

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 “OPT 12 Month Request” the draft I-765 PDF from the “Your Application Summary” section after digitally signing near the end.
- You have received a NEWLY UPDATED OPT I-20 through the iHawk process and uploaded a signed scan of it into the “Form I-20” page of the “Evidence” section of the

File the Online I-765 for OPT

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. For further questions visit an ISSS advisor during a Zoom or in-person advising session during

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 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.

Concurrent filing available

Select the form you want to file online.

- I-90, Application to Replace Permanent Resident Card
- I-130, Petition for Alien Relative
- I-539, Application To Extend/Change Nonimmigrant Status
- 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 submit Form I-765 online only if your eligibility category is:

- (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);
- (a)(12) - Temporary Protected Status (You are submitting an initial Form I-821 or you have an approved Form I-821); or
- (c)(19) - Temporary Protected Status (You have a pending Form I-821.)

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

- I-821, Application for Temporary Protected Status (TPS)
- N-336, Request for a Hearing on a Decision in Naturalization

What is your eligibility category?

Getting Started

Basis of eligibility

Reason for applying

Preparer and interpreter information

About You

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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)(B) Student Post-Completion OPT

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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

If you have ever received OPT before following a previous degree you should answer YES. You will have a chance later in the "Evidence" section to upload a 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

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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

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 gender?

Male
 Female

What is your marital status?

Single
 Married
 Divorced
 Widowed

What is your city, town, or village of birth?

What is your state or province of birth?

What is your country of birth?

What is your date of birth?

Use the date format
MONTH /DAY / YEAR

What is your country of citizenship or nationality?

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

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

Place of arrival

Status at last arrival

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>

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

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

What is your travel document number (if any)?

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

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?

F1—Student, Academic Or Language Program.

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.

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Describe yourself

When and where you were born

Your immigration information

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What is your A-Number?

I do not have or know my A-Number.

A-

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.

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

Yes

No

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

Yes

No

Most F-1 students will not have an A-Number previous so this may be left blank if they do not apply to you. If you previously were authorized for OPT the A-Number appears after "USCIS#" on the past EAD card and those digits can be entered on the field

Most students similarly will not have a USCIS Online Account Number so the box can be checked and the field left blank.

If you answer YES a field will open up where you can list your SSN.

If you do not already have an SSN and would like to receive one to have it ready to show a future OPT employer, then click YES and complete the fields that appear.

I-765, Application for Employment Authorization

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2 x 2 photo of you

Form I-94

Employment Authorization Document

Previously authorized CPT or OPT

Form I-20

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/#/home>

Upload a picture or scan of your PASSPORT Information Page into this section. If you applied in the past for OPT after a degree prior to your current or most recent program, then upload as a second file a scan or photo of the front and back of that expired EAD.

If you had any CPTs during your current degree, an ISSS advisor can give you a screenshot from your SEVIS record's CPT page. Once you proceed with the directions in on the following slides and meet with an ISSS advisor, then you can return and upload the CPT screenshot given when the ISSS advisor approves your OPT I-20. If you have never received CPT or OPT in the past, then no upload is necessary in this section.

This is where you will upload a scan of the new OPT 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.

I-765, Application for Employment Authorization

- Getting Started
- About You
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- 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 this application. You can edit your responses by going to the "Review and Submit" 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?

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" section 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.

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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.


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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 OPT 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 OPT I-20 into the "Form I-20" link of the evidence tab.


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Download this PDF and ensure that it contains a digital signature on the 3rd page. Upload this draft I-765 into the iHawk OPT I-20 request. Visit ISSS walk-ins to receive your OPT 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.