Pay.gov. The subject line is "Pay.gov Payment Confirmation: USCIS I-765". The sender is "ELISdonotreply@uscis.dhs.gov" and it says "to me". The email is shown in a mobile app interface with various icons at the top.

You have submitted your OPT 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*.



The screenshot shows the 'Your Cases' page in the USCIS online account. The main heading is 'I-765 Application for Employment Authorization'. Below this, it states 'Submitted on May 6, 2021' and 'Receipt' followed by a redacted black box. There is a 'View PDF' link with a dropdown arrow. Below the heading, there are three tabs: 'Case status', 'Case history', and 'Documents', with 'Documents' being the active tab. Under the 'Documents' tab, there is a section titled 'USCIS Notices'. Below this section is a table with three columns: 'File', 'Date Sent', and 'Action'.

| File                | Date Sent   | Action |
|---------------------|-------------|--------|
| Barained Notice.pdf | May 6, 2021 | N/A    |

Questions?  
ISSO is happy to help!



Email: [iss@qc.cuny.edu](mailto:iss@qc.cuny.edu)

Website: [www.qc.cuny.edu/isso](http://www.qc.cuny.edu/isso)