



# I-765, Application for Employment Authorization

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International Student Center

# DISCLAIMER

- Before applying to USCIS, F-1 students must apply to the International Student Center by reviewing the OPT webpage and video, then submitting the Liberty University Application at:
- <https://www.liberty.edu/casas/international-student-center/optional-practical-training-opt/>
- Once the application is approved, the International Student Center will send via email the Form I-20 with OPT recommendation on page two.
- *Please note, directions provided by the ISC office are meant to help you in completing your application but should not be considered legal advice. The US Citizenship and Immigration Services (USCIS) ultimately provides the decision on your OPT application. It is your responsibility, as the OPT applicant, to ensure that your OPT application is accurate and complete before you submit it to the US government. Incomplete applications could result in a delay in processing time or denial. Liberty University in no event will be responsible for any delay, denial, or mistake on your OPT application.*



# Why Go Online?



File a form online



Send us secure  
messages & get answers



Respond to a  
request for evidence



Access every notice  
we send you



Check case status &  
sign up for alerts



Update your address &  
contact information



Ask about a typo  
or missing mail



Pay online with via ACH a  
credit or debit card




Access case information  
24/7 from any device

# U.S. Citizenship and Immigration Services (USCIS) Account

- Create USCIS account at:  
<https://my.uscis.gov/>

Official website of the Department of Homeland Security

 U.S. Citizenship and Immigration Services

## Sign In

Email

Password

[Forgot your Password?](#) [Show Password](#)

[Sign In](#)

One account for all of your USCIS needs.  
[Create an account.](#)

[Didn't receive confirmation instructions?](#)

### Legal

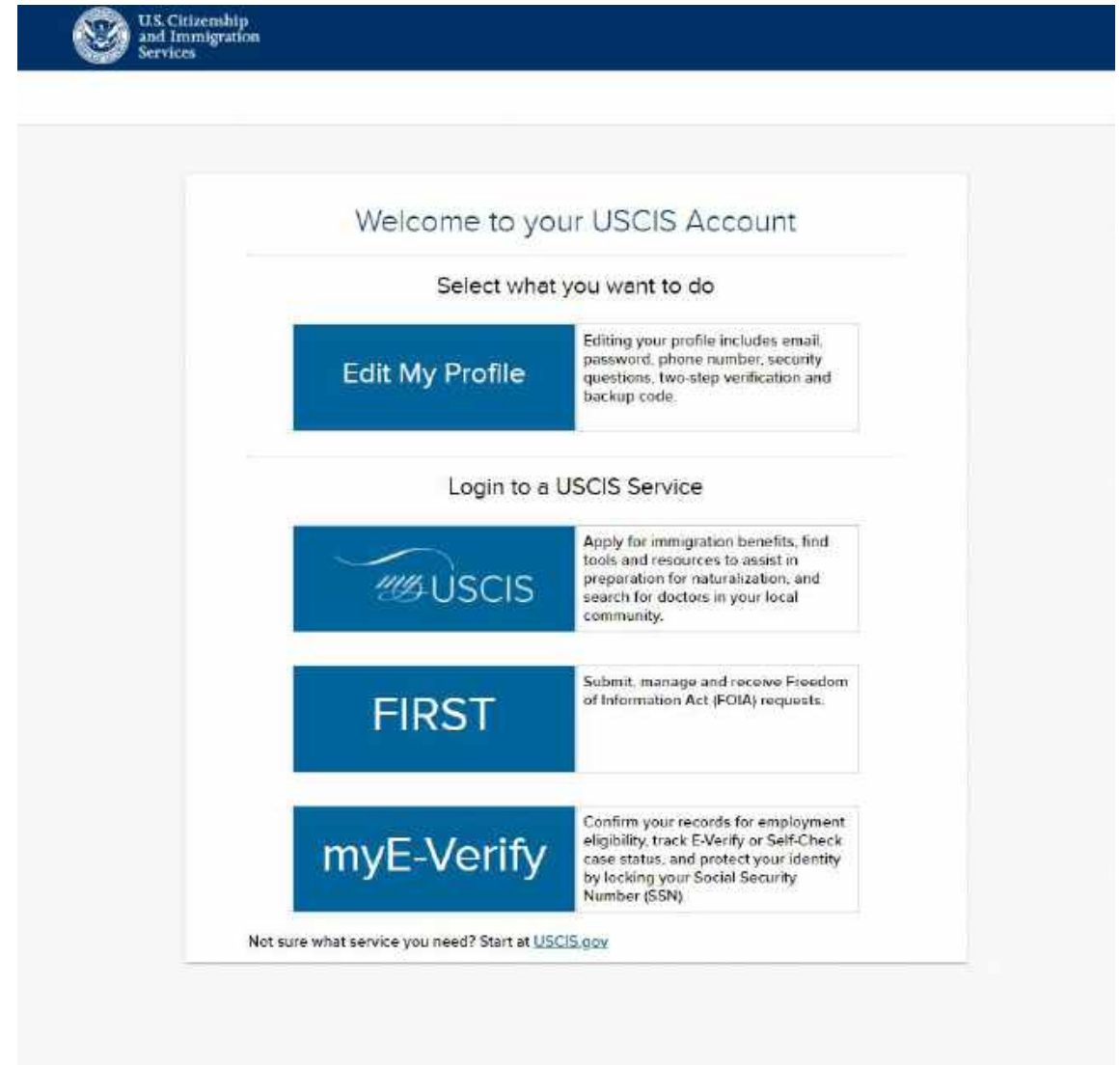
- [Department of Homeland Security Consent](#)
- [DHS Privacy Notice](#)
- [Paper Reduction Act Burden Disclosure Notice](#)
- [Terms of Use](#)



# Login to a USCIS Service

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- Select "myUSCIS" to proceed.



# File a form online

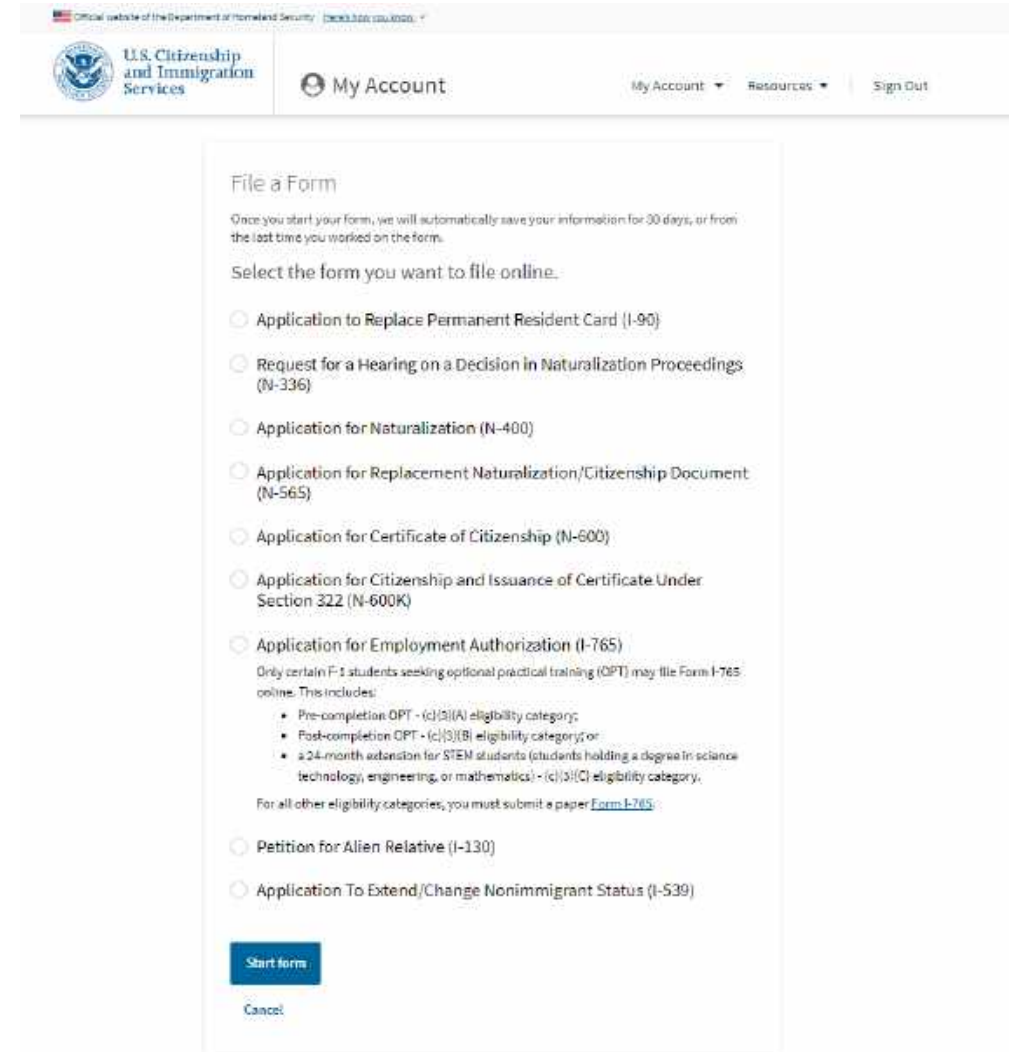
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- Select "File a form online," and find the I-765 online form.



# File a form

- Select Application for Employment Authorization (I-765).



The screenshot shows the USCIS website's 'File a Form' interface. At the top, there is a header with the USCIS logo, the text 'U.S. Citizenship and Immigration Services', and a 'My Account' link. Below the header, the main content area is titled 'File a Form'. It includes a note about automatic saving of information for 30 days. A section titled 'Select the form you want to file online.' lists several application options with radio buttons. The 'Application for Employment Authorization (I-765)' is highlighted. Below this option, there is a detailed explanation of eligibility categories for F-1 students, including Pre-completion OPT, Post-completion OPT, and a 24-month extension for STEM students. A link to 'Form I-765' is provided. At the bottom of the form selection area, there are 'Start form' and 'Cancel' buttons.

Official website of the Department of Homeland Security | (202) 325-0000

U.S. Citizenship and Immigration Services

My Account

My Account Resources Sign Out

### 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)

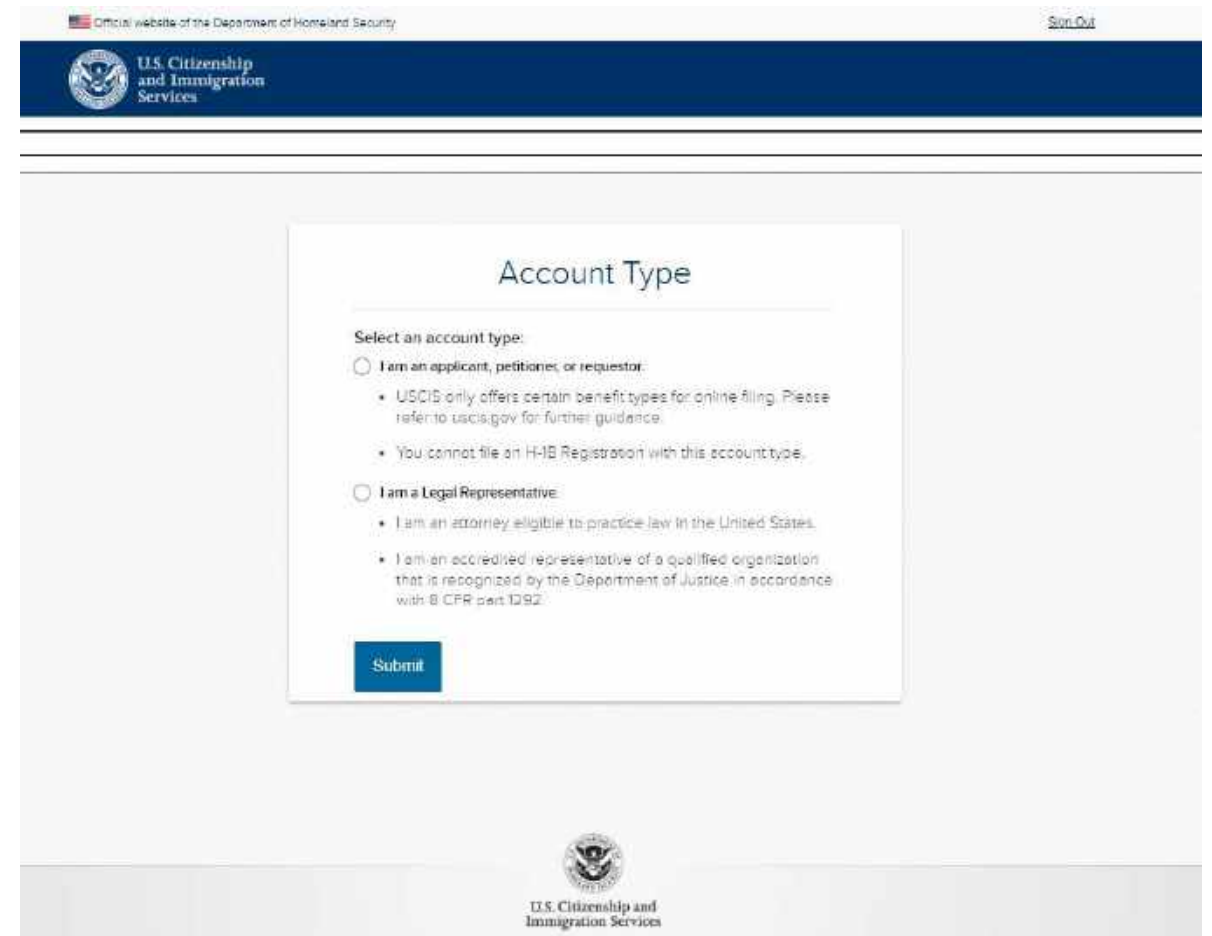
[Start form](#)

[Cancel](#)

# Account Type


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- Select, “I am an applicant, petitioner, or requestor,” if you are applying by yourself.



The screenshot shows the official website of the Department of Homeland Security, specifically the U.S. Citizenship and Immigration Services (USCIS) portal. The page is titled "Account Type" and prompts the user to "Select an account type:". There are two radio button options: "I am an applicant, petitioner, or requestor" and "I am a Legal Representative". Each option has a list of bullet points providing additional information. A blue "Submit" button is located at the bottom of the form. The page footer includes the USCIS logo and the text "U.S. Citizenship and Immigration Services".

Official website of the Department of Homeland Security [Sign Out](#)

 U.S. Citizenship and Immigration Services

## Account Type

Select an account type:


☐ I am an applicant, petitioner, or requestor.

- USCIS only offers certain benefit types for online filing. Please refer to [uscis.gov](https://uscis.gov) for further guidance.
- You cannot file an H-1B Registration with this account type.

☐ I am a Legal Representative.

- I am an attorney eligible to practice law in the United States.
- I am an accredited representative of a qualified organization that is recognized by the Department of Justice in accordance with 8 CFR part 1292.


[Submit](#)

 U.S. Citizenship and Immigration Services



# Eligibility

- Before you start your application, know your eligibility category.

 U.S. Citizenship and Immigration Services

My Account ▾ Resources ▾ Sign Out

## I-765, Application For Employment Authorization

Certain foreign nationals who are in the United States may file Form I-765, Application for Employment Authorization, to request employment authorization and an Employment Authorization Document (EAD). Other foreign nationals whose immigration status authorizes them to work in the United States without restrictions may also use Form I-765 to apply for an EAD that shows such authorization.


Foreign nationals may also apply for a Social Security number and card on Form I-765.

If you are a lawful permanent resident, a conditional permanent resident, or a nonimmigrant only authorized for employment with a specific employer under 8 CFR 274a.12(b), do not use Form I-765.

Learn more about [employment authorization](#).

✓

### Before You Start Your Application

 Eligibility

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](#).

# Fee

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- Pay \$410 fee.

For all other eligibility categories, you must submit a paper [Form I-765](#).

(c)(3)(A) eligibility category: Submit your application up to 90 days before being enrolled as an F-1 foreign student for one full academic year at an educational institution approved by U.S. Immigration and Customs Enforcement Student and Exchange Visitor Program (ICE SEVP). Your period of employment should not start before you have completed one full academic year. If you completed the one-year requirement while in another valid nonimmigrant status and you are now in valid F-1 status, you are still eligible to apply for OPT.

(c)(3)(B) eligibility category: Submit your application up to 90 days before, but no later than 60 days after your program end date. You must submit your application within 30 days of the date that your designated school official (DSO) enters the recommendation for OPT into your Student and Exchange Visitor Information System (SEVIS) record. If you fail to do so, we will deny your OPT request.

(c)(3)(C) eligibility category: Submit your application up to 90 days before your current OPT expires, but you must submit within 60 days of the DSO's approval of STEM OPT.

Note: If you are an F-1 student filing for initial or extension of OPT, your OPT and your employment authorization will be automatically terminated if you change educational program levels or transfer to another school. Working in the United States without authorization may result in your removal from the United States or denial of re-entry. Consult your DSO for additional details.

## Fee

**Fee:** \$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.

Please refer to the instructions for the form(s) you are filing for additional

# Documents to upload

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- Copy of most recent I-94
- Passport
- Previous authorized CPT/OPT I-20s
- 2 x 2 passport photo of you
- Copy of your last EAD (front and back) card if you have not previously been issued an EAD please have a color copy of your passport, student visa, or U.S. driver's licenses ready to upload.
- **New OPT I-20 issued by your ISA**

## Documents you may need

Most applicants must upload:

- A copy of your Form I-94, Nonimmigrant Arrival-Departure Record (front and back), a printout of your electronic Form I-94 from [www.cbp.gov/i94](http://www.cbp.gov/i94), passport, or other travel document.
- A copy of your last EAD (front and back). If you were not previously issued an EAD, you must submit 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.
- A color passport-style photograph of yourself taken recently.

We will automatically inform you which documents and additional evidence you may need to provide as you fill out your application. These recommendations for additional information will be based on the information you provide in the application, such as your personal history and circumstances.

Any document containing foreign language submitted to USCIS must be accompanied by a full English language translation that the translator has certified as complete and accurate, and by the translator's certification that he or she is competent to translate from the foreign language into English.

## Biometric services appointment

USCIS may require that you appear for an interview or provide biometrics (fingerprints, photograph, and/or signature) at any time to verify your identity, obtain additional information, and conduct background and security checks, including a check of criminal history records maintained by the Federal Bureau of Investigation (FBI), before making a decision on your application or petition. After USCIS receives your application and ensures it is complete, we will inform you in writing if you need to attend a biometric services appointment.

# Notifications

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- Please stay updated with all notifications regarding your I-765 once submitted.



## After You Submit Your Form



### Track your case online

After you submit your form, you can track its status through your online account. Sign in to your account often to check your case status and read any important messages from USCIS.



### Respond to requests for information

If we need more information from you, we will send you a Request for Evidence (RFE) or Request for Information (RFI). You can respond to our request and upload your documents through your online account.



### Receive your decision

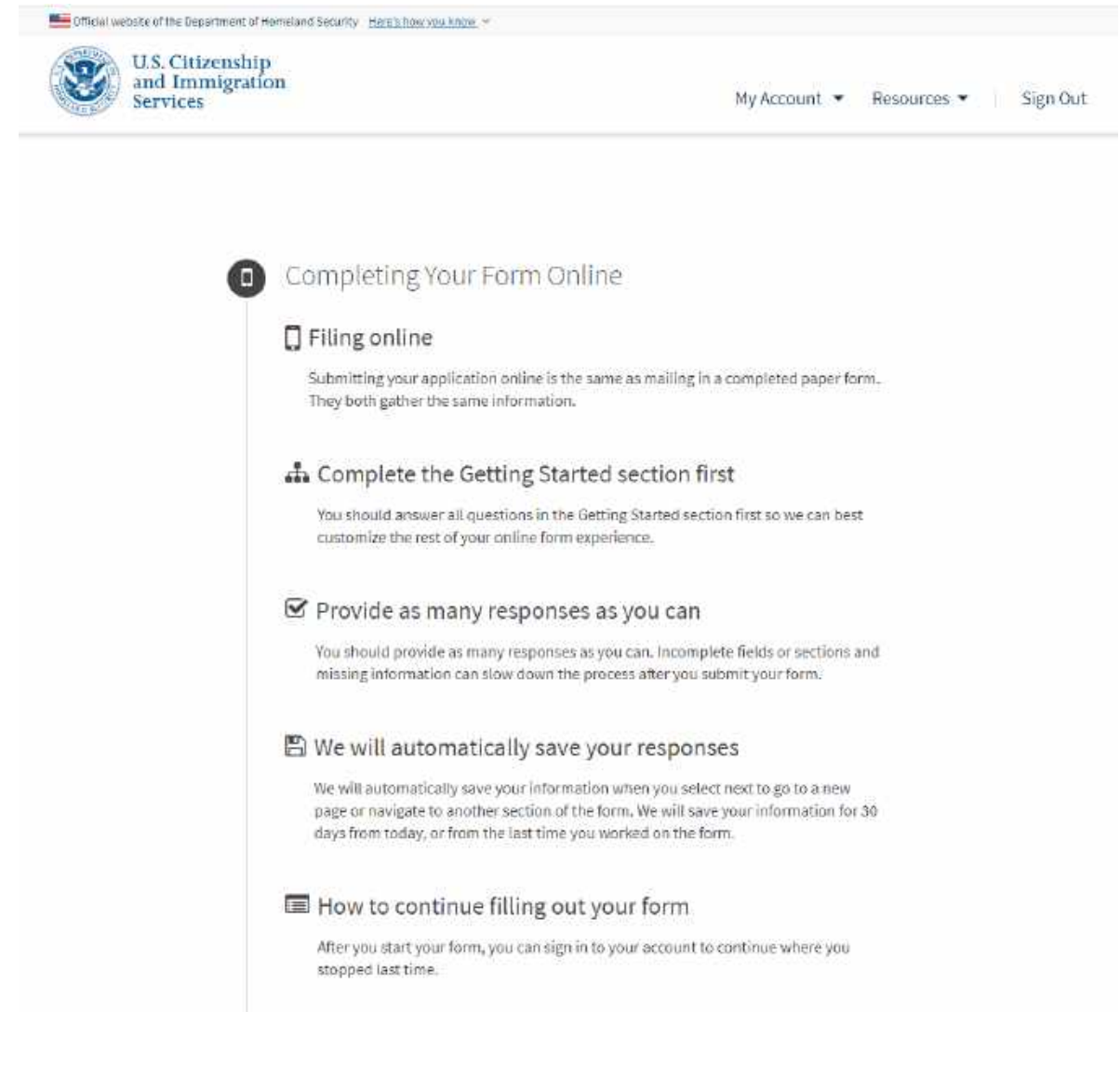
The decision on Form I-765 involves a determination of whether you have established eligibility for the immigration benefit you are seeking. USCIS will notify you of the decision in writing. If your application is approved, we will either mail your EAD to you or we may require you to visit your local USCIS office to pick it up.

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# Completing Your Form Online

- How USCIS manages your online I-765 form. Please review the following:

- ☐ Filing online
- ☐ Complete the Getting Started section first
- ☐ Provide as many response as you can
- ☐ We will automatically save your response
- ☐ How to continue filling out your form



The screenshot shows the official website of the Department of Homeland Security, specifically the U.S. Citizenship and Immigration Services (USCIS) portal. The header includes the USCIS logo, the text 'U.S. Citizenship and Immigration Services', and links for 'My Account', 'Resources', and 'Sign Out'. The main content area is titled 'Completing Your Form Online' and lists several key points for users:

- Filing online**: Submitting your application online is the same as mailing in a completed paper form. They both gather the same information.
- Complete the Getting Started section first**: You should answer all questions in the Getting Started section first so we can best customize the rest of your online form experience.
- Provide as many responses as you can**: You should provide as many responses as you can. Incomplete fields or sections and missing information can slow down the process after you submit your form.
- We will automatically save your responses**: We will automatically save your information when you select next to go to a new page or navigate to another section of the form. We will save your information for 30 days from today, or from the last time you worked on the form.
- How to continue filling out your form**: After you start your form, you can sign in to your account to continue where you stopped last time.



# Department of Homeland Security (DHS) Privacy Notice

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- Read privacy notice.

## DHS Privacy Notice

**AUTHORITIES:** The information requested on this application, and the associated evidence, is collected under the Immigration and Nationality Act, 8 U.S.C. § 1324a; 8 CFR 274a.12, and 8 CFR 274a.13.

**PURPOSE:** The primary purpose for providing the requested information on this application is to determine eligibility for certain aliens who are temporarily in the United States requesting an Employment Authorization Document. DHS uses the information you provide to grant or deny the benefit you are seeking.

**DISCLOSURE:** The information you provide is voluntary. However, failure to provide the requested information, including your Social Security number, and any requested evidence may delay a final decision or result in a rejection or denial of your application.

**ROUTINE USES:** DHS may, where allowable under relevant confidentiality provisions, share the information you provide on this application and any additional requested evidence with other Federal, state, local, and foreign government agencies and authorized organizations. DHS follows approved routine uses, as described in the associated published system of records notices [DHS/USCIS/ICE/CBP-001 Alien File, Index, and National File Tracking System of Records; DHS/USCIS-007 Benefits Information System; DHS/USCIS-010 Asylum Information and Pre-Screening System of Records; DHS/USCIS-017 Refugee Case Processing and Security Screening Information System of Records; and DHS/USCIS-018 Immigration Biometric and Background Check (IBBC) System of Records], and the published privacy impact assessments [DHS/USCIS/PIA-016(a) Computer Linked Application Information Management System (CLAIMS 3) and Associated Systems; DHS/USCIS/PIA-027 USCIS Asylum Division; DHS/USCIS/PIA-056 USCIS Electronic Immigration System (USCIS ELIS); and DHS/USCIS/PIA-068 Refugee Case Processing and Security Vetting], which can be found at [www.dhs.gov/privacy](http://www.dhs.gov/privacy). DHS may also share this information as appropriate for law enforcement purposes or in the interest of national security.

# Paperwork Reduction Act

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- Read through the Paperwork Reduction Act.

## Paperwork Reduction Act

An agency may not conduct or sponsor an information collection, and a person is not required to respond to a collection of information, unless it displays a currently valid Office of Management and Budget (OMB) control number. The public reporting burden for this collection of information is estimated at 4 hours per response, including the time for reviewing instructions, gathering the required documentation and information, completing the application, preparing statements, attaching necessary documentation, and submitting the application. The collection of biometrics is estimated to require 1 hour and 10 minutes. The public reporting burden for the collection of information for Form I-765WS is estimated at 30 minutes per response, including the time for reviewing instructions, gathering the required documentation and information, completing the application, preparing statements, attaching necessary documentation, and submitting the application. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to:

U.S. Citizenship and Immigration Services  
Office of Policy and Strategy, Regulatory Coordination Division  
5900 Capital Gateway Drive, Mail Stop #2140  
Camp Springs, MD 20588-0009

**Do not mail your completed I-765 application to this address.**

OMB No. 1815-0040  
Expires: 07/31/2022



### Security Reminder

If you do not work on your form for more than 30 days, we will delete your data in order to prevent storing personal information indefinitely.


[Back](#)

[Start](#)

# What is your eligibility category?

- Select Post-completion (c)(3)(B).

Official website of the Department of Homeland Security [here's how you know](#)

 U.S. Citizenship and Immigration Services

[My Account](#) [Resources](#)

## 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.


c(3)(A) Student Pre-Completion OPT  
c(3)(B) Student Post-Completion OPT  
c(3)(C) STEM Extension

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# Reason for applying


- Please select “Initial permission to accept employment,” if this is your first time applying for OPT.

Official website of the Department of Homeland Security [Here's how you know](#)

 U.S. Citizenship and Immigration Services

[My Account](#) [Resources](#) [Sign Out](#)


## 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 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

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### Have you previously filed Form I-765?

☐ Yes

☐ No

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# Preparer and interpret information

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- Select “No,” and **ONLY** select “Yes,” if working with an immigration attorney.

Official website of the Department of Homeland Security [Here's how you login](#)

 U.S. Citizenship and Immigration Services

[My Account](#) [Resources](#) [Sign Out](#)

### I-765, Application for Employment Authorization

**Getting Started** ^  
Basis of eligibility  
Reason for applying  
**Preparer and interpreter information**

About You v  
Evidence v  
Additional Information v  
Review and Submit v

Is someone assisting you with completing this application?

☐ Yes  
☐ No


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



# About You

- Fill out your name **EXACTLY** as stated in your passport.

Official website of the Department of Homeland Security [Here's how you know](#)

 U.S. Citizenship and Immigration Services

My Account ▾ Resources ▾ | Sign Out

### 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

# Contact information

- Please fill out this section with your most recent contact information.

Official website of the Department of Homeland Security [Here's how you know](#) ▼

 **U.S. Citizenship and Immigration Services**

## 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 ▼

### How may we contact you?

**Daytime telephone number**

**Mobile telephone number (if any)**

☐ This is the same as my daytime telephone

**Email address**

# Mailing address

- **ONLY** provide a mailing address where you can retrieve your EAD card.
- If you **CANNOT** retrieve your EAD card, then ask someone like a trusted friend or family member in the U.S. and write their name, “In care of name,” and their mailing address.

The screenshot shows a web form with a sidebar on the left containing a vertical menu with four items: "Other information" (highlighted with a blue bar), "Evidence" (with a green checkmark), "Additional Information" (with a green checkmark), and "Review and Submit" (with a green checkmark). The main content area is titled "What is your current U.S. mailing address?" and includes a paragraph explaining that the address will be used for contact and that it must be a complete and valid U.S. address. Below this, there are several input fields: "In care of name (if any)", "Address line 1", "Address line 2", and "Apartment, suite, unit, or floor". At the bottom of these fields, there are three separate input fields for "City or town", "State" (which is a dropdown menu), and "ZIP code". At the very bottom of the form, there is a question "Is your current mailing address the same as your physical address?" followed by two radio button options: "Yes" and "No".

Other information

Evidence ✓

Additional Information ✓

Review and Submit ✓

### 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

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

# Describe yourself

- Select the appropriate choice.

Official website of the Department of Homeland Security [Here's how you know](#)

 U.S. Citizenship and Immigration Services

My Account ▾ Resources

### 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 gender?

☐ Male

☐ Female

What is your marital status?

☐ Single

☐ Married

☐ Divorced


☐ Widowed

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# When and where you were born


- This **MUST** match your passport and I-20.


Official website of the Department of Homeland Security [Learn how you belong](#)

 U.S. Citizenship and Immigration Services

[My Account](#) [Resources](#) [Sign Out](#)

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 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?



# Your immigration information

- Please provide your country of citizenship or nationality and Form I-94 information.
- Retrieve your most recent I-94 information at <https://i94.cbp.dhs.gov>.

Official website of the Department of Homeland Security [Here's how you know](#)

 **U.S. Citizenship and Immigration Services**

My Account ▼ Re

### 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 country of citizenship or nationality?

List all countries where you are currently a citizen or national.

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

# Your immigration information (continued)

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- Please provide your most recent I-94 and passport information.

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

What is the passport number of your most recently issued passport?

What is your travel document number (if any)?

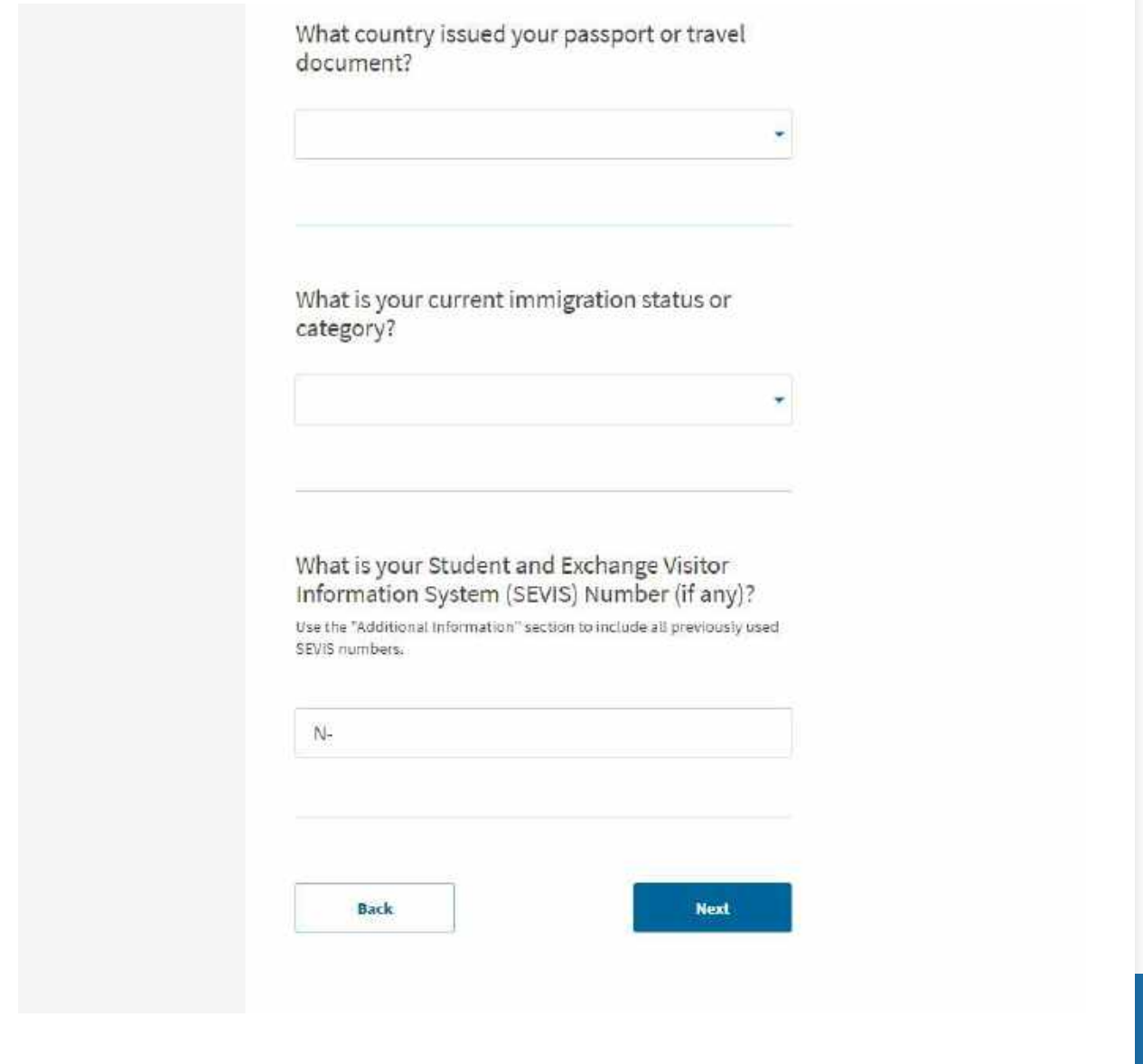
What is the expiration date of your passport or travel document?

MM/DD/YYYY

# Your immigration information (continued)

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- Please provide the information listed in your passport.
- Please provide the class of admission listed in your I-94.
- Please provide the information listed in your I-20.



What country issued your passport or travel document?

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What is your current immigration status or category?

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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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# Other Information

- Please enter your A-Number (USCIS #), this is only applicable if you have an EAD card.
- Include your USCIS online account number if you have created one in the past.

Official website of the Department of Homeland Security: <https://www.dhs.gov>

 U.S. Citizenship and Immigration Services

My Account ▾ Resources ▾ Sign Out

### 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 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

# Social Security Number (SSN)

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- Select “YES” **ONLY** if you have not been issued an SSN before. You will be prompted to provide your parents full name so have this information ready.
- Select “NO,” if you already have an SSN or are in the process of applying.

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

☐ Yes

☐ No

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# Passport photo

- Please go to [ID and Campus Services](#) to have your passport picture taken and request an electronic passport photo sent to you.

Official website of the Department of Homeland Security: [How to view links](#)

 U.S. Citizenship and Immigration Services

My Account ▾ Resources ▾ Sign Out

### I-765, Application for Employment Authorization

Getting Started ▾

About You ▾

**Evidence** ▴

- 2 x 2 photo of you**
- Form I-94
- Employment Authorization Document
- Previously authorized CPT or OPT
- Form I-20

Additional Information ▾

Review and Submit ▾

#### 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 photos.

#### 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: 5MB per file

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

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

# Format requirements

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- Please upload your passport in the **CORRECT** format as shown here.

## Filling Out the Form—Format Requirements


- Photos: JPG, JPEG, or PNG
- Documents: JPG, JPEG, PDF, TIF or TIFF
- Foreign language documents must have English translation
- Maximum size: 6 MB per file



# Form I-94

- Upload your most recent [I-94](https://i94.cbp.dhs.gov) at <https://i94.cbp.dhs.gov>.

Official website of the Department of Homeland Security [Here's how you know](#)

 U.S. Citizenship and Immigration Services

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## I-765, Application for Employment Authorization

Getting Started ▾

About You ▾

**Evidence** ▴

- 2 x 2 photo of you
- Form I-94**
- Employment Authorization Document
- Previously authorized EPT or OPT
- Form I-20

Additional Information ▾

Review and Submit ▾

## 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](#)

# EAD Card or Government ID

- Upload color copy of EAD card or Government ID (unexpired passport, student visa, national ID).

Official website of the Department of Homeland Security [Here's how you know](#)

 U.S. Citizenship and Immigration Services

[My Account](#) [Resources](#) [Sign Out](#)

## I-765, Application for Employment Authorization

[Getting Started](#) [About You](#) **Evidence** [Additional Information](#) [Review and Submit](#)

**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](#)

# Previous CPT/OPT I-20s

- Upload CPT/OPT I-20s.

Official website of the Department of Homeland Security [Here's how you know](#)

 U.S. Citizenship and Immigration Services

My Account ▾ Resources ▾ Sign Out

## I-765, Application for Employment Authorization

Getting Started ▾

About You ▾

**Evidence** ▴

- 2 x 2 photo of you
- Form I-94
- Employment Authorization Document
- Previously authorized CPT or OPT**
- Form I-20

Additional Information ▾

Review and Submit ▾

### 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](#)

# OPT Recommendation I-20

- Upload the I-20 with OPT recommendation.

Official website of the Department of Homeland Security [Here's how you browse](#)

 U.S. Citizenship and Immigration Services

[My Account](#) [Resources](#) [Sign Out](#)

## I-765, Application for Employment Authorization

[Getting Started](#) [About You](#) **Evidence** [Additional information](#) [Review and Submit](#)

2 x 2 photo of you

Form I-94

Employment Authorization Document

Previously authorized CPT or OPT

**Form 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

- Upload any additional information.

Official website of the Department of Homeland Security [Here's how you know](#) ▼

 U.S. Citizenship and Immigration Services My Account ▼

## I-765, Application for Employment Authorization

- Getting Started ▼
- About You ▼
- Evidence ▼
- Additional Information** ^
- Review and Submit ▼

**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](#)



# Additional Information

- Add any additional information, if applicable.

Official website of the Department of Homeland Security [Here's how you login](#)

 U.S. Citizenship and Immigration Services

My Account ▾ Resources ▾ | Sign

### I-765, Application for Employment Authorization

- Getting Started ▾
- About You ▾
- Evidence ▾
- Additional Information** ▴
- Review and Submit ▾

**Additional Information**

If you need to provide any additional information for any of your answers to the questions in this form, enter it into the space below. You should include the questions that you are referencing.

If you do not need to provide any additional information, you may leave this section blank.

Section

Getting Started  
About You  
Evidence

**Additional Information**

0/500

Save response Cancel

# Alerts and warnings

---

- This notifies you of any corrections that need to be completed.

The screenshot displays a web interface for 'Alerts and warnings'. It features a title bar, explanatory text about alerts, two alert items with red vertical bars and 'Edit my responses' buttons, and 'Back' and 'Next' navigation buttons at the bottom.

**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: Your contact information

[Edit my responses](#)

**!** There are errors in About You: When and where you were born

[Edit my responses](#)

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

# Review and Submit

- Review your application before you **SUBMIT!**

The screenshot shows the USCIS website for the I-765 Application for Employment Authorization. The page is titled "I-765, Application for Employment Authorization" and features a navigation menu on the left with options: "Getting Started", "About You", "Evidence", "Additional Information", "Review and Submit", and "Review your application". The "Review and Submit" section is active, showing a "Check your application before you submit" message. The message states: "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." Below this, a "Your fee" section displays a blue information icon and the text: "Your form filing fee is: \$410". A "Refund Policy" section at the bottom states: "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."

Official website of the Department of Homeland Security [Check this you link](#)

U.S. Citizenship and Immigration Services

My Account ▾ Resources ▾ Sign Out

### I-765, Application for Employment Authorization

- Getting Started ▾
- About You ▾
- Evidence ▾
- Additional Information ▾
- Review and Submit** ▴
- Review your application

#### 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

**i** 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.

# Review and Submit (continued)

- Review your application.

The screenshot shows the USCIS I-765 application review and submit page. The header includes the USCIS logo and the text "U.S. Citizenship and Immigration Services". On the right side of the header, there are links for "My Account", "Resources", and "Sign Out". The main heading is "I-765, Application for Employment Authorization". On the left side, there is a navigation menu with the following items: "Getting Started", "About You", "Evidence", "Additional Information", "Review and Submit" (which is expanded), "Review your application", "Your application summary", and "Your statement". The "Review and Submit" section is active, showing the "Review your application" step. The main content area has the heading "Check your application before you submit" and the text: "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." Below this, there is a section titled "Your fee" with a green checkmark icon and the text: "Your form filing fee is: \$410". Below this, there is a section titled "Alerts and warnings" with a green checkmark icon and the text: "We found no alerts or warnings in your application". At the bottom of the page, there are two buttons: "Back" and "Next".

U.S. Citizenship and Immigration Services

My Account Resources Sign Out

I-765, Application for Employment Authorization

Getting Started  
About You  
Evidence  
Additional Information  
Review and Submit  
Review your application  
Your application summary  
Your statement

**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**


**✓** We found no alerts or warnings in your application

Back Next

# Application Summary

- Your application summary.

Official website of the Department of Homeland Security [Help/How can we help?](#)

 U.S. Citizenship and Immigration Services

[My Account](#) [Resources](#) [Sign Out](#)

### 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**

What is your degree? **-**

What is your employer's name as listed in E-Verify? **-**

What is your employer's E-Verify company identification number or a valid E-Verify client company identification number? **-**

#### Reason for applying

What is your reason for applying? **Initial permission to accept employment**

Have you previously filed Form I-765? **No**

## Additional Information

Additional information

What is your Student and Exchange Visitor  
Information System (SEVIS) Number (if any)?

I have a prior SEVIS ID number  
from my bachelor's degree.  
N0012345789

**Back**

**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**

### 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.

Back

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 biometric (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



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.

Getting Started ✓

About You ✓

Evidence ✓

Additional Information ✓

**Review and Submit** ^

Review your application

Your application summary

Your statement

Your signature

**Pay and submit**

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:

## USCIS I-765

Please select a payment method:

☐ I want to pay with a withdrawal from a checking or savings account (ACH)



☐ I want to pay with a debit or credit card



[Cancel](#)

[Continue](#)

## Payment Method

- Select your payment method.

## Credit/Debit Card information

- Please type the correct payment information

### USCIS I-765

Please provide the Credit or Debit Card Information below

\* indicates required fields

Agency Tracking ID: K55HMBRM8W1ZMZ

Payment Amount: \$410.00

\* Country:

\* Billing Address:

Billing Address 2:

\* City:

State/Province:

ZIP/Postal Code:

\* Account Holder Name:



\* Card Number:

\* Expiration Date:

\* Card Security Code:

[Previous](#)

[Cancel](#)

[Continue](#)

# Bank information

- Please type the correct payment information.

## USCIS I-765

Please enter checking or savings account information below.

\* indicates required fields

Agency Tracking ID: K5BHMBRM8W1ZMZ

Payment Amount: \$410.00

\* Account Holder Name:

\* Account Type:

Routing Number	Account Number	Check Number
026946783	9243767390	1234

\* Routing Number:

\* Account Number:

\* Confirm Account Number:

[Previous](#)

[Cancel](#)


[Continue](#)




# Your Drafts

- I-765 draft available if you cannot process your I-765 in the same day. (Please know it does EXPIRE 30 days after issuance).
- Once you are done, please save your draft for record keeping.


Official website of the Department of Homeland Security [Here's how you know](#)

 U.S. Citizenship and Immigration Services


 My Account

[My Account](#) [Resources](#) | [Sign Out](#)

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 Welcome To Your USCIS Account

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 COVID-19 announcement  
[See more](#)

Your Drafts

Continue I-765 Application for Employment Authorization

You need to finish your draft

[Continue](#) [Delete](#)

Status	Last updated	Expires
Your draft is in progress	May 12, 2021	 June 11, 2021

# Employment Authorization Document (EAD)

- Once you receive your EAD card please email [mystatus@liberty.edu](mailto:mystatus@liberty.edu) a color copy front and back to issue you a new OPT Approved I-20.



Latest version of EAD with security features

# Report to SEVP (within 10 days of any changes)



Update your physical  
home address.



Update your mailing  
addresses.



Update your telephone  
numbers.



Update employer  
information.



Monitor your  
employment  
authorization

# Create a SEVP Portal Account

---

- Create your [SEVP portal account](#).

## Create a Portal Account

To create your initial SEVP Portal account:

1. If your OPT has been approved and is active, check your email inbox for two [email](#) notices. One includes a link to the SEVP Portal registration pages and the other contains a temporary password. You can recognize the email by the sender and subject lines:

- **Sender:** [do-not-reply.SEVP@ice.dhs.gov](mailto:do-not-reply.SEVP@ice.dhs.gov)

**Subject line:** Optional Practical Training Approval – the next step. Create an SEVP Portal account

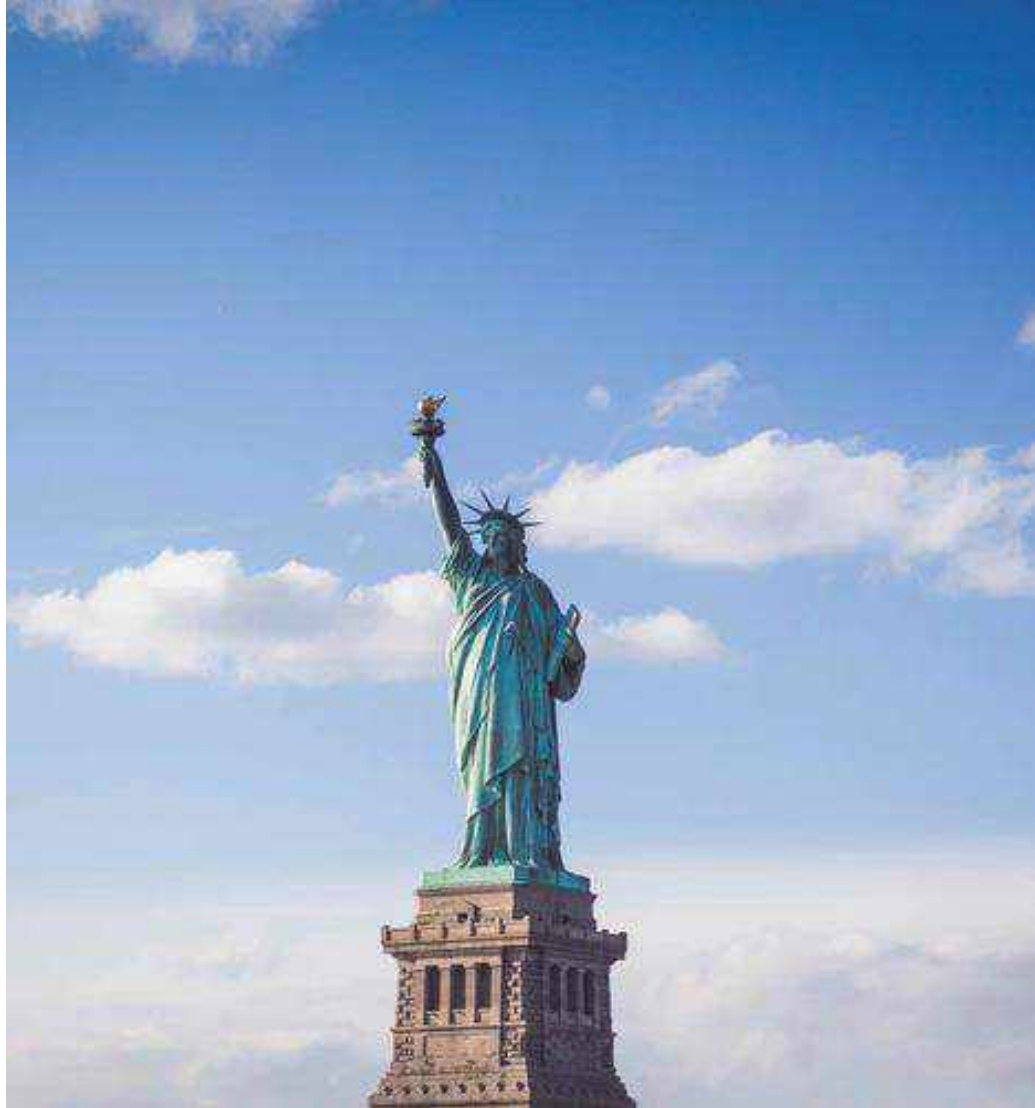


The only way to get to the portal registration pages is to use the link in the email

If you do not receive your notification email:



- Check your spam or junk mail folder.
- Contact your DSO to confirm that the correct email address is in your SEVIS record.
- Contact your DSO who can submit a request in SEVIS to have the create an account email sent again.



# Thank you!

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- Contact us:
- (434) 592-4118
- [mystatus@liberty.edu](mailto:mystatus@liberty.edu)
- Please **DO NOT** submit your I-765 online form **WITHOUT** your OPT I-20 recommendation.