

## **Recommended Steps for Completing the I-765 Application Online**

1. **Create your online USCIS account:** <https://myaccount.uscis.gov/>
2. **Gather the following documents:**
  - Digital 2x2 color **passport photo** that meets USCIS specifications
  - A scan of your **passport photograph page**
  - A scan of the front and back of any previous **EAD cards** (if applicable)
  - A scan of any **previous I-20s** with CPT or OPT information (if available)
  - A digital copy of your **I-20 with an OPT recommendation:**
    - Must be issued within the last 30 days for post-completion OPT and within the last 60 days for STEM extension OPT. **You MUST consult with GEO to receive a new I-20 before filing for your OPT online.**
    - The I-20 must be signed by a GEO advisor and by you. You can use a digital or handwritten signature.
  - Your most recent form I-94:
    - <https://i94.cbp.dhs.gov/i94/#/home>
    - Select “Get Most Recent Form I-94”
  - **A credit card with which you can pay the filing fee.**
3. **File a form online:**
  - Application for Employment Authorization (I-765)

## **The Application Details**

### **Post-completion OPT, Category C3B**

- Basis of eligibility
  - *Select C3B*
- Reason for applying
  - *Select Initial permission to accept employment*
- Have you previously filed Form I-765?
  - *Check No if you have not previously applied for work authorization with an I-765*
  - *Check Yes if you have previously filed an I-765 (provide evidence)*
- Is someone assisting you with completing this application?
  - *Check No*

### **About You**

- Your Name
  - What is your current legal name?
  - Have you used any other names since birth?
- Your contact information
  - How may we contact you?
    - Daytime telephone number
    - Email address
    - What is your current U.S. mailing address?
    - Is your current mailing address the same as your physical address?
  - Describe yourself
    - What is your gender?
    - What is your marital status?
  - When and where you were born
    - What is your city, town or village of birth?
    - What is your state or province of birth?

- What is your country of birth?
- What is your date of birth?
- Your immigration information
  - What is your country of citizenship or nationality?
  - What is your Form I-94 Arrival-Departure Record Number?
  - When did you last arrive in the United States?
  - Date of Arrival
  - Place of arrival (airport)
  - Status at last arrival
  - *Select F-1 unless you changed your status after your most recent arrival*
  - What is the passport number of your most recently issued passport?
  - What is your travel document number (if any)? *likely leave this section blank*
  - What is the expiration date of your passport or travel document?
  - What country issued your passport or travel document?
  - What is your current immigration status or category?
  - *Select F-1*
  - What is your Student and Exchange Visitor Information System (SEVIS) Number?
  - *Take a look at the top left of your most recent I-20. Your SEVIS ID is listed there.*
  - Other Information
    - What is your A-number?
    - *Check "I do not have or know my A-Number."*
    - What is your USCIS Online Account Number?
    - *Check "I do not have or know my USCIS Online Account Number."*
  - Has the Social Security Administration (SSA) ever officially issued a Social Security Card to you?
  - Do you want the SSA to issue you a Social Security card?
  - *If you do not have a social security number or do not have your card, you should check "yes." You will need to complete the required information so that the SSA can issue you a social security card.*

## **Evidence**

- 2x2 photo
- Form I-94, which can be obtained here.
- Previous Employment Authorization Document if applicable.
- ***If you do not have a former EAD, you should upload a copy of the photo page of your passport here.***
- I-20s with former CPT or OPT details, if applicable. You should include previous degree level CPT and OPT here if available. If you do not have these document available, see “Additional Information” below.
- Form I-20
  - *This is the I-20 you will receive from GEO after submitting your OPT I-20 Request Form. **DO NOT upload a previous I-20 without an OPT recommendation from the last 30 days on page 2.***
  - The I-20 must be signed by a GEO advisor and by you. You can use a digital or handwritten signature.

## **Additional Information**

- If you have previously authorized CPT or OPT and do not have former I-20s with these details, you should do the following:
  - Section: Evidence
  - Page: Post-completion CPT or OPT
  - Question: Post-completion CPT or OPT
  - Additional Information:
    - Type of previously authorized practical training (CPT, OPT, etc.)
    - Dates of previously authorized practical training
    - Application status (approved, denied, or withdrawn)
    - Degree Level (bachelors, masters, PhD, etc.)
    - Receipt or Card Number if known

## **Review and Submit**

- Review your application
- Read and agree to the “applicant’s statement”
- Digitally sign
- Pay the application fee
- Submit your OPT application