



## OPTIONAL PRACTICAL TRAINING: STEP 2 INSTRUCTIONS FOR ONLINE FILING WITH USCIS

**While you are in an approved period of OPT, you must report all changes to your employment, address or immigration status within 10 days of occurrence.** Failure to report in a timely manner may result in the termination of your SEVIS record. Learn more about maintaining your status on OPT and your reporting responsibility at [global.arizona.edu/international-students/f-1-student-employment](http://global.arizona.edu/international-students/f-1-student-employment).

- ▶ **You must file the I-765 while in the United States.**
- ▶ U.S. Citizenship and Immigration Services (USCIS) must receive your application:
  - Within 30 days of when the OPT recommendation was issued by ISS
  - No earlier than 90 days prior to your I-20 end date
  - No later than 60 days after your I-20 end date
- ▶ To apply for an Employment Authorization Document (EAD card) electronically, create a USCIS online account at <https://myaccount.uscis.gov/>. **You will need to scan all of the supporting evidence below so it can be uploaded to the online application.**
- **File the Application for Employment Authorization (I-765)**
  - Review the USCIS I-765 Instructions ([uscis.gov/i-765](https://uscis.gov/i-765)).
  - Select the basis of eligibility:
    - (C)(3)(A) for pre-completion OPT
    - (C)(3)(B) for post-completion OPT
- **2x2 Photo**
  - You must upload a recent U.S. style passport photograph of yourself. If possible, request a digital copy of passport photograph.
  - The instructions in the online I-765 application have additional information on the photo requirements.
- **Form I-94**
  - If you entered by air, access your electronic form at <https://www.cbp.gov/i94>.
  - If you entered the U.S. by land, you may have received a paper I-94 stapled in your passport or an electronic form.
- **Government-Issued Identity Document**
  - Copy of your last EAD (front and back)
  - If no prior EAD has been issued, 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. Check or money order should be made payable to **U.S. Department of Homeland Security**



# INTERNATIONAL STUDENT SERVICES

- The identity document photocopy must clearly show the facial features of the applicant and the biographical information.
- OPT Recommendation I-20**
  - Print, sign and date the scanned copy you receive by email to send to USCIS
  - **Do not send any original I-20s to USCIS** (we will give the original to you for your records)
- \$410 Application Fee**
  - Can be paid through your bank account (ACH), debit, or credit card
- ▶ After submission, you will receive a receipt notice in your USCIS online account.