

# Post-Completion OPT USCIS E-Filing Guide

Central Community College

# WAIT!

- Student must first complete a CCC OPT Application to receive an I-20 with OPT recommendation.
- Please do not proceed with USCIS OPT e-filing without the I-20 with OPT recommendation.
- You must be physically present in the U.S. to file your OPT application.
- If you e-file your OPT application, DO NOT also mail an application to USCIS.

# Step 1

- Go to USCIS:  
<https://www.uscis.gov/i-765>
- USCIS recommends using the latest version of Google Chrome, Firefox, Edge, or Internet Explorer.
- Click **“File Online”**

The screenshot shows the USCIS website for the I-765 application. The header includes the USCIS logo, a search bar, and a 'Sign In' button. The navigation menu contains 'Topics', 'Forms', 'Newsroom', 'Citizenship', 'Green Card', 'Laws', and 'Tools'. The breadcrumb trail reads 'Home > Forms > All Forms > Application for Employment Authorization'. The main heading is 'I-765, Application for Employment Authorization'. A left sidebar lists 'Forms', 'All Forms', 'Explore My Options', 'Filing Guidance', 'Filing Fees', 'Forms Updates', and 'Department of State (DS) Forms and Other Non-USCIS Forms'. The main content area features four alert boxes with information about filing fees, Afghan parolees, settlement agreements, and court injunctions. At the bottom, a paragraph explains that certain aliens can file Form I-765 to request employment authorization and an Employment Authorization Document (EAD). A blue 'File Online' button is highlighted with a red rectangular box.

# Step 2

- Create a USCIS account
- Two-step verification for security on every sign-in (security code messages may go to spam/junk folder)
- Keep account information secure as you will return to finish the application, to view updates once submitted, etc.
- NOTE: if you have created a USCIS online account before, please use the same account information to file your I-765 OPT application.



U.S. Citizenship and Immigration Services

## Sign In

Email \*

Password \*

[Forgot your Password?](#) [Show Password](#)

One account for all of your USCIS needs.  
[Create an account.](#)

**From:** [MyAccount@uscis.dhs.gov](mailto:MyAccount@uscis.dhs.gov) <MyAccount@uscis.dhs.gov>  
**Sent:** Friday, November 12, 2021 2:50 PM  
**To:**  
**Subject:** Secure two-step verification notification

You have requested a secure verification code to log into your USCIS Account.

Please enter this secure verification code: XXXXXXXX

If you are not attempting to log into USCIS, please go to <https://myaccount.uscis.gov>

Please be aware that this update might require your immediate attention.

**PLEASE DO NOT REPLY TO THIS MESSAGE**

## Enter your verification code

A verification code has been sent to [jessica\\_heffernan@harvard.edu](mailto:jessica_heffernan@harvard.edu). Please enter the code that you received. If you do not receive the code in 10 minutes, please [request a new verification code](#).

If you have lost access to [jessica\\_heffernan@harvard.edu](mailto:jessica_heffernan@harvard.edu), enter your backup code instead, or [Contact Us](#).

Secure verification code \*

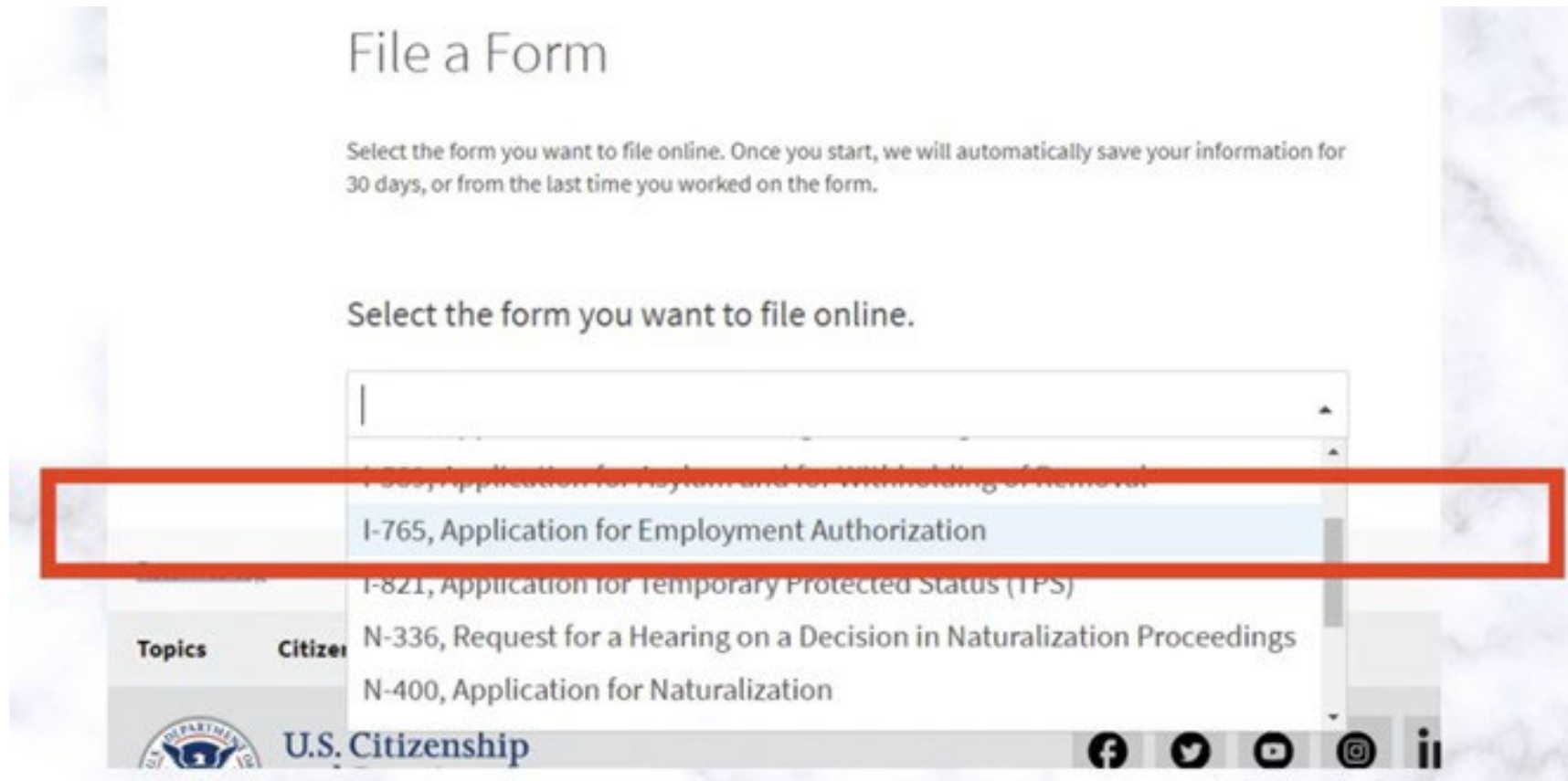
# Step 3

- Logging into your USCIS account, click “File a Form Online”



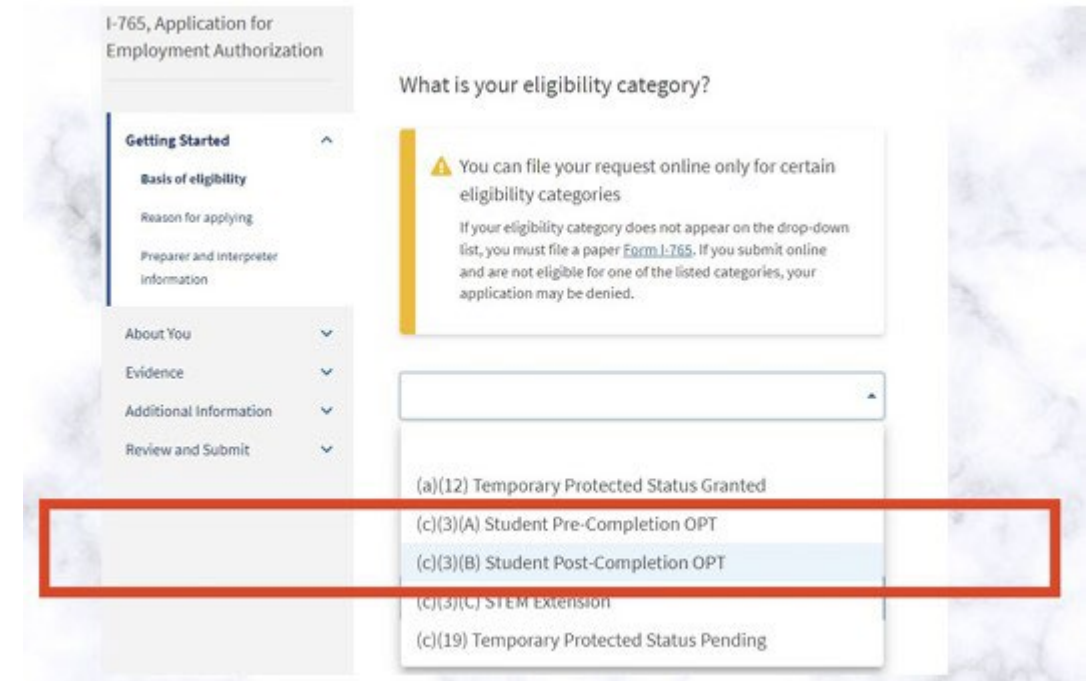
# Step 4

- Select “I-765, Application for Employment Authorization” from the drop-down menu.



# Step 5: Getting Started Section – Basis of Eligibility

- Select the type of OPT you are applying for:
  - (C)(3)(A) Pre-Completion OPT (continuing students only; expected graduation date in future term)
  - (C)(3)(B) Post-Completion OPT (after program completion; select if graduation is this term)



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

What is your eligibility category?

**⚠** 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.

(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)(19) Temporary Protected Status Pending

# Step 6: Getting Started – Reason for Applying

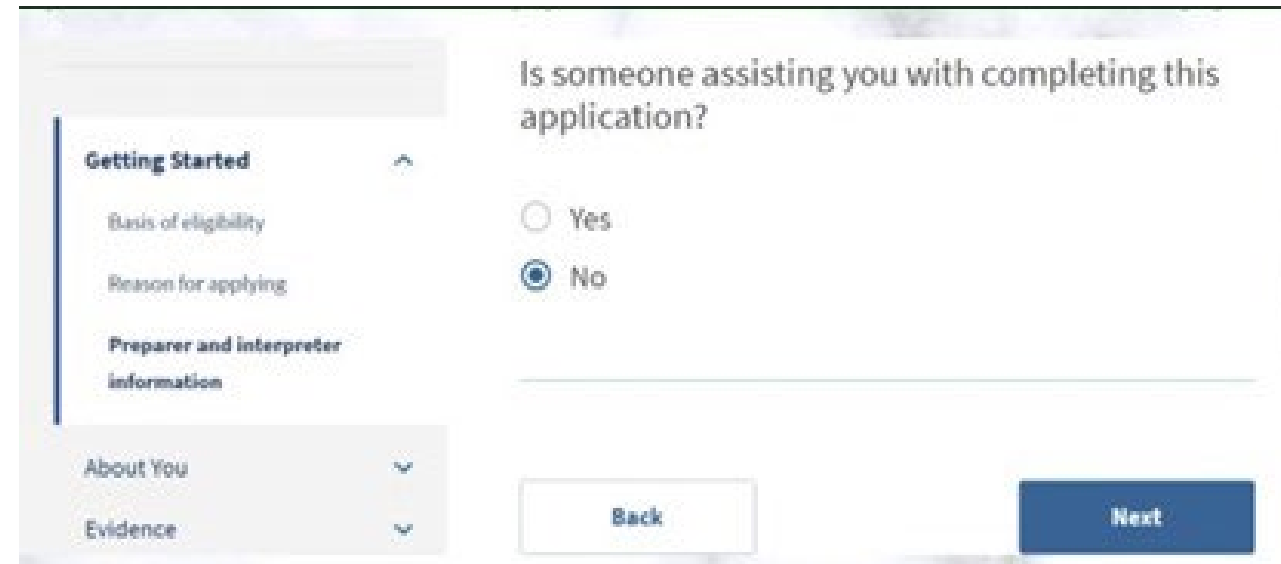
- Select “Initial Permission”



The screenshot shows a web form interface. On the left is a sidebar with a vertical blue line. The sidebar has a grey header with the text "Getting Started" and an upward-pointing chevron. Below the header are three menu items: "Basis of eligibility", "Reason for applying" (which is highlighted with a blue background), and "Preparer and interpreter information". At the bottom of the sidebar is a grey footer with the text "About You" and a downward-pointing chevron. The main content area of the form is titled "What is your reason for applying?". It contains three radio button options: the first is selected (indicated by a blue dot) and is labeled "Initial permission to accept employment"; the second is unselected and is labeled "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"; the third is unselected and is labeled "Renewal of permission to accept employment".

# Step 7: Getting Started: Preparer and Interpreter Information

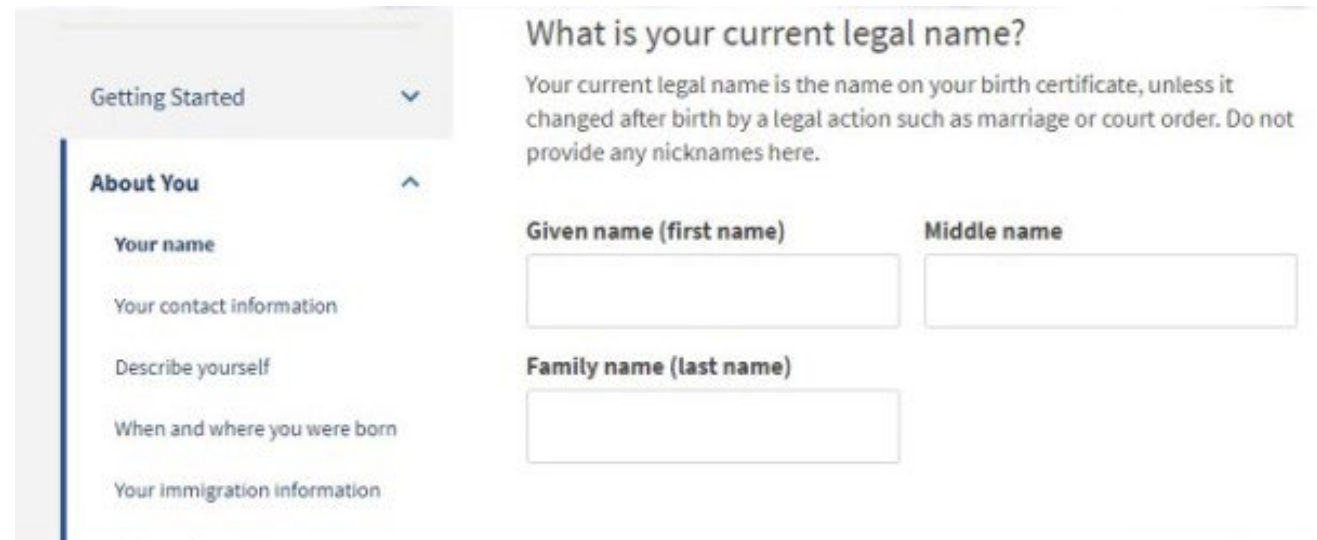
- Select “No” even though CCC provides guidance, this is a personal application as you are filing your own case.
- “Yes” is not applicable for CCC OPT applicants



The screenshot shows a web application interface for Step 7: Getting Started: Preparer and Interpreter Information. On the left, there is a navigation menu with the following items: "Getting Started" (expanded), "Basis of eligibility", "Reason for applying", "Preparer and interpreter information", "About You", and "Evidence". The main content area displays the question "Is someone assisting you with completing this application?" with two radio button options: "Yes" and "No". The "No" option is selected. At the bottom of the form, there are two buttons: "Back" and "Next".

# Step 8: About You – Your Name

- Enter your legal name per the biographical page of your passport and I-20.
- If your name on your passport does not match your current I-20, please contact a DSO



The screenshot shows a web interface with a sidebar on the left and a main content area on the right. The sidebar has a menu with the following items: "Getting Started" (with a downward arrow), "About You" (with an upward arrow), "Your name", "Your contact information", "Describe yourself", "When and where you were born", and "Your immigration information". The main content area is titled "What is your current legal name?" and includes a sub-header "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, there are three input fields: "Given name (first name)", "Middle name", and "Family name (last name)".

Getting Started ▼

**About You** ▲

Your name

Your contact information

Describe yourself

When and where you were born

Your immigration information

**What is your current legal name?**

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.

**Given name (first name)** **Middle name**

**Family name (last name)**

# Step 9: About You – Your Name

- Select “Yes” if applicable and enter other names as needed.

Have you used any other names since birth?

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

Yes

No

Provide the other names you have used.

Given name (first name)

Middle name

Family name (last name)

[+ Add another name](#)

# Step 10: About You – Your Contact Information

- Enter your current contact information, including daytime telephone number, mobile telephone number, and email address.

How may we contact you?

Daytime telephone number

Mobile telephone number (if any)

This is the same as my daytime telephone number.

Email address

# Step 11: About You – Your Contact Information

- Mailing Recommendations
  - The US Postal Service cannot forward EAD cards.
  - Your US mailing address – the address where you will receive your application receipt, approval notice, and OPT EAD
  - If you plan to change addresses in less than 6 months, CCC recommends using a US address of a reliable friend or relative who can receive the EAD card on your behalf.
  - Please DO NOT use the college's mailing address, as it will become inactive after graduation.
  - CCC discourages changing your address midway through the OPT application process, as it can cause delayed, lost, or returned OPT EAD Cards.
  - An alternative to consider is using a P.O. Box to receive your mail.
  - Physical US address is the address where you reside at the time of the application.

# Step 11: continued

- Enter a U.S. mailing address. It should be valid for at least 6 months from the date 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
<input type="text" value="CAMBRIDGE"/>	<input type="text" value="Massachu..."/>	<input type="text" value="02138"/>

# Step 12: About You- Your Contact Information

- Select the applicable answer for you
- Select “No” if your physical/residential address is different than the mailing address listed in the previous section.
- Enter your residential address at time of application, if applicable (does not need to be valid for 6 months after submission date)

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

Yes

No

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Where in the United States do you live?

**Address line 1**

Street number and name

**Address line 2**

Apartment, suite, unit, or floor

**City or town** **State** **ZIP code**

# Step 13: About You – Describe Yourself

- Select your gender and marital status

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 gender?

Male

Female

What is your marital status?

Single

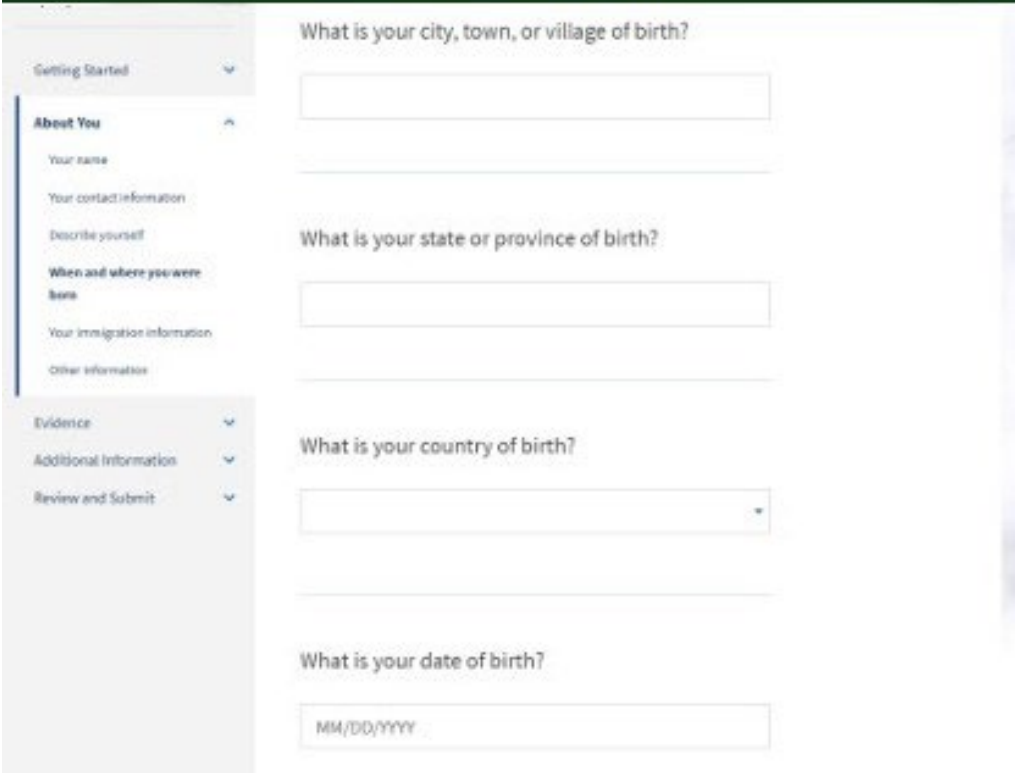
Married

Divorced

Widowed

# Step 14: About You – When and Where were you born

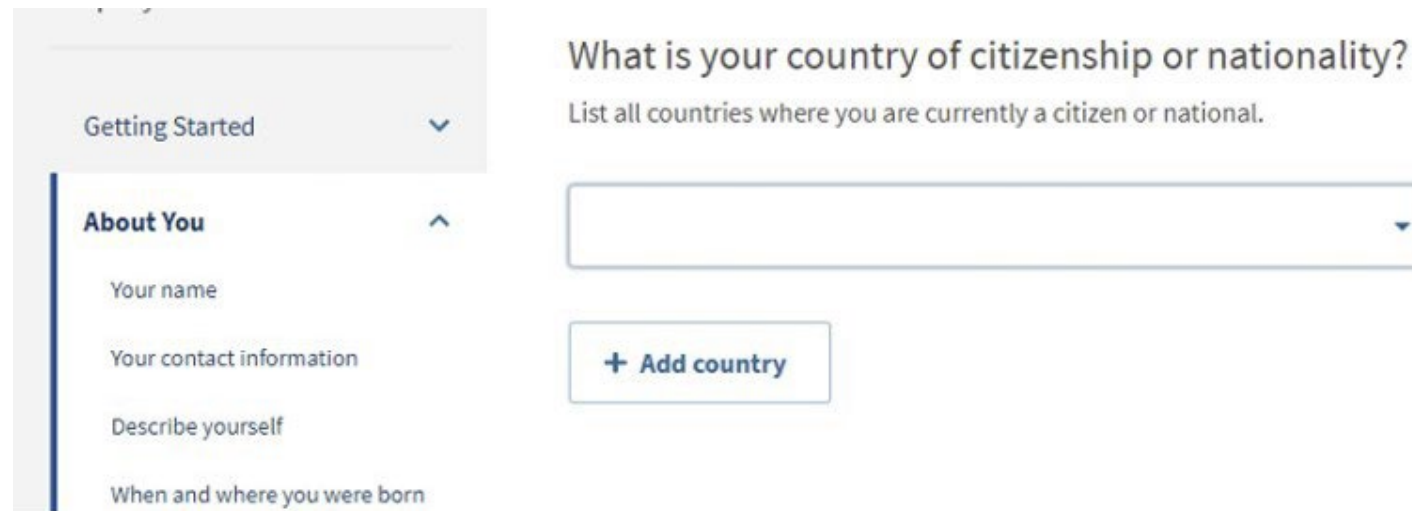
- Enter the correct information on where and when you were born.



The screenshot shows a web form interface with a sidebar on the left and a main content area on the right. The sidebar contains a navigation menu with the following items: 'Getting Started', 'About You' (which is expanded to show sub-items: 'Your name', 'Your contact information', 'Describe yourself', 'When and where you were born', 'Your immigration information', and 'Other information'), 'Evidence', 'Additional Information', and 'Review and Submit'. The main content area contains three questions, each with a text input field: 'What is your city, town, or village of birth?', 'What is your state or province of birth?', and 'What is your country of birth?'. Below these is a dropdown menu for the country of birth. The final question is 'What is your date of birth?' with a text input field containing the placeholder 'MM/DD/YYYY'.

# Step 15: About You – Your Immigration Information

- Enter the information per your passport and I-20. Click ‘add country’ if you are a citizen of another country.



The screenshot shows a web interface for an immigration application. On the left is a vertical sidebar with a menu. The menu items are: 'Getting Started' (with a downward arrow), 'About You' (with an upward arrow and a blue vertical bar to its left), 'Your name', 'Your contact information', 'Describe yourself', and 'When and where you were born'. The main content area on the right is titled 'What is your country of citizenship or nationality?' and includes the instruction 'List all countries where you are currently a citizen or national.' Below this text is a large, empty rectangular input field with a small downward arrow on its right side. At the bottom of this section is a button with a plus sign and the text '+ Add country'.

# Step 16: About You – Your Immigration Information

- Go to this [link](#) to access and download your most recent I-94 arrival record.
- Enter the eleven (11) digit number from your most recent I-94 record

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

123456789AA

- Enter the date of your most recent arrival per your I-94 record.
- Select the place of arrival from the drop-down menu.
- Select status from last arrival – unless you had a change of status, select F-1 student, academic, or language program

When did you last arrive in the United States?

List your arrival date, place of arrival, and status at arrival.

Date of arrival

01/01/2021

Place of arrival

BOSTON, MA

Status at last arrival

F1 - Student, Academic Or Language Program.

# Step 17: About You – Your Immigration Information

- Enter your passport number.
- Leave “what is your travel document number (if any) blank.
- Enter passport expiration date and the country that issued your passport.
- Select F-1 student, academic, or language program for current immigration status.

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

What is your travel document number (if any)?

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?

# Step 18: About Your- Your Immigration Information

- Enter SEVIS number from top left corner of your current I-20

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.

N- 00100224512

# Step 19: About You – Other Information

- Check ‘I do not have or know my A-number’.
- Check ‘I do not have or know my USCIS online account number’ (not applicable for first-time USCIS e-file/online users).

The screenshot shows a web form with a left-hand navigation menu and a main content area. The navigation menu includes: 'Getting Started' (dropdown), 'About You' (expanded), 'Evidence' (dropdown), 'Additional Information' (dropdown), and 'Review and Submit' (dropdown). The 'About You' section is expanded to show: 'Your name', 'Your contact information', 'Describe yourself', 'When and where you were born', and 'Your immigration information'. The 'Other information' section is also visible. The main content area contains two questions:

**What is your A-Number?**  
 I do not have or know my A-Number.  
A- [text input field]

**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.  
[text input field]

# Step 20: About You – Your Immigration Information

- If you have ever been issued a Social Security Number (SSN) select ‘Yes’ and enter your SSN.
  - If you have your SSN card, select ‘No’ to the question “Do you want the SSA to issue you a Social Security card?”
- If you do NOT have a SSN, CCC recommends you use the I-765 to apply for your SSN.
  - Select the following options below:
    - “Yes” to apply
    - “Yes” to disclosure

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

Yes  
 No

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What is your Social Security number (if known)?

---

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

Yes  
 No

 You must agree to the Consent for Disclosure  
If you answer "Yes", you must also answer "Yes" to the Consent for Disclosure.

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Consent for Disclosure: I authorize disclosure of information from this application to the SSA as required for the purpose of assigning me an SSN and issuing me a Social Security card.

Yes  
 No

# Step 21: Evidence – 2x2 Photo of You

- Upload a recently taken passport-sized photo
- DO NOT USE a photo from recent passport renewal, US visa application, or prior OPT/EAD application.
- Upload a digital version of a passport – style photo
- Use the US Department of State photo composition tool. (linked [here](#)).

# Step 22: Evidence – Form I-94

- Visit this [website](#) to download most recent I-94 (travel record and history)

# Step 23: Evidence – Passport Biographical Page

- Upload a clear photo of your valid passport
- If you were previously issued an EAD, a clear copy of that as well, but only if you were previously issued an EAD card(s)

# Step 24: Evidence – Previously Authorized OPT

- Upload all I-20s with previously authorized OPT periods, if applicable.

# Step 25: Evidence – Form I-20

- Upload a SIGNED copy of your most recent I-20 with OPT recommendation from your DSO
- DO NOT FILE WITHOUT I-20 FROM CCC DSO

# Step 26: Additional Information – Previously issued SEVIS ID Numbers

- Click “Add Response”
- Select option from drop-down menu.
- Type Answer/Explanation – no documents uploaded in this section
- Example: some students may have been issued more than one SEVIS ID during their time in the US

**Additional Information**

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.

If you do not need to provide any additional information, you may leave this section blank.

**Section**

About You

**Page**

Your immigration information

**Question**

What is your Student and Exchange Visitor Information... issued passport?

What is your travel document number (if any)?

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?

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

**Additional Information**

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.

If you do not need to provide any additional information, you may leave this section blank.

**Section**

About You

**Page**

Your immigration information

**Question**

What is your Student and Exchange Visitor Information...

**Additional information**

**Previous SEVIS ID:** .  
**SEVIS ID:**XXXXXXXXXX  
**Program Start Date - Program End Date**  
**Degree level (Bachelor's, Master's, PhD, etc.)**

**You must provide a response.** 0/500

Save response Cancel

# Step 27: Review and Submit – Review Your Application

## 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.

## 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

 We found no alerts or warnings in your application

# Step 28: Review and Submit – Review Your Application

- Select “ View draft snapshot” to download and review your application for accuracy.
- Save I-765 PDF for your records

[Review the I-765 form information](#)

 Print

Here is a summary of all the information you provided in your application.

Make sure you have provided responses for everything that applies to you before you submit your application. You can edit your responses by going to each application section using the site navigation.

We also prepared a draft case snapshot with your responses, which you can download below.

 [View draft snapshot](#)

# Step 29: Submit Payment

- Note: Application is filed once payment is successfully received.
  - You cannot change or edit the I-765 application responses once payment is submitted.
  - The USCIS fee is non-refundable.
  - Once ready for payment, you will be directed to pay.gov, a US government payment site.
    - You can pay the fee with a US credit/debit card or through an ACH transfer (direct withdrawal) from your US checking account
    - Be sure to double-check that you have entered your debit/credit card info correctly.

## Finish and continue to pay and submit

By finishing this form, your Form I-765 will be locked and no further changes can be made. Please make sure that the information on your Form I-765 is complete and accurate before continuing. If you need to make any edits after finishing, you will need to create both a new Form I-821 and a new Form I-765.

Next, you will continue to the pay and submit page where you can pay for and submit both your Form I-821 and Form I-765 at the same time.

Back

Continue



We will send you to Pay.gov — our safe and secure payment website — to pay your fees and submit your form online.

Here are the steps in the payment and submission process:

1. Provide your billing information on Pay.gov
2. Provide your credit card or U.S. bank account information
3. Submit your payment

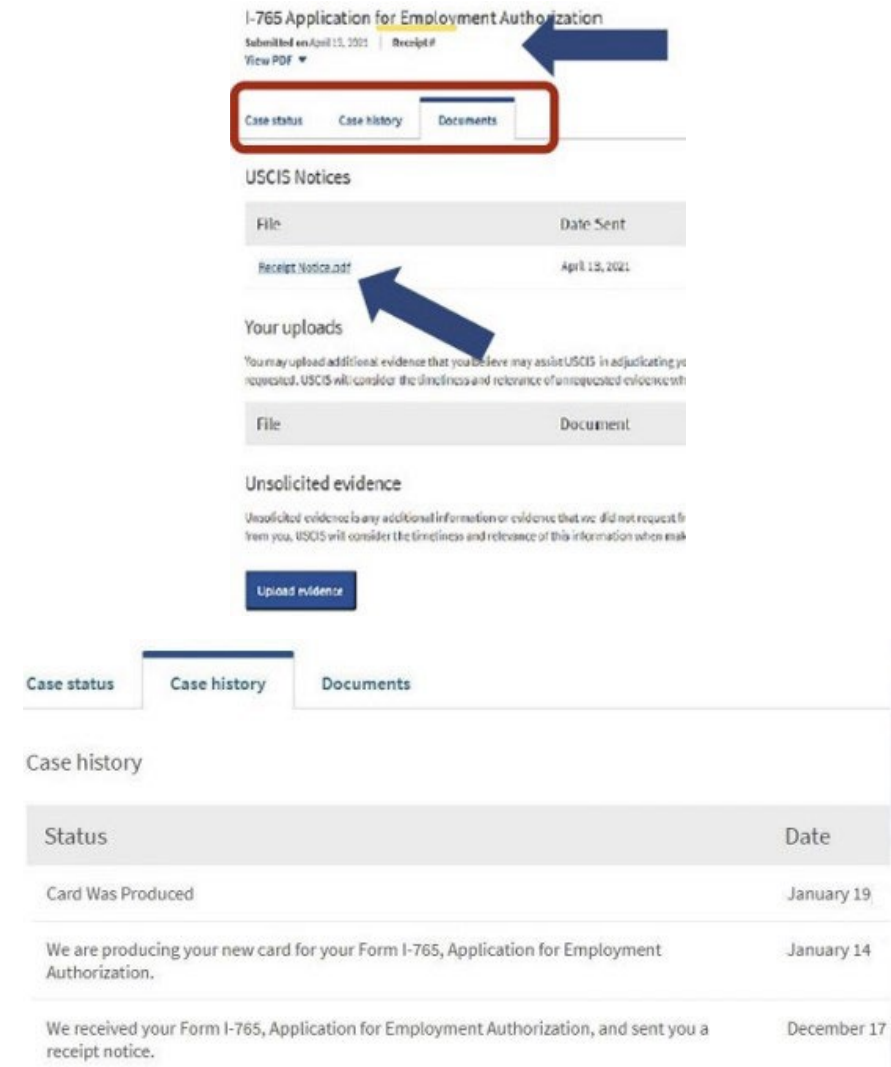
When you have paid your fee, your form will be submitted.

Pay.gov will redirect you to a uscis.gov confirmation screen, which will include your receipt number. Please keep a copy of your receipt number for your records. You can track the status of your application through your USCIS online account.

Pay and submit

# Step 30: Track Case & Status Updates

- Shortly after paying and submitting your application, you will receive your USCIS receipt number.
- Log in to your USCIS account for all case updates.
  - You will also receive an official USCIS receipt notices via USPS mail service
  - Please contact a DSO if you do not receive your physical receipt notice within 60 days of filing.



I-765 Application for Employment Authorization  
Submitted on April 15, 2021 | Receipt #  
View PDF

Case status Case history Documents

USCIS Notices

File	Date Sent
Receipt Notice.pdf	April 15, 2021

Your uploads

Unsolicited evidence

Upload evidence

Case status Case history Documents

Case history

Status	Date
Card Was Produced	January 19
We are producing your new card for your Form I-765, Application for Employment Authorization.	January 14
We received your Form I-765, Application for Employment Authorization, and sent you a receipt notice.	December 17