



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.

- ▶ **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).
 - 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.



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
- Evidence of any previously authorized CPT or OPT**
 - Upload copies of all previously issued CPT and/or OPT I-20s
- Application Fee (uscis.gov/i-765)**
 - 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.