



## OPTIONAL PRACTICAL TRAINING: STEP 2 INSTRUCTIONS FOR PAPER 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), submit the documents below to USCIS in the following order (*front to back*).
  - Form G-1145** ([uscis.gov/g-1145](http://uscis.gov/g-1145))
  - \$410 Application Fee**
    - Check or money order should be made payable to **U.S. Department of Homeland Security**
    - If you prefer to pay by credit card, include Form G-1450 ([uscis.gov/g-1450](http://uscis.gov/g-1450))
  - Form I-765** ([uscis.gov/i-765](http://uscis.gov/i-765))
    - Review the form instructions, then type or print your answers in black ink (*your signature must be hand-written*)
    - At item #27, enter
      - (C)(3)(A) for pre-completion OPT
      - (C)(3)(B) for post-completion OPT
    - Use *Part 6. Additional Information* to provide all previously used SEVIS numbers and evidence of any previously authorized CPT or OPT and the academic level at which it was authorized
    - You are responsible for the completion and accuracy of the I-765
  - 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**

- The identity document photocopy must clearly show the facial features of the applicant and the biographical information.

## ☐ **2 Passport-Style Photos**

- For photo requirements, review the I-765 instructions (page 20, item C)
- Photos must have been taken within 30 days of when you submit your application to USCIS

## ☐ **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)

- ▶ Make a photocopy of your completed application before sending it to USCIS, for your records.
- ▶ Find the USCIS address for mailing your application at <https://www.uscis.gov/i-765-addresses>.
- ▶ eShipGlobal (UEMS) offers an option for students to send OPT applications to USCIS offices. You can choose the carrier (UPS, FedEx, or USPS), what type of delivery (next day, 2-day, etc.), and ship at discounted rates ([study.eshipglobal.com](http://study.eshipglobal.com)).

Instructions:

1. Go to [study.eshipglobal.com](http://study.eshipglobal.com) to log in or create a free account.
  2. Select "OPT Application" or "Send Documents to USCIS."
  3. Enter your mailing information and select the correct USCIS location.
  4. Select the carrier you want to use, pay for shipping and print the label. Drop off your application at the nearest carrier location.
- ▶ Your application for STEM OPT extension does not have to be approved before your EAD expires. Based on a timely filed application, your OPT employment authorization will be automatically extended up to 180 days while your application is pending with USCIS. Your I-20 from ISS recommending the STEM OPT extension and the I-797 receipt notice from USCIS showing that your application was received prior to the expiration of your EAD are your documentation of your extended OPT employment authorization while your application is pending.