

# Tips for Online I-765 Application For Pre and Post Completion OPT



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# Important Reminders



This document is for guidance ONLY. It is not legal advice. The information in this document are suggested tips you might need in completing the online Form I-765 for Employment Authorization.



USCIS must receive your OPT application within **30 days** of the date your OPT Recommendation I-20 was created.



Once you start your application, the USCIS portal will save it for 30 days, therefore you must submit the online form within 30 days of starting the application. After that, it will delete your data and progress to protect your personal information.



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# Prepare to file online I-765 Application

There are two ways to file for OPT. In the recent years, students have found [filing online I-765](#) has been more beneficial at a lower cost.

## Documents to prepare before filing:

- OPT Recommendation I-20 issued by OIP
- Passport Biographical Page (unexpired)
- [Most Recent I-94 Record](#).
- [Passport style photo](#) . Please see slide 12 for details.
- Previously issued Employment Authorized Document (EAD card; if applicable)
- Previously issued CPT I-20 (if applicable)



# Create a USCIS Online Account

Please see the [USCIS How to Create a USCIS Account webpage](#) on for step-by-step information on how to create a USCIS online account.

## Create Your Online Account

Your USCIS account is only for you. Do not create an account to share with family or friends. Each person should have their own online account even if they are minors. Individual accounts allow us to best serve you and protect your personal information.

You must provide your own email address below if you are the one who is filing a form online, submitting an online request, or tracking a case. Your email address is used to log in to your USCIS online account. All USCIS email communications will be sent to this address.

Email Address \*

Submit

Already have an account?

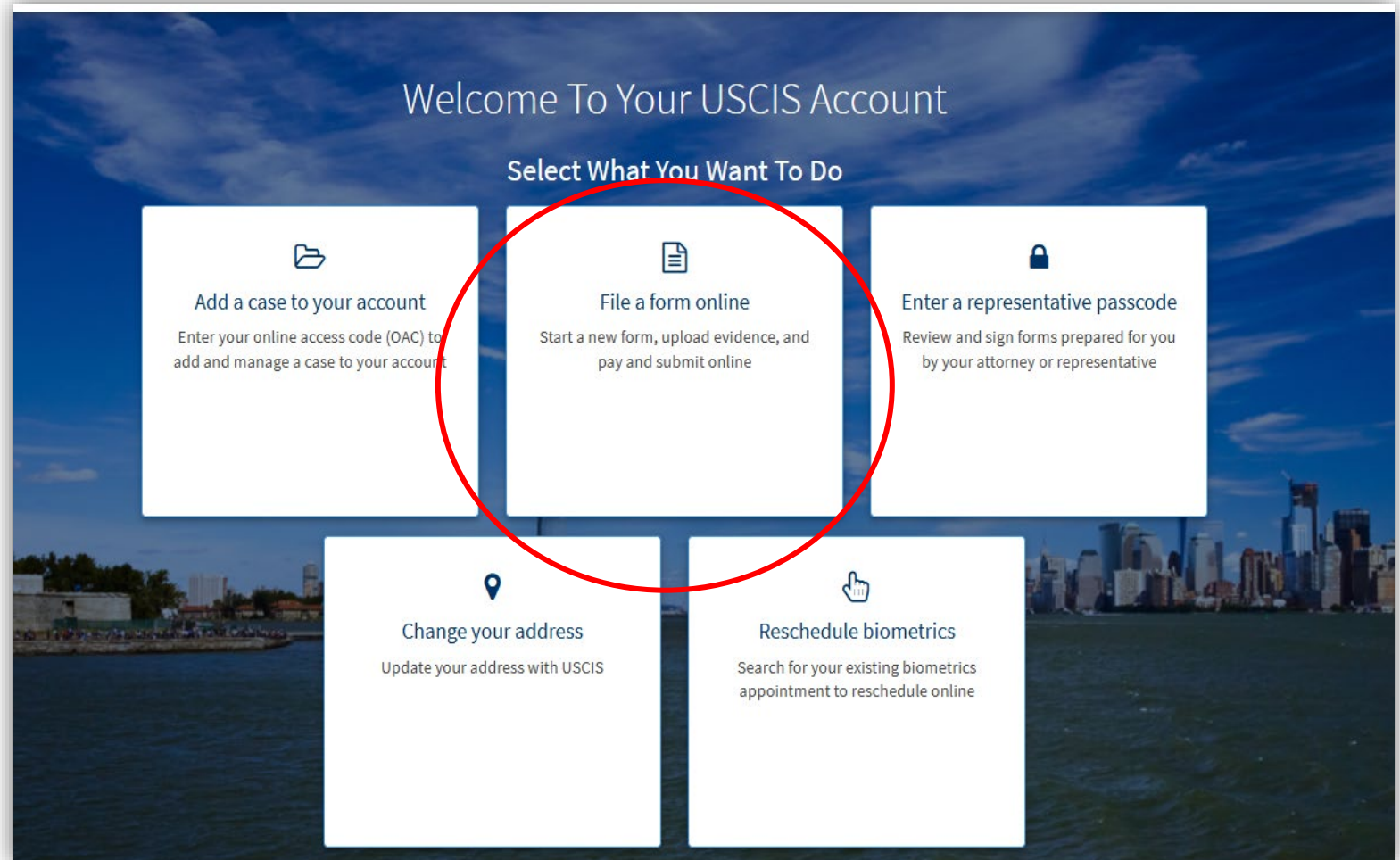
[Sign In](#)



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After you create your USCIS account, click on "File a form online."



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**Getting Started:** Select Form I-765, Application for Employment Authorization from the list

## File a Form

Select the form you want to file online. For some forms you will have the option to either fill out your form online or upload a completed form. Once you start, we will automatically save your information for 30 days, or from the last time you worked on the form.

**Fee waiver:** Fee waivers can be requested online only when submitting certain benefit requests using the PDF filing option. If your desired benefit request is not eligible for PDF filing, you must file a paper version of both the Form I-912, Request for Fee Waiver and the form for the specific benefit you are requesting. You can review the fee waiver guidance at [www.uscis.gov/feewaiver](http://www.uscis.gov/feewaiver).

Select the form you want to file online.

I-765, Application for Employment Authorization ▼



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## Getting Started:

Choose the type of OPT you're applying for:

- **(c)(3)(A) Pre-Completion OPT** — Choose this if you're still a student and want to work before you graduate (your graduation date is in a future semester).
- **(c)(3)(B) Post-Completion OPT** — Choose this if you're applying for OPT after you graduate (for example, if you're graduating this semester).

I-765, Application for Employment Authorization

You must complete all fields with an asterisk (\*) to submit this form.

What is your eligibility category? \*

- (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
- (c)(8) Pending Asylum and Withholding of Removal
- Applicants and Applicants for Asylum under the ABC

Getting Started ^

Basis of eligibility

Reason for applying

Preparer and interpreter information

About You v

Evidence v



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## Getting Started:

At the time of filing, you can choose to request Premium Processing with the fee based on the [USCIS Fee Schedule](#). If you decide not to request Premium Processing Service, you have the option to submit the I-907 Premium Processing request while your I-765 application is still pending.

### Would you like to request Premium Processing Service?

Premium Processing Service guarantees that USCIS will take one of several possible actions (issue an approval notice, a denial notice, a notice of intent to deny, or a request for evidence or open an investigation for fraud or misrepresentation) on your Form I-765 within 30 days.

If you request premium processing, you will be asked to complete the Form I-907 after you sign your Form I-765. You will then be able to pay for and submit both forms at the same time.

- Yes
- No



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**Getting Started: Reason for applying:**

Select “**Initial permission to accept employment.**” This should be selected even if you’ve applied for OPT before at another time, at Seton Hall or elsewhere, or for a different degree level (such as a previous bachelor’s or master’s program). As long as this is your **first time applying for Post-Completion OPT at your current degree level**, it is considered a new application, so “Initial Permission” is appropriate.

Select either “**Yes**” or “**No**” based on your personal immigration history — each answer will be different for each person, depending on their individual situation.

I-765, Application for Employment Authorization

You must complete all fields with an asterisk (\*) to submit this form.

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

Getting Started

Basis of eligibility

Reason for applying

Preparer and interpreter information

About You

Evidence

Additional Information

Review and Submit

**About You contact Information** – Enter a U.S. Mailing Address. This address **must** be valid for at least 5 months from date you submit your application.

**Important Reminders:**

- When filling out your OPT application, it's important to choose carefully your **U.S. mailing address** — this is where USCIS will send your **receipt notice, approval notice, and your OPT EAD card**. Since the EAD is a secure government document, **USPS will not forward it** if you move.
- **Do not list a campus or university address**, as these often become inactive after graduation and can result in lost mail.
- Changing your address after submitting your application can cause delays and may result in your EAD card being lost or returned to USCIS.
- If you prefer, you can use a **P.O. Box**, as long as it's a secure and reliable option for receiving your mail.
- Before entering your mailing address, make sure it's valid and properly formatted by checking it through the USPS website: [USPS Address Lookup Tool](#)
- Your **U.S. physical address** should be the address where you are actually living at the time you submit your application.

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 \*

Provide a 5 or 9-digit ZIP code.

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

Yes

No



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**About You- Other Information:** Generally, students do not have an A or alien number. You may click "I do not have or know my A-Number"

**About You- Other Information:** Either list your account number or select "I do not have or know my USCIS online account number"

I-765, Application for Employment Authorization

You must complete all fields with an asterisk (\*) to submit this form.

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-

Provide a 7, 8, or 9-digit number. If the A-Number is fewer than 9 digits, the system will automatically add zero(s) after the "A" and before the first digit so there is a total of 9 digits, for example: A-001234567.

**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.

Provide a 12-digit Online Account Number.



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**Evidence- 2" X 2" Photo of You-**  
Uploading a photo to the I-765 application is still required.

Recent change in USCIS application adjudication processing indicates that after USCIS receives your application, you might receive notification to go to a nearby Application Support Center(ASC) to take a photo or biometrics.

Please reach out to OIP if you receive such notice. We may be reached at [qip@shu.edu](mailto:qip@shu.edu).



**I-765, Application for Employment Authorization**

Getting Started ▼

About You ▼

**Evidence** ▲

**2" x 2" photo of you**

Form I-94 or passport

Employment Authorization Document

Previously authorized CPT or OPT

Form I-20

Additional Information ▼

Review and Submit ▼

You must complete all fields with an asterisk (\*) to submit this form.

**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.
- Upload no more than one document at a time
- Accepted file name characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses



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**Evidence- Form I-94 or passport:** Upload a clear copy of your most recent **Form I-94** (Arrival/Departure Record). You can obtain this from the [U.S. Customs and Border Protection website](https://www.cbp.gov).



I-765, Application for Employment Authorization

Getting Started ▼

About You ▼

**Evidence** ▲

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

Additional Information ▼

Review and Submit ▼

You must complete all fields with an asterisk (\*) to submit this form.

### Form I-94, Arrival And Departure Record Or Passport

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](https://www.cbp.gov) 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. For specific information about fees applicable to this form, [see Form G-1055](#).

If you do not have and cannot get a required document, you must demonstrate this and provide secondary evidence. If secondary evidence does not exist or is unavailable, you must demonstrate both the unavailability of the required document and the relevant secondary evidence and submit two or more sworn affidavits by people not named on this application who have direct knowledge of the event and circumstances.

[Learn more about Primary and Secondary evidences.](#)

#### File requirements

- Clear and readable
- Accepted file formats: JPG, JPEG, PDF, TIF or TIFF
- No encrypted or password-protected files

## Evidence- Employment Authorization Document (EAD Card):

Upload a clear copy of your previous Post OPT/STEM Employment Authorization Document (EAD) card, showing both front and back.

If you do not have a previous EAD card, you must upload a clear picture of your biographical page of your current passport.



I-765, Application for Employment Authorization

You must complete all fields with an asterisk (\*) to submit this form.

**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.
- Upload no more than five documents at a time
- Accepted file name characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 12MB per file

Getting Started ▾

About You ▾

**Evidence** ▲

2" x 2" photo of you

Form I-94 or passport

**Employment Authorization Document**

Previously authorized CPT or OPT

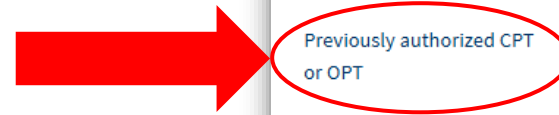
Form I-20

Additional Information ▾

Review and Submit ▾

**Evidence- Previously authorized CPT or OPT:** Upload documentation of any previously approved CPT or OPT periods, if applicable (e.g., I-20 forms showing CPT or OPT authorization).

If you have never been authorized for OPT or CPT, you do not need to upload any documents in this section. A warning message may appear if no documents are uploaded, but you may proceed with the form if this section does not apply to you.



I-765, Application for Employment Authorization

Getting Started ▼

About You ▼

**Evidence** ▲

2" x 2" photo of you

Form I-94 or passport

**Employment Authorization Document**

Previously authorized CPT or OPT

Form I-20

Additional Information ▼

Review and Submit ▼

You must complete all fields with an asterisk (\*) to submit this form.

### 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.
- Upload no more than five documents at a time
- Accepted file name characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 12MB per file

## Evidence- Proof Enrollment

**Verification:** **Please note, this section is for students applying for Pre-Completion OPT only.** Upload evidence of having been lawfully enrolled on a full-time basis for one full academic year.

You can request an [Enrollment Verification Letter from the Office of Registrar through Piratenet](#).

When the Enrollment Verifications are ready, they can be mailed via U.S.P.S., or picked up in the Office of the Registrar on the South Orange campus (Bayley Hall, room 110).



### I-765, Application for Employment Authorization

Getting Started ▼

About You ▼

**Evidence** ▲

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

Additional Information ▼

Review and Submit ▼

You must complete all fields with an asterisk (\*) to submit this form.

### Proof Of Enrollment

Upload evidence of having been lawfully enrolled on a full-time basis for one full academic year at a college, university, conservatory, or seminary approved by the U.S. Immigration and Customs Enforcement (ICE) Student and Exchange Visitor Program (SEVP) for attendance by F-1 foreign students.

### 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.
- Upload no more than five documents at a time
- Accepted file name characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 12MB per file



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Do not file the I-765 without the OPT Recommendation I-20 issued to you from OIP.



If your OPT Recommendation I-20 has been issued more than 30 days before applying or if you have not received an OPT Recommendation I-20 from OIP, please reach out to OIP and do not submit an I-765. Your application will be denied if you proceed.

**Evidence- Form I-20:** In this section, upload your OPT I-20 that OIP issued you. You should print, sign, and upload the signed OPT I-20.



I-765, Application for Employment Authorization

Getting Started ▾

About You ▾

**Evidence** ▲

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

Additional Information ▾

Review and Submit ▾

You must complete all fields with an asterisk (\*) to submit this form.

### I-20, Certificate Of Eligibility For Nonimmigrant Student Status

**⚠ Important information regarding your Form I-20**

Do **NOT** submit this form until you receive a Form I-20 recommendation from your DSO. We will deny your application if you do not include your Form I-20 recommendation when you submit Form I-765. If you need to provide Form I-765 to your DSO, print or download this draft before you submit.

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



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# Biometrics Appointment at Application Support Center

- Students might receive notification that a biometric has been scheduled near a USCIS Application Support Center (ASC).
- To retrieve the appointment information and instructions, students should log into their USCIS portal. Go to the documents tab and download the notice.
- If an appointment is necessary, the notice will provide you the location of your local or designated USCIS Application Support Center (ASC) and the date and time of your appointment. **Please be sure to go to the appointment in order for your application to move forward.** You can reschedule the appointment through the appointment system before your appointment date. The information should be provided to you in the appointment notice.

# Reporting after Post Completion OPT is Approved

- **There are two ways of reporting OPT employment:**

- **Self-report** through your [SEVP Portal account](#): You may log in and update your employment details directly in your SEVP Portal. You should receive an email from [do-not-reply.SEVP@ice.dhs.gov](mailto:do-not-reply.SEVP@ice.dhs.gov) with a link to create the portal account around your OPT start date to your personal email. If you have issues logging in, please let us know and we can reset the portal account for you.

- **Submit the information to our office** - Please provide the following details.

- Explain how employment is related to student's course of study
- Employer Name
- Start Date
- Full Time (more than 20 hours/week)/ Part Time (20 or less hours/week).
  - *Please note, under Post-Completion OPT, working for at least 20 hours per week is considered maintaining the F-1 status*
- Employer Address. *Please note, If you work remotely, please report both the company address and where you work remotely.*

\*\* Once you send us the information, we will update your SEVIS record, you may wish to log into your [SEVP portal](#) to verify the information entered is accurate.

- You can continue to notify our office of any changes within 10 days that are not updated through the portal, for example:

- Phone Number
- Personal Email Address
- Name change
- Visa status
- Leaving U.S. before the end of OPT

# Unemployment and Travel Considerations

- Whether or not you are working, the 12-month work benefit of OPT continues.
- According to F1 regulations, you may only be unemployed for **90 days** throughout your OPT. These 90 days are aggregate, and do not reset if you change jobs or lose employment.
- Please keep in mind that any travel is a risk. If your visa is no longer valid, then you will have to renew your visa before traveling back to the United States. There is a chance you could still be denied this visa, so please keep that in mind when travelling. Consult with OIP before you travel.
- If you decide to travel after applying for OPT and it is after your I-20's program end date, carry the following:
  - EAD card
  - Job offer letter
  - OPT I-20, with valid Travel Signature (Travel Signature under Post OPT is valid for 6 months after the day it is signed)
  - Valid Passport
  - Valid visa
- If you decide to leave the country and end your OPT early, please email [oiip@shu.edu](mailto:oiip@shu.edu) to inform us.



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# Applying for a Social Security Number after OPT Approval

Student can longer submit a Social Security Request along with the I-765 OPT application. If you do not have a Social Security Number, after your OPT Approval Date and have received your EAD card, you can first [submit a SS-5 application online](#) and then schedule an appointment with a Social Security Card Center nearest to you online. When you go to your appointment in-person, please be sure to bring:

- OPT Approved I-20 ([Please request one from OIP](#))
- Passport
- I-94 record. You may retrieve it at: <https://i94.cbp.dhs.gov/home>
- Physical EAD card



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