 Wait! DO NOT submit your I-765 application without prior approval from International Student Services. You must have a NEW Form I-20 with OPT recommendation listed on page 2.

Filing Form I-765 Online

1. Review the instructions on the USCIS website https://www.uscis.gov/i-765

Students are responsible for the information they submit to USCIS, including all information provided on the I-765 and supporting documentation. Century College and International Student Services provide the following information as a guide, but USCIS can change requirements at any time. It is the student's responsibility to follow all instructions from USCIS and submit the application and supporting documents within the required timeline. Century College and International Student Services cannot guarantee OPT employment authorization will be approved and has no influence over USCIS.

2. Gather Required Documents

In order to file your Form I-765 *online* you will need digital copies of the following documents:

- One passport style photograph (taken within the past 6 months)
- Copy of valid passport photo page
- Copy of F-1 Visa or Change of Status Approval Notice
- Copy of I-94
- Copy of Previous EAD card (if applicable)
- Copy of Social Security card (if applicable)
- Copies of prior Forms I-20 (any that show prior OPT or CPT authorization at Associate's Level)

Please note, these documents must be scanned to be able to upload them to the online application with USCIS.

3. Create a USCIS online account

Go to https://myaccount.uscis.gov and click "Create an account." Complete registration process, including setting up two-step verification. You will be required to use the two-step verification process every time you login.

4. Begin Your Application

Log in to your USCIS account. Click the "myUSCIS" button. The first time you log in you will be prompted to choose an account type, select "I am an applicant, petitioner, or requester."


Next, select "File a Form Online"

Then, under "File a Form," select "Application for Employment Authorization (I-765)."

Read this section carefully, including the overview of the online filing process, eligibility requirements, required documents, payment details, and action you may need to take after submitting your Form I-765.

Your responses will be automatically saved. If you log out, you may log back in and resume where you left off.
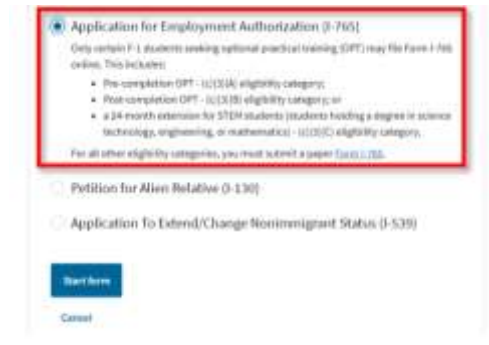
5. Complete the Online Form

Section 1- Getting Started

Fill out all required questions in this section.

- **Basis of eligibility**
    - c(3)(A) for pre-Completion OPT;
    - c(3)(B) for post-Completion OPT;

- **Reason for applying**
    - Pre- or post-Completion OPT applicants should select Initial permission to accept employment.
- **Have you previously filed Form I-765?**
    - Select "No" if you *have not previously applied for work authorization with an I-765.*
    - Select "Yes" if you *have previously filed an I-765* (you will be required to upload a copy of your Employment Authorization Document in the "Evidence" section).
- **Preparer and interpreter information**
    - Select "no" unless someone (such as an interpreter) is assisting you with the application.

Section 2- About You

Carefully fill out all required information in this section. Take note of the following items:

- **Your immigration information**
    - Information about your Form I-94 can be found at: https://i94.cbp.dhs.gov/I94/#/home
    - Be sure to select the correct immigration status (F1- Student, Academic, or Language Program)
    - Your SEVIS number can be found on the top left corner of your I-20.
- **Other information**
    - If you do not have an A-Number, leave the A-Number field blank. If you have a previous EAD, your A-Number will be listed under USCIS# on your card.
    - If you have been issued a Social Security Number, provide it on the application. If not, select "Yes" under "Do you want the SSA to issue you a Social Security card?"
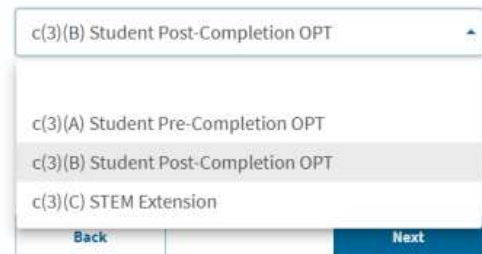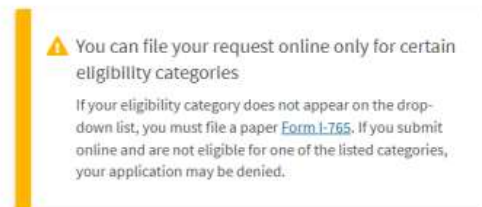
Section 3- Evidence

Carefully scan and upload copies of all the required documents and photos in this section.

2 x 2 photo
- Review the guidelines for taking and uploading a photo.
- You may upload your photo to the Photo Tool on the Department of State's Passport Photos page to create an acceptable passport style photo. https://travel.state.gov/content/travel/en/passports/how-apply/photos.html
- Your application will not be approved without a photo.

Century College, International Student Services

Form I-94

- Upload a copy of your I-94.

Employment Authorization Document

In this section you will upload multiple documents.

- Upload a copy of your most recent EAD (if you were previously issued an EAD).
- Upload a copy of your visa.
- Upload a copy of your passport. *If you have more than one passport number, upload copies of BOTH your old and new passport.*

Form I-20

- You do not yet have this document. You will receive this Form I-20 (with OPT recommendation on page two) after your appointment with ISS. You will sign the Form I-20 at the bottom of page 1 and then upload it here.

Section 4- Additional Information

Use this section to provide any additional information that you could not fit into the previous sections, such as previous employment authorization for CPT or Severe Economic Hardship.

Example: If you have previous CPT authorization at the Associates Level.

- **Section:** Select "Evidence";
- **Page:** "Previously authorized CPT or OPT";
- **Question:** "Previously authorized CPT or OPT";
- **Additional Information:** Enter the type of authorization, employer, full- or part-time status, dates, degree level, and SEVIS ID. For example:
  - CPT, Fraser Clinic, Part-time
    5/31/2018 - 9/1/2018
    Associates, N00123456789

WAIT- DO NOT SUBMIT YOUR APPLICATION YET!

Do not submit your I-765 application without prior approval from International Student Services. You must have a NEW Form I-20 with OPT recommendation listed on page 2. Continue following these instructions to proceed.

6. **Request OPT and Review I-765 application with International Student Services (ISS)**
   - Schedule an appointment with International Student Services Coordinator via Starfish- submit OPT Request Form and supporting documents for review to international@century.edu or bring the documents to your appointment.
   - At your appointment, you will login to your USCIS account and review your draft I-765 online application.
   - ISS will recommend OPT in SEVIS and issue you an updated Form I-20 (with OPT recommendation on page 2).

7. Upload your new Form I-20, review your application, digitally sign and submit your application.

Section 4- Review and Submit

The system will alert you of any errors or incomplete fields and will allow you to make corrections. We recommend you manually review each section of the form to ensure that you are submitting accurate information under "Your application summary." You can download a PDF copy of your responses to save for your records by clicking "View draft snapshot."

After you review your application, you must indicate that you can read and understand English. You will then be required to provide a digital signature by typing your full legal name.
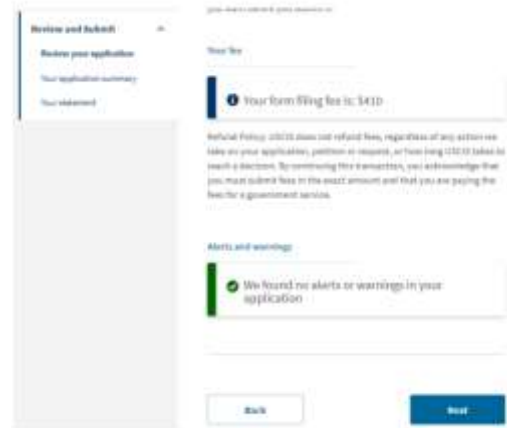
8. Pay the Filing Fee

After you sign your application in the previous step, you will pay your filing fee . Filing online allows you to pay using a credit card, debit card, or withdrawal from a checking or savings account. After you click "Pay and submit," you will be taken to pay.gov to complete your payment. Please note that the USCIS filing fee is not refundable. Avoid clicking Back or Refresh on your browser. If you are not ready to complete the payment, click Cancel to be taken back to the USCIS online portal.
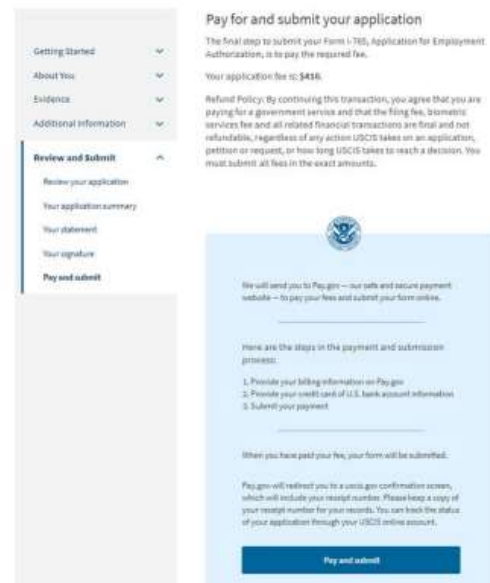
9. Final Steps

After you complete your payment, you will be redirected to a confirmation screen. Click "Go to my cases" to view your case card and receipt notice.

Save a copy of your receipt number for your records.

Once your application is submitted and payment received, you will use your online account to:

- ✓ View your receipt notice
- ✓ View biometrics notices (if applicable)
- ✓ Review Requests for Evidence (RFEs)
- ✓ View your case status (via the "Case status" tab)
- ✓ View a PDF of the completed Form I-765
- ✓ View your Decision Letter

All notices will also be **mailed** to the mailing address you provided on your form.

Updated 9/27/2021

Century College, International Student Services