

1 Navigate to <https://my.uscis.gov/account/onboarding/filing/new>

2 Search for I-765 from the dropdown menu.

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.

Select the form you want to file online.



I-765, Application for Employment Authorization

I-131, Application for Travel Documents, Parole Documents, and Arrival/Departure Records

I-539, Application To Extend/Change Nonimmigrant Status

I-589, Application for Asylum and for Withholding of Removal

I-765, Application for Employment Authorization

I-821, Application for Temporary Protected Status (TPS)

I-821D, Consideration of Deferred Action for Childhood Arrivals (DACA)

I-907, Request for Premium Processing Service

3 Select (c)(3)(C) as your eligibility category.

Select the form you want to file online.

I-765, Application for Employment Authorization

What is your eligibility category?

If your eligibility category is not listed in the drop down menu, you can submit a paper form by mail.

- (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 Settlement Agreement
- (c)(9) Adjustment Applicant under Section 245
- (c)(11) Parole

4 Read the information thoroughly and click "Start form."

(EAD) if your immigration status allows you to work in the United States.

Note: You may apply online if your eligibility category is:

- (a)(12) - Temporary Protected Status (You are submitting an initial Form I-821 or you have an approved Form I-821);
- (c)(3)(A) - F-1 student, pre-completion OPT;
- (c)(3)(B) - F-1 student, post-completion OPT;
- (c)(3)(C) - F-1 student, 24-month extension for STEM students (students holding a degree in science, technology, engineering, or mathematics);
- (c)(8) - Applicants for Asylum under the ABC Settlement Agreement;
- (c)(8) - Application for Employment Authorization Based on Pending Form I-589, Application for Asylum or for Withholding of Removal;
- (c)(11) - Parole;
- (c)(19) - Temporary Protected Status (You have a pending Form I-821); or
- (c)(33) - Consideration of Deferred Action for Childhood Arrivals (DACA) (You must have a pending or approved Form I-821D in order to file Form I-765).

All other applicants must submit a paper [Form I-765](#).

Concurrent filing available

You can file Form I-907, Request for Premium Processing Service, if you are filing under one of the eligible categories.

If you request premium processing, we will present Form I-907 for you to complete after you sign Form I-765. This will allow you to pay for and submit both forms at the same time.



5

Read the additional information thoroughly and click "next."

After you submit your form, you can track its status through your USCIS account. Sign into 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 USCIS 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. If USCIS cannot approve your application, you will receive a written notice explaining the basis of your denial.

Next

Feedback

6

Continue reading thoroughly and click "Start" to begin filling out the form.

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. 1615-0040
Expires: 09/30/2027

 Security Reminder

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

Back

Start

Feedback

7 Select (c)(3)(C) as your eligibility category.

All Official Website of the United States Government | FILE A FORM, YOUR WAY

 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 ▾

(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 Settlement Agreement

(c)(11) Parole

(c)(11) Afghan Parole

Back Next

8 Type the name of your degree and the CIP code.

Basis of eligibility

Reason for applying

Preparer and interpreter information

About You ▾

Evidence ▾

Additional Information ▾

Review and Submit ▾

 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)(C) STEM Extension ▾

What is your degree?

9

Fill out your employer information as listed in E-Verify.

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?

Provide a 4 to 7-digit employer identification number.

10

Premium processing is available to you at an additional charge. If you would like to select premium processing you can indicate that in your response to the question "Would you like to request Premium Processing Service?"

However, at any point after submitting your application, you may choose to request premium processing to expedite your application.

When you have answered the question, click "Next."

The screenshot shows a web-based application form. At the top, there is a horizontal line. Below it, the question "Would you like to request Premium Processing Service?" is displayed in a bold font. Underneath the question, there is a paragraph of text explaining that 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. Below this paragraph, another paragraph states that if you request premium processing, you will be asked to complete the Form I-907 after you sign your Form I-765, and you will then be able to pay for and submit both forms at the same time. There are two radio button options: "Yes" and "No". At the bottom of the form, there are two buttons: a white "Back" button and a blue "Next" button.

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

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

11 For STEM OPT Extension, select "Renewal of permission to accept employment."

I-765, Application for Employment Authorization

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

Getting Started ^

- Basis of eligibility
- Reason for applying**
- Preparer and interpreter information

About You v

Evidence v

Additional Information v

Review and Submit v

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

Have you previously filed Form I-765?

- Yes
- No

12 In response to the question "Have you previously filed Form I-765?" select "Yes."

I-765, Application for Employment Authorization

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

Getting Started ^

- Basis of eligibility
- Reason for applying**
- Preparer and interpreter information

About You v

Evidence v

Additional Information v

Review and Submit v

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

Have you previously filed Form I-765?

- Yes
- No

Back **Next**

13

Please note that the ISO is here to review your draft application, but we are not assisting you with completing this application. If someone else assists you with completing the application, select "Yes," in the preparer and interpreter information section, and enter their information when prompted. If you are completing the application on your own, select "Next."

The screenshot shows the top navigation bar with the DHS logo and 'I-765 Immigration Services' text, and links for 'My Account', 'Resources', and 'Sign Out'. The main content area is titled 'I-765, Application for Employment Authorization'. A left sidebar contains a menu with 'Getting Started' (expanded), 'Basis of eligibility', 'Reason for applying', 'Preparer and interpreter information' (selected), 'About You', 'Evidence', 'Additional Information', and 'Review and Submit'. The main form area displays the question 'Is someone assisting you with completing this application?' with radio buttons for 'Yes' and 'No'. Below the question are 'Back' and 'Next' buttons. A note at the top of the form states: 'You must complete all fields with an asterisk (*) to submit this form.'

14

Type in your full legal name, exactly as it appears on your passport.

The screenshot shows the same top navigation bar as above. The main content area is titled 'I-765, Application for Employment Authorization'. The left sidebar menu has 'Getting Started' and 'About You' (expanded) selected. The 'About You' section is titled 'Your name' and includes sub-sections: 'Your contact information', 'Describe yourself', 'When and where you were born', 'Your immigration information', and 'Other information'. The main form area displays the question 'What is your current legal name?' with a note: '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.' Below this are input fields for 'Given name (first name)', 'Middle name', and 'Family name (last name)*'. Below these fields is the question 'Have you used any other names since birth?' with a note: 'Other names used may include nicknames, aliases, and maiden names.' and a radio button for 'Yes'. A note at the top of the form states: 'You must complete all fields with an asterisk (*) to submit this form.'

15

If you have used nicknames in any official records or documentation, select "Yes." Otherwise, select "No" and click "Next."

Describe yourself

When and where you were born

Your immigration information

Other information

Evidence

Additional Information

Review and Submit

Family name (last name) *

Have you used any other names since birth?

Other names used may include nicknames, aliases, and maiden names.

Yes

No

Back

Next

16

In the contact information section, provide a valid U.S. phone number and your email address.

U.S. 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

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

How may we contact you?

Daytime telephone number

Provide a 10-digit phone number.

Mobile telephone number (if any)

This is the same as my daytime telephone number.

Provide a 10-digit phone number.

Email address

Example: user@domain.com

17

In this section, it is **very** important that you provide a valid U.S. mailing address. This is the address where your EAD card and any official notices from USCIS will be sent. If this address belongs to someone else, you will need to put that person's full name in the "In care of" box. This person should be a current resident of the address and able to receive mail for you.

NOTE: Please do NOT provide ISO's mailing address in this section.

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.

18

If your current mailing address is not the same as your physical address, select "No," and enter your physical address. Otherwise, select "Yes," and click "Next."

City or town * State * ZIP code *

Provide a 5 or 9-digit ZIP code.

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

Yes
 No

19

Select your gender and marital status and click "Next."

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

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

What is your gender?

Male
 Female

What is your marital status?

Single
 Married
 Divorced
 Widowed

20

Enter your birth location information. Be sure to use the date format: Month/Day/Year. Then click "Next."

I-765, Application for
Employment
Authorization

Getting Started

About You

Your name

Your contact information

Describe yourself

**When and where you were
born**

Your immigration
information

Other information

Evidence

Additional Information

Review and Submit

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

What is your city, town, or village of birth?

What is your state or province of birth?

What is your country of birth?

21

Enter your date of birth. Be sure to use the date format: Month/Day/Year. Then click "Next."

Evidence

Additional Information

Review and Submit

What is your country of birth?

What is your date of birth? *

Back

Next

22

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

The screenshot shows the top of the I-765 application form. The header includes the Department of Homeland Security logo, 'I-765 Immigration Services', and navigation links for 'My Account', 'Resources', and 'Sign Out'. A left-hand navigation menu lists sections: 'Getting Started', 'About You' (expanded), 'Your immigration information', 'Evidence', 'Additional Information', and 'Review and Submit'. The main content area contains the following text and form elements:

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

What is your country of citizenship or nationality?
List all countries where you are currently a citizen or national.

[Dropdown menu]

+ Add country

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

[Text input field]

Provide an 11 character I-94 Number.

23

Use this link: <https://i94.cbp.dhs.gov/I94/> to retrieve the most recent copy of your I-94.

The screenshot shows the I-94 retrieval form. The left-hand navigation menu is the same as in the previous screenshot. The main content area contains the following text and form elements:

[Dropdown menu]

Your contact information

Describe yourself

+ Add country

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

[Text input field]

Provide an 11 character I-94 Number.

When did you last arrive in the United States?
List your arrival date, place of arrival, and status at arrival.

Date of arrival (on or about)

[Text input field with placeholder MM/DD/YYYY]

Place of arrival

[Text input field]

24

Please see an example of an I-94 below. You can find your Arrival-Departure Record number circled in red. IMPORTANT: Double check the expiration date on the bottom right corner of the document. Always ensure that you have retrieved the most updated copy of your I-94.

 For:



Most Recent I-94

Admission (I-94) Record Number :

Most Recent Date of Entry:

Class of Admission : F1

Admit Until Date : D/S

Details provided on the I-94 Information form:

Last/Surname :

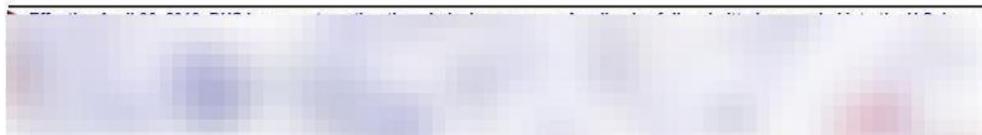
First (Given) Name :

Birth Date :

Document Number :

Country of Citizenship :

[Get Travel History](#)



► Note: For security reasons, we recommend that you close your browser after you have finished retrieving your I-94 number.

OMB No. 1551-0111
Expiration Date: 08/31/2023

[For inquiries or questions regarding your I-94, please click here](#)

[Accessibility](#) | [Privacy Policy](#)

25

Indicate the date of the last time you arrived in the United States. Check the "Most Recent Date of Entry" line on your most recent I-94 for this information. To know your status at last arrival, check the "Class of Admission" line on your I-94.

When did you last arrive in the United States?
List your arrival date, place of arrival, and status at arrival.

Date of arrival (on or about)

Place of arrival

Status at last arrival

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

26

Provide your passport information below. Travel document numbers and passport numbers are two separate things. If you do not have a travel document number, please leave the travel document line blank.

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)?

27

Indicate the country that issued your passport or travel document. Then, select F1 - Student, Academic or Language Program as your current immigration status.

What country issued your passport or travel document?

What is your current immigration status or category?

- EXP - Expatriation, U.S. Naturalized Citizens Who Have Expatriated From The U.S.
- F1 - Student, Academic Or Language Program.
- F11 - Unmarried Son Or Daughter (21 Years Of Age Or Older) Of A U.S. Citizen.
- F12 - Child Of An Alien Classified As F11/F16.
- F16 - Unmarried Son Or Daughter (21 Years Of Age Or Older) Of A U.S. Citizen.
- F17 - Child Of An Alien Classified As F11/F16.
- F2 - Spouse Or Child Of F 1.
- F20 - Child Of An Alien Classified As F24/F29.

28

Enter your SEVIS Number. You can find your SEVIS number on the top left corner of page 1 of your I-20. It is the letter N followed by a series of numbers.

What is your current immigration status or category?

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

Use the "Additional Information" section to include all previously used SEVIS numbers.

Provide a 10, 11, or 12-digit SEVIS number.

29

Your A-number is the USCIS number listed on your Post-Completion OPT EAD card. Enter that number in response to the question "What is your A-Number?"

The screenshot shows the USCIS I-765 application form. On the left is a navigation menu with sections: 'Getting Started', 'About You' (expanded), and 'Other information'. Under 'About You', there are links for 'Your name', 'Your contact information', 'Describe yourself', and 'When and where you were born'. Under 'Other information', there are links for 'Evidence', 'Additional Information', and 'Review and Submit'. The main content area has a header with 'My Account', 'Resources', and 'Sign Out'. Below the header, a message states: 'You must complete all fields with an asterisk (*) to submit this form.' The question 'What is your A-Number?' is displayed with a radio button option: 'I do not have or know my A-Number.' Below this is a text input field containing 'A-'. A note explains: '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.'

30

You may have a USCIS Online Account Number if you have made an account with USCIS and previously filed a form. If you do not have one select "I do not have or know my USCIS Online Account Number."

This screenshot shows the same USCIS I-765 application form as above, but at a later stage. The 'About You' section is still expanded. The 'What is your USCIS Online Account Number?' question is now visible. It includes a radio button option: 'I do not have or know my USCIS Online Account Number.' Below this is a text input field that is currently empty. A note states: '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.' Below the input field, another note says: 'Provide a 12-digit Online Account Number.' At the bottom of the form, a question asks: 'Has the Social Security Administration (SSA) ever officially issued a Social Security card to you?' with a radio button option for 'Yes'.

31

Indicate whether or not you have a Social Security Number. If you do not have a Social Security Number and would like the SSA to issue one, you may choose to indicate that at this time. NOTE: If you already have a Social Security Number, select "No." You do not need a new Social Security Number to apply for STEM OPT Extension. Then click "Next."

I do not have or know my USCIS Online Account Number.

Provide a 12-digit Online Account Number.

Has the Social Security Administration (SSA) ever officially issued a Social Security card to you?

Yes

No

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

Yes

No

32

Upload a 2-inch by 2-inch photo of you that was taken within the last 6 months. Read the requirements below carefully before uploading.

1-153, Application for Employment Authorization

Getting Started

About You

Evidence

2" x 2" photo of you

Form I-94 or passport

Employment Authorization Document

Form I-20

College degree

Institution accreditation

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

33 Upload the photo using the upload box.

institution accreditation

- Additional Information
- Review and Submit

- 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
- Maximum size: 12MB per file

Choose or drop files here to upload

Back Next

34 If your upload fails, or you forget to upload a photo, you will receive an error message. Be sure to clear any error messages before submitting your application.

- 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
- Maximum size: 12MB per file

Choose or drop files here to upload

⚠ You should provide evidence
If you do not provide evidence, your application processing may be delayed.

Back Next

Feedback

35 Follow the instructions to provide your form I-94 or passport.

Copy passport or

Employment
Authorization

Getting Started ▾

About You ▾

Evidence ▲

2" x 2" photo of you

Form I-94 or passport

Employment Authorization
Document

Form I-20

College degree

Institution accreditation

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](#) 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

36 Upload your file and click "Next."

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

Choose or drop files here to upload

Back

Next

37

Upload a copy of your Post-Completion OPT EAD card. Be sure to follow all the instructions for uploading your file.

- Getting Started ▼
- About You ▼
- Evidence** ▲
- 2" x 2" photo of you
- Form I-94 or passport
- Employment Authorization Document**
- Form I-20
- College degree
- Institution accreditation
- 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.
- 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



38

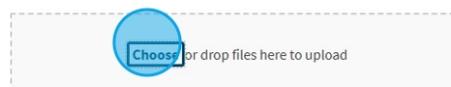
Upload your file using the upload box and click "Next."

- Evidence** ▲
- 2" x 2" photo of you
- Form I-94 or passport
- Employment Authorization Document**
- Form I-20
- College degree
- Institution accreditation
- Additional Information ▼
- Review and Submit ▼

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

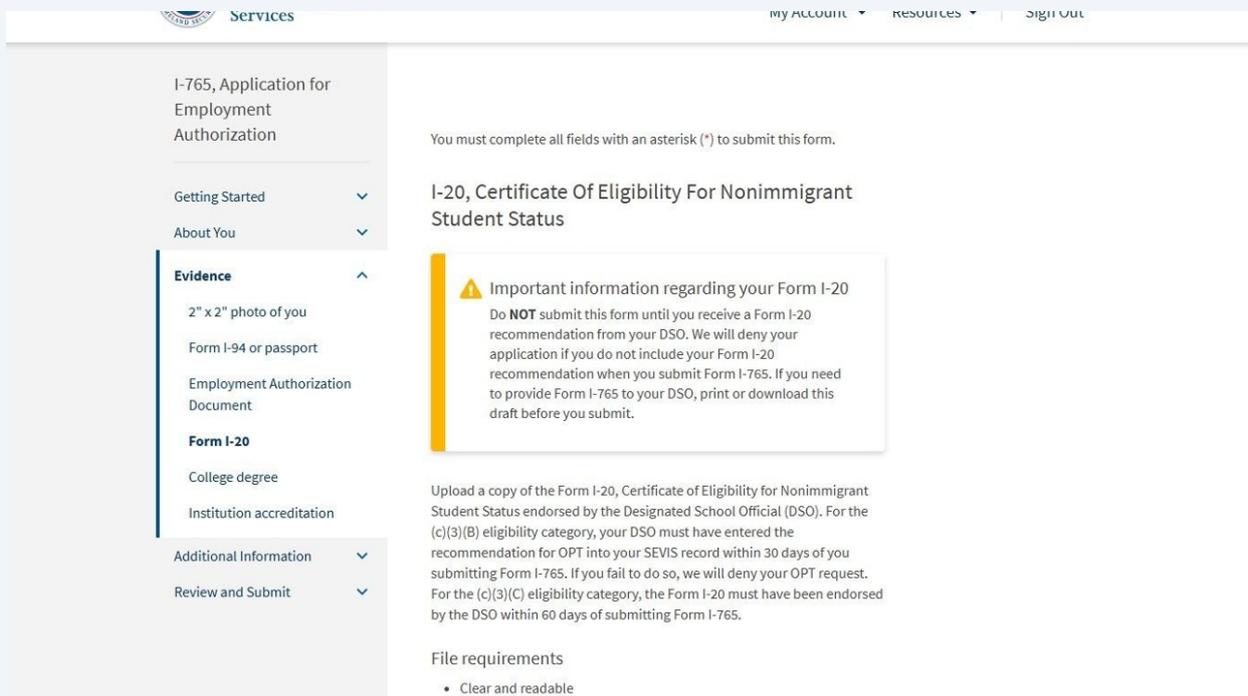


39

When you are filling out your draft application, skip this step, BUT DO NOT SUBMIT YOUR APPLICATION. The ISO will review a draft of your application and then provide you with remarks along with the STEM OPT Recommended I-20. You will need to make any corrections noted by the ISO and come back here to upload the STEM OPT recommended I-20 that you received from ISO.

Note: Do NOT submit the form until you have uploaded this I-20. If you fail to upload it, your OPT may be denied and you will forfeit the application fee, or you may receive an RFE.

This I-20 is valid for 60 days. However, you must submit this application to USCIS before your EAD card expires, even if that timeframe is shorter than the validity of your STEM OPT Recommended I-20.



40

Upload your files using the upload box and click "Next."

(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.
- 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

Choose or drop files here to upload

Back **Next**

41

In this section you are required to upload evidence of your STEM degree. This is either a copy of your official transcript or a copy of your diploma. However, USCIS needs to see your major/field of study, so if that is not clearly indicated on your diploma, you must upload your transcript.

College Degree

Upload evidence the degree that is the basis for the STEM OPT extension is in one of the degree programs currently listed on the [STEM Designated Degree Program List](#) or a copy of your prior STEM degree.

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

Choose or drop files here to upload

Back **Next**

42 Upload your files using the box and click "next."

Evidence ^

- 2" x 2" photo of you
- Form I-94 or passport
- Employment Authorization Document
- Form I-20

College degree

- Institution accreditation

Additional Information v

Review and Submit v

in one of the degree programs currently listed on the [STEM Designated Degree Program List](#) or a copy of your prior STEM degree.

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

Choose or drop files here to upload

Back Next

43 You are only required to complete the "Institution Accreditation" section if your STEM OPT Application was based on a previous degree. If you are applying using your GW degree as your qualifying STEM degree, then you do not need to complete this section.

I-765, Application for Employment Authorization

Getting Started v

About You v

Evidence ^

- 2" x 2" photo of you
- Form I-94 or passport
- Employment Authorization Document
- Form I-20
- College degree

Institution accreditation

Additional Information v

Review and Submit v

My Account Resources Sign Out

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

Institution Accreditation

Upload evidence that the institution that granted your STEM degree is currently accredited by the U.S. Department of Education and certified by the Student Exchange and Visitor Program (SEVP), if this STEM OPT extension is based on a previously earned STEM degree.

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

44

Upload your evidence using the box (if any), and click "next."

The screenshot shows a web form with a sidebar on the left containing a navigation menu with the following items: Form I-94 or passport, Employment Authorization Document, Form I-20, College degree, Institution accreditation (highlighted), Additional Information (with a dropdown arrow), and Review and Submit (with a dropdown arrow). The main content area lists requirements for uploads:

- 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

Below the list is a dashed box containing a blue circular button labeled "Choose" and the text "or drop files here to upload". At the bottom of the form are two buttons: "Back" and "Next".

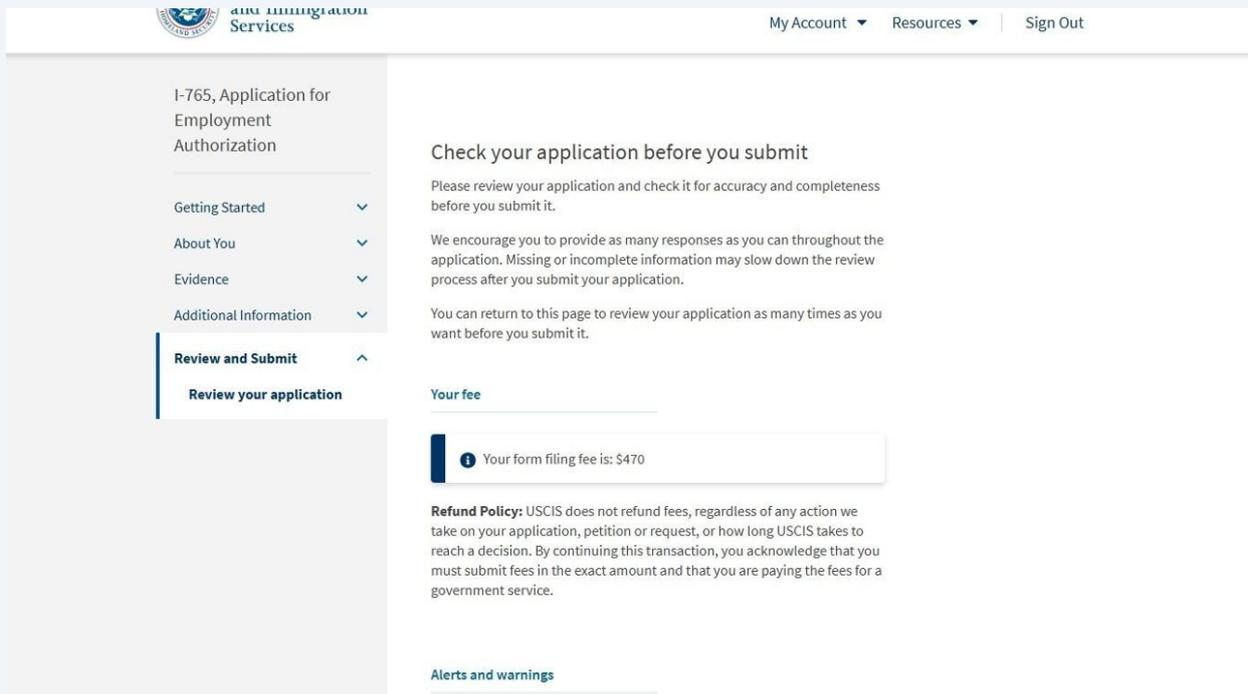
45

If you have any additional information to provide, you can do so here, then click "Next." If you do not have any additional information, simply click "Next."

The screenshot shows a web form for "Additional Information" on the "I-765, Application for Employment Authorization" page. The top navigation bar includes the DHS logo, "DHS Immigration Services", and links for "My Account", "Resources", and "Sign Out". The sidebar on the left has a menu with: I-765, Application for Employment Authorization, Getting Started (dropdown), About You (dropdown), Evidence (dropdown), Additional Information (highlighted, with an up arrow), Additional information, and Review and Submit (dropdown). The main content area includes a note: "You must complete all fields with an asterisk (*) to submit this form." Below this is the "Additional Information" section with instructions: "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." and "If you do not need to provide any additional information, you may leave this section blank." There is a button labeled "+ Add a response" and a large text input area. At the bottom are "Back" and "Next" buttons.

46

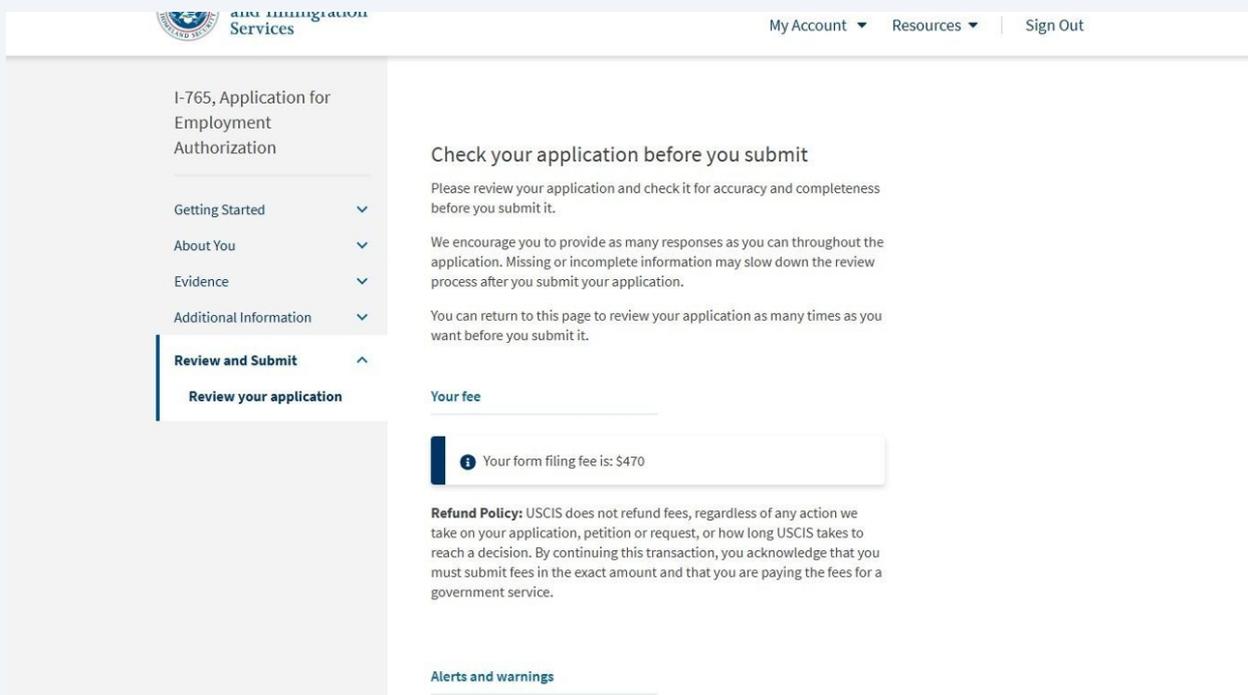
Click "Check your application before you submit"



The screenshot shows the USCIS I-765 application review page. The top navigation bar includes the USCIS logo, "My Account", "Resources", and "Sign Out". The left sidebar contains a menu with "I-765, Application for Employment Authorization" at the top, followed by "Getting Started", "About You", "Evidence", "Additional Information", and "Review and Submit" (which is expanded to show "Review your application"). The main content area is titled "Check your application before you submit" and contains three paragraphs of text: "Please review your application and check it for accuracy and completeness before you submit it.", "We encourage you to provide as many responses as you can throughout the application. Missing or incomplete information may slow down the review process after you submit your application.", and "You can return to this page to review your application as many times as you want before you submit it." Below this text is a section titled "Your fee" with a blue information icon and the text "Your form filing fee is: \$470". A "Refund Policy" section follows, stating that USCIS does not refund fees. At the bottom, there is a link for "Alerts and warnings".

47

Read through the information on the next page.



This screenshot is identical to the one above, showing the USCIS I-765 application review page. It displays the same navigation bar, sidebar menu, and main content area with the "Check your application before you submit" heading and associated text, fee information, and refund policy.

48

Check to see if you have any alerts or warnings reflecting errors in your application. If you do, edit your responses to fix them before submitting.

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 name**
[Edit my responses](#)
- 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](#)

49

If you do not have any errors in your form, you will see that reflected under "Alerts and Warnings." Once you have no more warnings, click "Next."

Review your application

- Your application summary
- Your statement

Your fee

Your form filing fee is: \$470

Refund Policy: USCIS does not refund fees, regardless of any action we take on your application, petition or request, or how long USCIS takes to reach a decision. By continuing this transaction, you acknowledge that 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](#)

50

On this screen, click "view draft snapshot." Open your draft snapshot. Upload this in the ISOGateway under STEM OPT Requests.

The screenshot shows the 'I-765, Application for Employment Authorization' page. The left sidebar contains a navigation menu with sections: 'Getting Started', 'About You', 'Evidence', 'Additional Information', and 'Review and Submit'. The 'Review and Submit' section is expanded, showing 'Review your application', 'Your application summary', and 'Your statement'. The main content area is titled 'Review the I-765 form information' and includes a summary of the application, instructions to review responses, and a link to 'View draft snapshot' (highlighted with a blue circle) and a 'Print' button. Below this, the 'Getting Started' section is visible, with a 'Basis of eligibility' field containing '(c)(3)(C) STEM Extension'. Other fields include 'What is your degree?', 'What is your employer's name as listed in E-Verify?', and 'What is your employer's E-Verify'.

51

At this point, you have completed the draft application needed for your ISOGateway STEM OPT Request. Once ISO recommends you for a STEM OPT I-20, you can come back to your USCIS Account to submit your application. You may need to make corrections before submitting.

NOTE: ISO only checks for completeness, not accuracy. Before submitting your application, **carefully review all information** that you provided to ensure its accuracy to avoid any delays with your application.

The screenshot shows a web form with the following sections:

- Institution accreditation** (header)
- Institution Accreditation** (text input field)
- Additional Information** (header)
- Additional information** (text input field)
- Additional Information** (text input field)

At the bottom of the form are two buttons: **Back** and **Next**. The **Next** button is highlighted with a blue circle. Below the form is a [Return to top](#) link. At the very bottom is a navigation bar with the following links: **Topics**, **Citizenship**, **Schedule an Appointment**, **Find a Doctor**, and **Find a Class**.

52

Only complete this section after you have received the STEM OPT Recommended I-20 and when you are ready to pay your application fee. Read the applicant statement carefully, and if you are in agreement, check the box.

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

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

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](#)

[Return to top](#)

[Topics](#) [Citizenship](#) [Schedule an Appointment](#) [Find a Doctor](#) [Find a Class](#)

53

Read the Applicant's Declaration and Certification carefully, and if you are in agreement, check the box.

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

Review your application

Your application summary

Your statement

Your signature

Applicant's Declaration and Certification *

You must read and agree to the certification below. If you knowingly and willfully falsify or conceal a material fact or submit a false document with your application, we can deny your application and may deny any other immigration benefit. You may also face criminal prosecution and penalties provided by the law.



Copies of any documents I have submitted are exact photocopies of unaltered, original documents, and I understand that USCIS may require that I submit original documents to USCIS at a later date. Furthermore, I authorize the release of any information from any and all of my records that USCIS may need to determine my eligibility for the immigration benefit that I seek.

I furthermore authorize release of information contained in this application, in supporting documents, and in my USCIS records, to other entities and persons where necessary for the administration and enforcement of U.S. immigration law.

I understand that USCIS may require me to appear for an appointment to take my biometrics (fingerprints,

54

Once you have read all of the information and are ready to pay and submit your application, click "pay and submit."

CAUTION: The system will allow you to pay the fee and submit your application without the STEM OPT Recommended I-20. **Do not submit the form** without your STEM OPT Recommended I-20 from the ISO. Doing so may result in denial, loss of the application fee, or an RFE.

The screenshot shows the USCIS website interface for the I-765 application. At the top, the USCIS logo and "Immigration Services" are on the left, and "My Account", "Resources", and "Sign Out" are on the right. The main content area is titled "I-765, Application for Employment Authorization". A left-hand navigation menu includes "Getting Started", "About You", "Evidence", "Additional Information", "Review and Submit", and "Pay and submit". The "Review and Submit" section is expanded, showing "Review your application", "Your application summary", "Your statement", and "Your signature". The "Pay and submit" section is highlighted. The main content area is titled "Pay for and submit your application" and contains the following text: "The final step to submit your Form I-765, Application for Employment Authorization, is to pay the required fee. Your application fee is: \$470. Refund policy: By continuing this transaction, you agree that you are paying for a government service and that the filing fee, biometric services fee and all related financial transactions are final and not refundable, regardless of any action USCIS takes on an application, petition or request, or how long USCIS takes to reach a decision. You must submit all fees in the exact amounts." Below this text is a blue box with the USCIS logo and the text: "We will send you to Pay.gov — our safe, secure payment website — to pay your fees and submit your form online." At the bottom of the blue box, it says "Here are the steps in the payment and submission process:".