Step by Step Instruction: Online Filing of OPT Application
1. Go to https://www.uscis.gov/i-765 and click on Sign In.

2. Enter your verification code (sent to the method you chose when creating account) to authenticate your login.
3. Click on *myUSCIS*, then *File a form online.*
• **(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.
5. Getting ready with I-765. Click Next to proceed.

Choose from the drop-down menu.
Click Next.
7. Choose according to below instructions and click next.

- 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).

- If your EAD card was lost/stolen or you never received your card and need to replace it; if you need to have your card corrected due to an error you made in your application (and not a USCIS error).

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

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.
8. If you have a legal representative assisting you with this application, answer Yes. Otherwise, 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.
10. It is recommended to use a personal email address (e.g. GMail) as you will not always have access to your UO email account.

Click Next when ready.
11. *myUSCIS* will ask you to verify the address. The Recommended Address is formatted for USPS mailing. If the recommended address looks correct, select the *Recommended Address* to avoid delays.

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

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.

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.

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### I-94 Form Details

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Name</td>
<td>Gotta</td>
</tr>
<tr>
<td>First Name</td>
<td>Alberta</td>
</tr>
<tr>
<td>Date of Birth</td>
<td>1984 August 01</td>
</tr>
<tr>
<td>Passport Number</td>
<td>G7654321</td>
</tr>
<tr>
<td>Country of Issuance</td>
<td>Swapp</td>
</tr>
</tbody>
</table>

Download most recent I-94 from: I94 - Official Website (dhs.gov)

Click on "Get Travel History" to see your place of arrival.

Enter the numbers which follow the “N” in your SEVIS number on your I-20.
If you have previously been issued an Employment Authorization Document (EAD), your A-Number is the same as the USCIS# found on the EAD. Otherwise, check the “I do not have or know my A-Number” box.

If this is the first application you are filing online, you do not have a USCIS Online Account Number yet. You will have a USCIS Online Account Number after filing this application.

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

**Answer No.**

If you already have an SSN, you do not need a new one issued. This is NOT the same as requesting a replacement SSN card.

If you do not have an SSN/card, we recommend that you get the SSN after you find a job.
14. Upload your photo as required. Click Next when ready.

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

Click on “Get Most Recent I-94.”

NOTE: If you upload the electronic I-94, there is no “back.” If you have not travelled since the electronic I-94 system was established and you still have the 3x5 paper I-94 card, then a copy of the front and back is required.

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.
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.

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.
Upload the OPT I-20 which your ISSS Advisor 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).

Make sure you schedule a document review appointment with ISSS advisor to receive this OPT I-20!

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

Make sure this shows 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.

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

Your fee

- Your form filing fee is: $410

Refund Policy: USCIS does not refund fees, regardless of any action we take on your application, petition or request, or how long USCIS takes to reach a decision. By continuing this transaction, you acknowledge that you must submit fees in the exact amount and that you are paying the fees for a government service.

Alerts and warnings

You have one or more alerts and warnings based on the information you provided in your application.

A red alert means you have incomplete responses or inconsistent data. You cannot submit your application with any alerts.

- There are errors in About You: When and where you were born
  - Edit my responses

Fix all alerts and warnings until it shows:

- We found no alerts or warnings in your application
17. Save a PDF of your application by clicking here.

Now it's time to schedule your OPT document review appointment with ISSS advisor and get your OPT I-20. Please email the above PDF of your application and all the other required documents to intl@uoregon.edu to make an appointment.
18. After you receive your OPT I-20 from your ISSS advisor, log back in to finish your application.

We recommend you go over your application one more time to make sure everything is correct. Once you submit the application, you won't be able to make any changes.

Confirm the statement and click Next.

Type your full legal name here. Handwritten not permitted.
19. Make payment and submit your application.

Click here. You will be taken to Pay.gov to pay the application fee.
20. Choose your payment method and put in payment information.

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

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

   b) 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.

Questions? ISSS is happy to help!

EMAIL: INTL@UOREGON.EDU
TEL: (541) 346-3206

INTERNATIONAL STUDENT AND SCHOLAR SERVICES
3RD FLOOR OREGON HALL