

**Do NOT proceed to payment and final submission of an online I-765 application until:**

- You have reviewed the directions below and those in the online I-765
- You have uploaded into the iHawk “STEM Extension Request” the I-765 draft snapshot PDF from the “Your Application Summary” section after digitally signing near the end of the online process.
- You have received a NEWLY UPDATED STEM I-20 through the iHawk process and uploaded a signed scan of it into the “Form I-20” section on the “Evidence” tab of the online I-765.

**File the Online I-765 for STEM 24 Month Extension**

To learn how to create a USCIS Online Account go to <https://www.uscis.gov/file-online/how-to-create-a-uscis-online-account> for a preview of the account setup process. Then go to <https://www.uscis.gov/i-765> and scroll down to the blue “File Online” link to set up an initial USCIS online account or log in to a previously set up account. The directions below address some basic items in the online I-765 process. STEM applicants must also complete with their employer a I-983 form (<https://studyinthestates.dhs.gov/stem-opt-hub/additional-resources/form-i-983-overview>) but this form will not need to be uploaded into the online I-765 application even though it is a required upload for the iHawk STEM I-20 request. For further questions visit an ISSS advisor during a Zoom or in-person advising session during walk-in hours.

Welcome to your USCIS Account

Select what you want to do

- Edit My Profile**  
Editing your profile includes email, password, phone number, security questions, two-step verification and backup code.

Login to a USCIS Service

- USCIS**  
Apply for immigration benefits, find tools and resources to assist in preparation for naturalization, and search for doctors in your local community.
- FIRST**  
Submit, manage and receive Freedom of Information Act (FOIA) requests.
- myE-Verify**  
Confirm your records for employment eligibility, track E-Verify or Self-Check case status, and protect your identity by locking your Social Security Number (SSN).

**File Online**

**Online Filing Benefits**

- Case status alerts and secure messages

**Account Type**

Select an account type:

- I am an applicant, petitioner, or requestor.
  - USCIS only offers certain benefit types for online filing. Please refer to [uscis.gov](https://uscis.gov) for further guidance.
  - You cannot file an H-1B Registration with this account type.
- I am a Legal Representative.
  - I am an attorney eligible to practice law in the United States.
  - I am an accredited representative of a qualified organization that is recognized by the Department of Justice in accordance with 8 CFR part 1292.



# Welcome To Your USCIS Account

Select What You Want To Do



Add a paper-filed case  
View your case status and case history by adding your case to your account



## File a form online

Start a new form, upload evidence, and pay and submit online



## Enter a representative passcode

Review and sign forms prepared for you by your attorney or representative



## Verify your identity

Answer questions about your immigration history to verify your personal identity

## File a Form

Select the form you want to file online. Once you start, we will automatically save your information for 30 days, or from the last time you worked on the form.

**Fee waiver:** If you are requesting a fee waiver, you cannot file online. You must file a paper version of both the Form I-912, Request for Fee Waiver and the form for the specific benefit you are requesting. You can review the fee waiver guidance at [www.uscis.gov/feewaiver](http://www.uscis.gov/feewaiver).

Select the form you want to file online.

I-765, Application for Employment Authorization

Use this form to request employment authorization and an Employment Authorization Document (EAD) if your immigration status allows you to work in the United States.

**Note:** You may apply online if your eligibility category is:

- (a)(12) - Temporary Protected Status (You are submitting an initial Form I-821 or you have an approved Form I-821);
- (c)(3)(A) - F-1 student, pre-completion OPT;
- (c)(3)(B) - F-1 student, post-completion OPT;
- (c)(3)(C) - F-1 student, 24-month extension for STEM students (students holding a degree in science, technology, engineering, or mathematics);
- (c)(11) - Parole;
- (c)(19) - Temporary Protected Status (You have a pending Form I-821); or
- (c)(33) - Consideration of Deferred Action for Childhood Arrivals (DACA) (You must have a pending or approved Form I-821D in order to file Form I-765).

All other applicants must submit a paper [Form I-765](#).

Start form

## What is your eligibility category?

**Warning:** 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.

(c)(3)(C) STEM Extension

Employment Authorization

**Getting Started** ^

- Basis of eligibility
- Reason for applying
- Preparer and interpreter information

About You v

Evidence v

Additional Information v

Review and Submit v

### 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.

(c)(3)(C) STEM Extension

---

What is your degree?

---

What is your employer's name as listed in E-Verify?

---

What is your employer's E-Verify company identification number or a valid E-Verify client company identification number?

In this section list your Degree Level first and then list the CIP code that is in the third section of the first page of your current I-20. That CIP code should also be listed on the STEM eligible list of the site below. Examples of how this should appear are below. If you are basing your STEM application on STEM degree earned prior to your most recent degree earned from the U of Iowa, please visit ISSS walk-ins to speak with an advisor.

Examples:

“MS, 52.1399”

“PhD, 11.0101”

“BS, 11.0701”

<https://www.ice.gov/doclib/sevis/pdf/stemList2022.pdf>

To complete these fields you must obtain both the E-verify Number and the Employer Name as it is listed in the E-verify system. The E-verify number is a number from with 4 to 7 digits and is different from the EIN number requested in the Form I-983. Please contact your employer to get their E-Verify Number and Name as listed in the E-Verify system:

<https://www.e-verify.gov/>

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 reason for applying?

- Initial permission to accept employment
- 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
- Renewal of permission to accept employment

Have you previously filed Form I-765?

- Yes
- No

You will have a chance later in the "Evidence" section to upload a photo or scan of your past OPT EAD .

I-765, Application for Employment Authorization

Getting Started

Basis of eligibility

Reason for applying

### Is someone assisting you with completing this application?

- Yes
- No

I-765, Application for Employment Authorization

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 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)

### Have you used any other names since birth?

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

- Yes
- No

List your name exactly as it appears in your passport. This also is how your Family name and Given name should be listed on your I-20.

If you answer Yes, list all variations of names you have used, including nicknames (ex. Lily instead of Liyang), a maiden name before marriage, or any preferred name you might have used at the University of Iowa. If you have no other names, leave blank

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

### How may we contact you?

Daytime telephone number

Mobile telephone number (if any)

This is the same as my daytime telephone number.

Email address

### 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

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

Yes

No

Much of this page is self-explanatory. However, the mailing address you list must be able to receive mail in your name up until your EAD is approved. Attempting to change a mailing address for a submitted and pending application is problematic. If you anticipate moving in the months following application, then we recommend you list the name of a trusted friend in the "In Care Of" field whose address you know will remain valid and monitored for more than 3 months after filing.

Remember that government mail does not forward so if you arrange with USPS to have your mail forwarded to a new address, your EAD card will be automatically returned to the government. Speak to an ISSS advisor if you have questions about this.

If the mailing address above is different than where you reside physically, then you should answer "No" and be sure to list your actual physical residence at the time of submitting this application.

**What is your country of citizenship or nationality?**

List all countries where you are currently a citizen or national.

+ Add country

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

**When did you last arrive in the United States?**

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

**Date of arrival**

MM/DD/YYYY

**Place of arrival**

**Status at last arrival**

F1 - Student, Academic Or Language Program.

The information to complete the fields to the left can be retrieved from the online I-94 website below after entering your passport information. After reviewing the "Place of arrival" options from the drop down list, if you are unsure of the exact city or airport where you last entered the US, the three letter location code in the Travel History section may help. A scanned printout or digital picture/screenshot of just the I-94 page (not the Travel history) of this site will need to be uploaded in the later "Evidence" section of the online I-765 form. So do make a screenshot or printout of the I-94 page when looking up your I-94 information.

<https://i94.cbp.dhs.gov/i94/#/home>

**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?**

MM/DD/YYYY

**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)?**

Use the "Additional Information" section to include all previously used SEVIS numbers.

N-

If you last entered the U.S. in a different status and changed status to F-1 then the response above could be different.

If you have a valid passport to complete the information above then you can leave this field blank.

F1—Student, Academic Or Language Program.

### What is your A-Number?

I do not have or know my A-Number.

A-

Your current OPT EAD Card contains the A-Number which consists of the digits following "USCIS#" on the front of the card

### 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.

If you applied for the 12 month OPT using the online method, you might have a USCIS Online Account Number already. Some students may not have a USCIS Online Account Number. If you do not believe you have one or if cannot locate it, the box can be checked and the field left blank.

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

Yes

No

### What is your Social Security number (if known)?

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

Yes

No

# I-765, Application for Employment Authorization

Getting Started

About You

## Evidence

2 x 2 photo of you

Form I-94

Employment Authorization Document

Form I-20

## College degree

Institution accreditation

Additional Information

Review and Submit

A scanned printout or digital picture/screenshot of just the I-94 page (not the Travel history) from the I-94 site below can be uploaded here.

<https://i94.cbp.dhs.gov/i94/#/>

Upload a picture or scan of the front and back of your current OPT EAD here. Also, upload as an additional file in this section a photo of your PASSPORT Information Page as further proof of your identity.

This is where you will upload a scan of the new STEM I-20 that the ISSS advisor will give you during the advising appointment after you have uploaded the pdf of the draft snapshot I-765 available from the "Your application summary" section of the "Review and Submit" tab described on the next page.

This is where you can upload photos or scans of your UI Diploma and/or Official Transcripts confirming degree conferral and date. Transcripts can be requested free of charge from the Registrar's site below and digital transcripts produced by the Registrar are acceptable as well.

<https://registrar.uiowa.edu/transcripts>

This section only needs to be completed if you are basing your STEM application on a STEM degree you earned prior to your most recent degree earned from the University of Iowa. Such cases are rare so speak with an ISSS advisor with questions.

I-765, Application for Employment Authorization

- Getting Started
- About You
- Evidence
- Additional Information
- Review and Submit**

Review your application

**Your application summary**

Your statement

### Review the I-765 form information

Here is a summary of all the information you provided

Make sure you have provided responses for everything in your application. You can edit your responses by going to edit your responses.

We also prepared a draft case snapshot with your responses. [View draft snapshot](#) [Print](#)

#### Getting Started

Basis of eligibility

What is your eligibility category?

What is your degree?

What is your employer's name as listed in E-Verify?

What is your employer's E-Verify company identification number or a valid E-Verify client company identification number?

This is a screenshot of the "Your application summary" page near the end of the process in the "Review and Submit" tab. You will proceed to complete the coming "Your Statement" and "Your Signature" sections and then return directly to this "Your application summary" tab to produce the draft snapshot I-765 PDF for upload into iHawk. This will ensure that the resulting draft I-765 will have both the Statement box checked and a digital signature.

I-765, Application for Employment Authorization

- Getting Started
- About You
- Evidence
- Additional Information
- Review and Submit**

Review your application

Your application summary

**Your statement**

Your signature

### Applicant's statement

You must read and agree to the statement below.

I can read and understand English, and have read and understand every question and instruction on this application, as well as my answer to every question.

[Back](#) [Next](#)

## Review and Submit



Review your application

Your application summary

Your statement

Your signature

Copies of any documents I have submitted are exact photocopies of unaltered, original documents, and I understand that USCIS may require that I submit original documents to USCIS at a later date. Furthermore, I authorize the release of any information from any and all of my records that USCIS may need to determine my eligibility for the immigration benefit that I seek.

I furthermore authorize release of information contained in this application, in supporting documents, and in my USCIS records, to other entities and persons where necessary for the administration and enforcement of U.S. immigration law.

I understand that USCIS may require me to appear for an appointment to take my biometrics (fingerprints, photograph, and/or signature) and, at that time, if I am required to provide biometrics, I will be required to sign an oath reaffirming that:

- 1) I reviewed and understood all of the information contained in, and submitted with, my application; and
- 2) All of this information was complete, true, and correct at the time of filing.

I certify, under penalty of perjury, that all of the information in my application and any document submitted with it were provided or authorized by me, that I reviewed and understand all of the information contained in, and submitted with, my application and that all of this information is complete, true, and correct.

I have read and agree to the applicant's statement

You must provide your digital signature below by typing your full legal name. We may deny your application if you do not completely fill out this application or fail to submit required documents. We will record the date of your signature with your application.

Back

Next

Check the box and type your name to sign it digitally. Directly after clicking "Next" click on the "Your Application Summary" section link described in our next slide below. There you can produce and save the draft snapshot I-765 to be uploaded in the iHawk STEM I-20 request. Do not proceed to payment and final submission until you have met with an ISSS advisor during walk-ins and uploaded a scan of your new signed STEM I-20 into the "Form I-20" link of the evidence tab.

- I-765, Application for Employment Authorization
- Getting Started
- About You
- Evidence
- Additional Information

- Review and Submit**
- Review your application
- Your application summary**
- Your statement

## Review the I-765 form information

Here is a summary of all the information you provided. Make sure you have provided responses for everything in your application. You can edit your responses by going to the Evidence tab. We also prepared a draft case snapshot with your responses.

[View draft snapshot](#) [Print](#)

### Getting Started

#### Basis of eligibility

What is your eligibility category?

What is your degree?

What is your employer's name as listed in E-Verify?

What is your employer's E-Verify company identification number or a valid E-Verify client company identification number?

Download this PDF and ensure that it contains a digital signature on the 3rd page. Upload this draft I-765 along with a scan of the completed I-983 form into the iHawk STEM I-20 request. Visit ISSS walk-ins to receive your STEM I-20. Sign the I-20 and upload a scan of it into the Form I-20 link of the Evidence tab. Then proceed to payment and final submission of your online I-765.