STEP BY STEP INSTRUCTION: ONLINE OPT APPLICATION

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

QUEENS COLLEGE

- ⚠ 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.
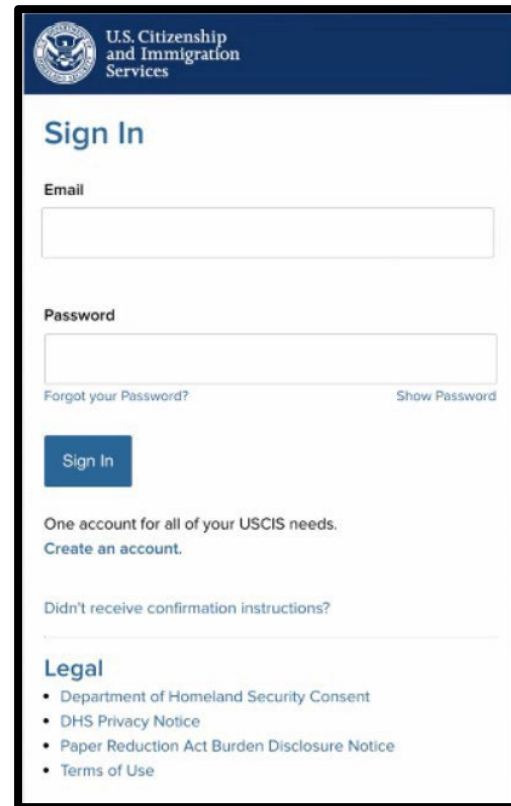
Please be aware:

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.

Application website: **Application for Employment Authorization | USCIS** **(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.*

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

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

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)

Select here: ➡

⦿ 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**

Choose from the drop-down menu.
C(3)(B)
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).

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]

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

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)

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 wil**1** 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 to 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

Review the I-765 form information

🖨 Print

Getting Started ⌄

About You ⌄

Evidence ⌄

Additional Information ⌄

Review and Submit ⌃

Review your application

Your application summary

Your statement

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

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.

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

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.

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*.

Back   Next

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

Check your application before you submit

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

Getting Started ⌄

About You ⌄   We encourage you to provide as many responses as you can throughout the
application. Missing or incomplete information may slow down the review
Evidence ⌄   process after you submit your application.

Additional Information ⌄   You can return to this page to review your application as many times as you
want before you submit it.

Review and Submit ⌃

Review your application   **Your fee**

Your application summary

Your statement   ⓘ 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 y
must submit fees in the exact amount and that you are paying the fees fo
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 a **1** 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

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: **$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.
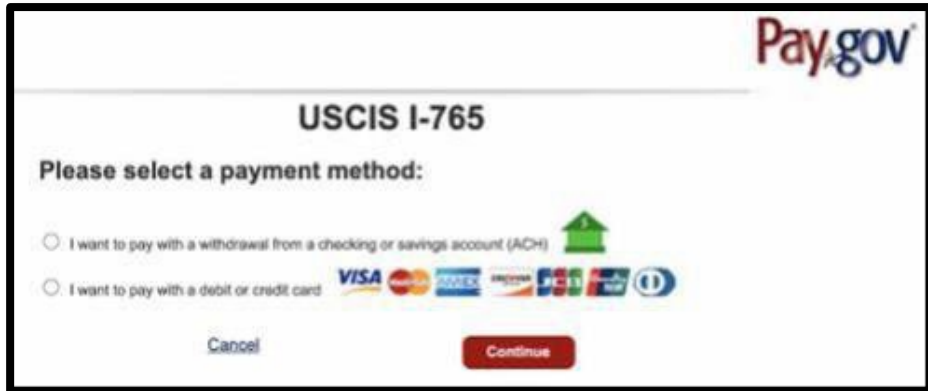
Here are the steps in the payment and submission process:

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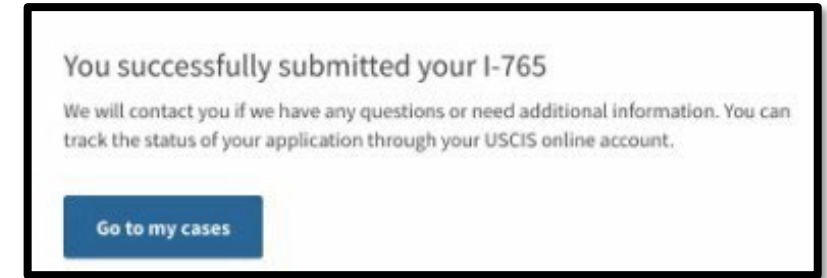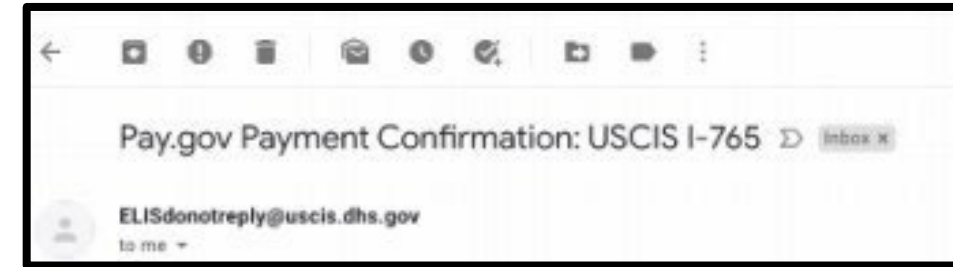
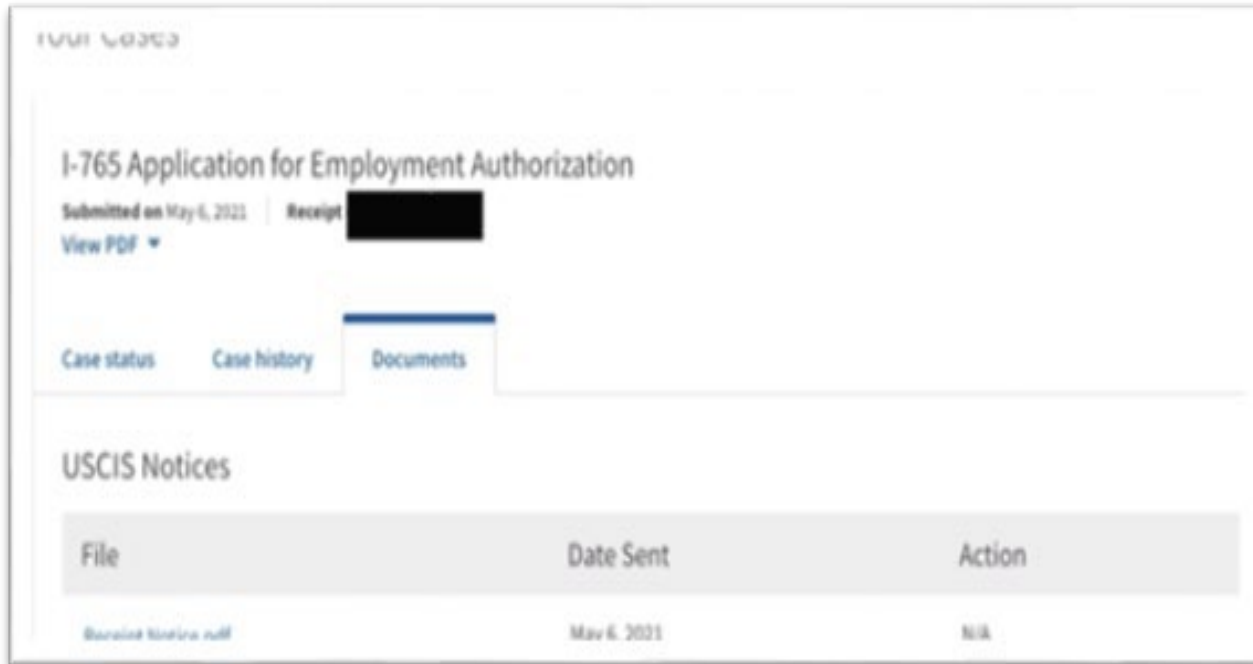Once you have completed the **Pay.gov** sections, you should

* 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** 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.*