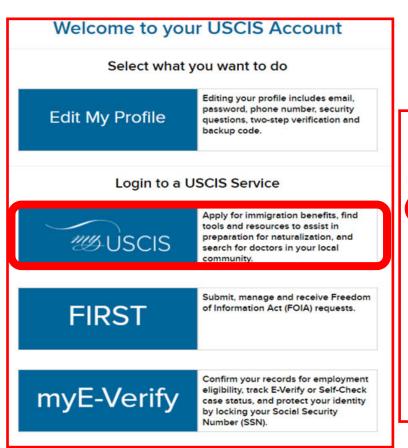
## Do NOT proceed to payment and final submission of an online I-765 application until:

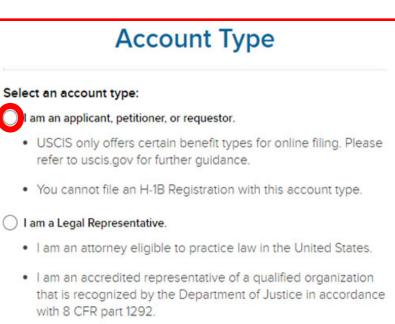
- You have reviewed the directions below and those in the online I-765
- You have uploaded into the iHawk "OPT 12 Month Request" the draft I-765 PDF from the "Your Application Summary" section after digitally signing near the end.
- You have received a NEWLY UPDATED OPT I-20 through the iHawk process 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

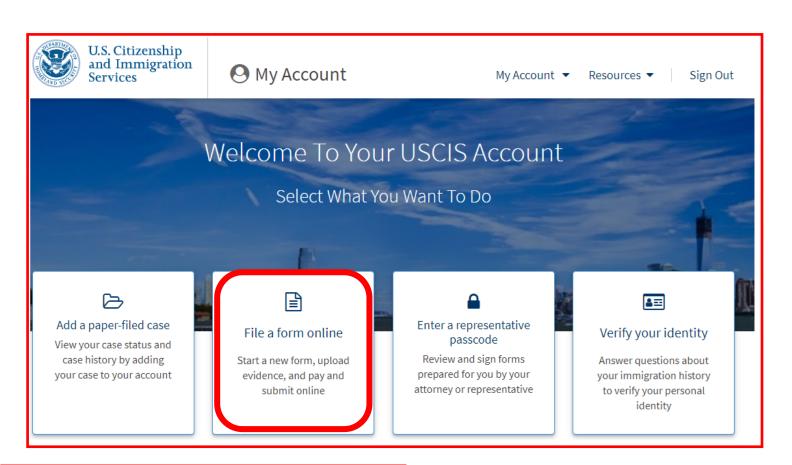
To learn how to create a USCIS Online Account go to <a href="https://www.uscis.gov/file-online/how-to-create-a-uscis-online-account">https://www.uscis.gov/file-online/how-to-create-a-uscis-online-account</a> for a preview of the account setup process. Then go to <a href="https://www.uscis.gov/i-765">https://www.uscis.gov/i-765</a> 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

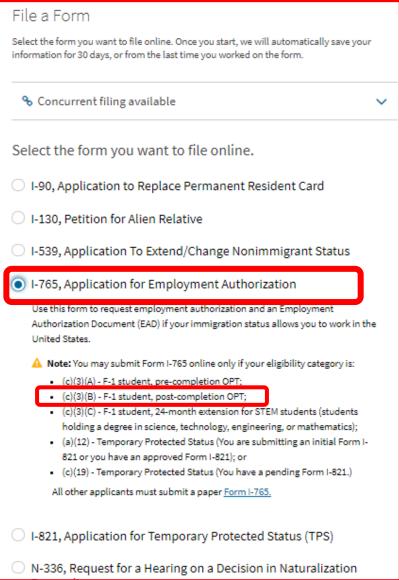


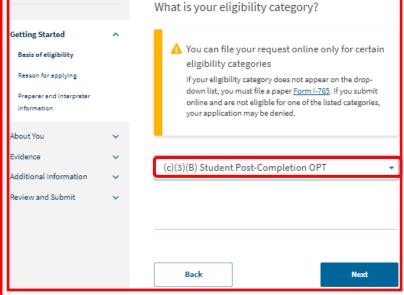


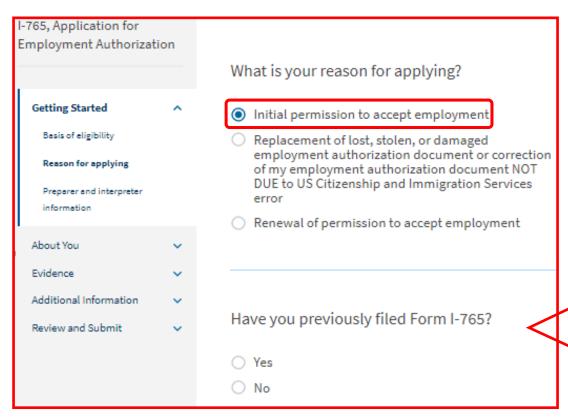


Page 1

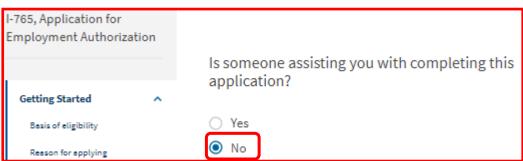


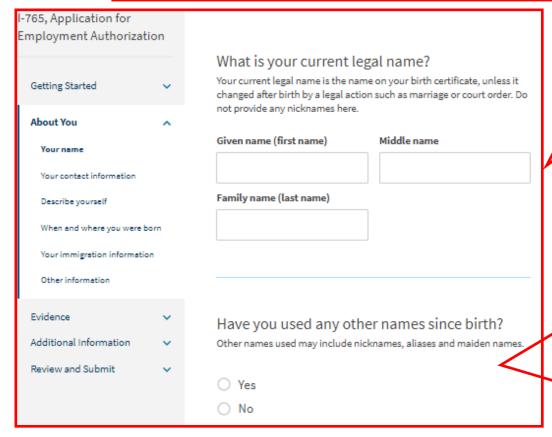






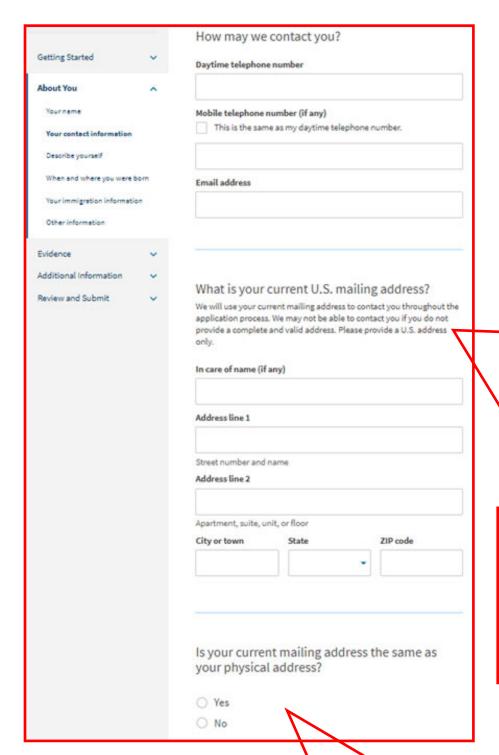
If you have ever received OPT before following a previous degree you should answer YES. You will have a chance later in the "Evidence" section to upload a scan of your past OPT EAD.





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



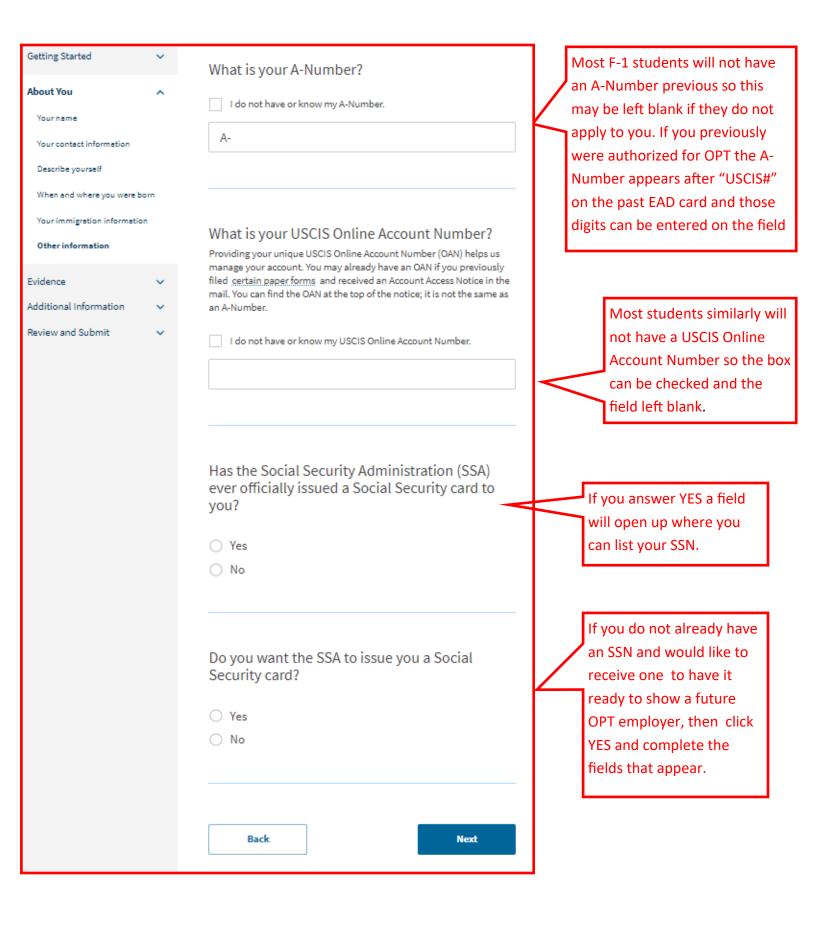
Much of this page is self-explanatory. However, the mailing address you list must be able to receive mail in your name up until your EAD is approved. Attempting to change a mailing address for a submitted and pending application is problematic. If you anticipate moving in the months following application, 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.

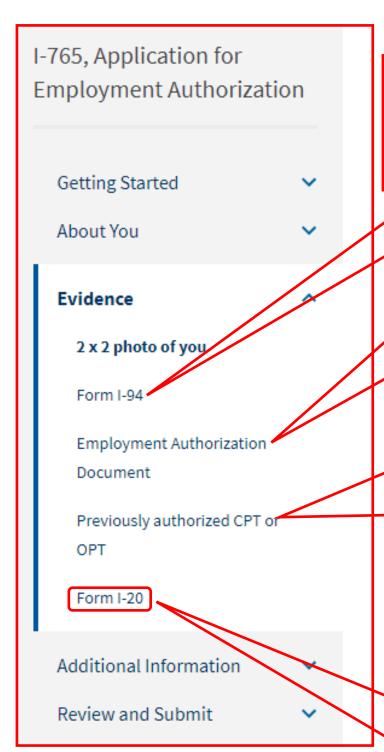
Remember that government mail does not forward so if you arrange with USPS to have your mail forwarded to a new address, your EAD card will be automatically returned to the government. Speak to an ISSS advisor if you have questions about this.

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?	1		What is your city, town, or village of birth?	
	○ Male				
	○ Female			-	
				-	
	What is your marital status?			What is your state or province of birth?	
	Single Married				
	O Divorced				
	○ Widowed			1111	
		]		What is your country of birth?	
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		Use the dat		-	
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			1	Secretary of the Control of the Cont	
What is you nationality	ur country of citizenship or			What is your date of birth?	
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			The inf	ormation to complete the fields to the left can	he re-
Wh-+:		D	11	from the online I-94 website below after enter	
Number (if	ur Form I-94 Arrival-Depart <sup>-</sup> anv)?	ure Record		assport information. After reviewing the "Place	Ŭ
			l l' '	tions from the drop down list, if you are unsur	
			11	ity or airport where you last entered the US, th	
			11	ocation code in the Travel History section may	
			11	d printout or digital picture/screenshot of just	•
			11	e (not the Travel history) of this site will need t	
When did y	ou last arrive in the United	States?		ed in the later "Evidence" section of the online	
List your arrival	date, place of arrival, and status at arriva	al.		o do make a screenshot or printout of the I-94	
Date of arrival			when lo	ooking up your I-94 information.	
MM/DD/YY	VV		https://	/i94.cbp.dhs.gov/I94/#/home	
			пирз.//	194.csp.uns.gov/194/#/Home	
Place of arrival				If you last entered the U.S. in a different	
				status and changed status to F-1 then the	
Status at last a	rrival			response above could be different.	
F1 - Studer	nt, Academic Or Language Progra	am.		2	

What is the passport number of your most recently issued passport?	
What is your travel document number (if any)?	Total Control Control
	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?	
MM/DD/YYYY	
What country issued your passport or travel document?	
What is your current immigration status or	F1—Student, Academic Or Language Program.
category?	TT Student, Academic of Early auge Frogram.
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-	





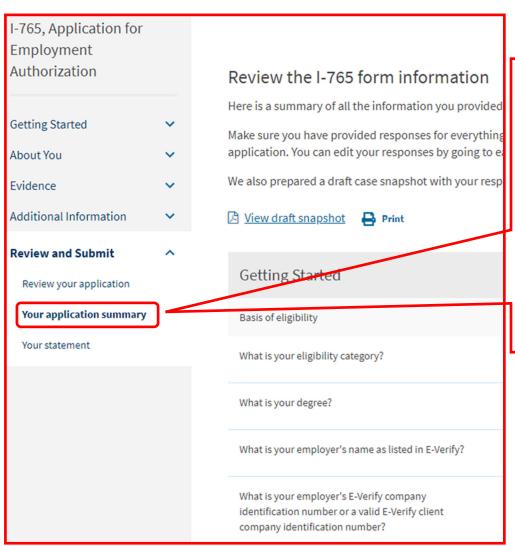
A scanned printout or digital picture/ screenshot of just the I-94 page (not the Travel history) from the I-94 site below can be uploaded here.

https://i94.cbp.dhs.gov/I94/#/home

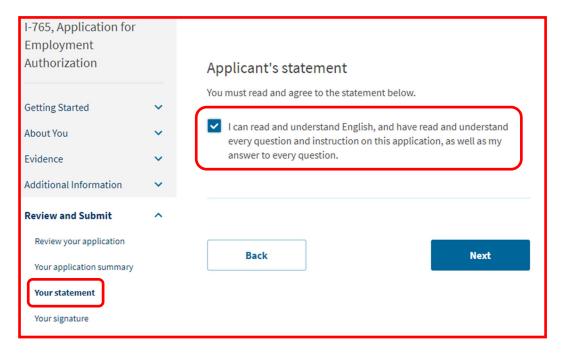
Upload a picture or scan of your PASSPORT Information Page into this section. If you applied in the past for OPT after a degree prior to your current or most recent program, then upload as a second file a scan or photo of the front and back of that expired EAD.

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.



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.

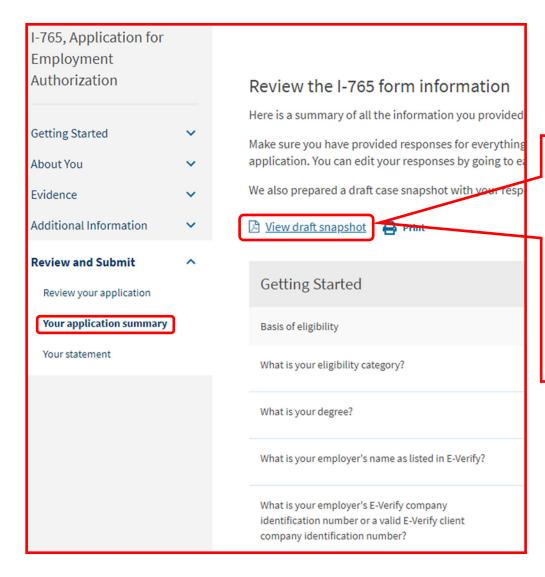


iew and Submit	
eview your application	
our application summary	Copies of any documents I have submitted are exact photocopies
purstatement	of unaltered, original documents, and I understand that USCIS
	may require that I submit original documents to USCIS at a later date. Furthermore, I authorize the release of any information
ur signature	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:
	I reviewed and understood all of the information contained in,
	and submitted with, my application; and
	<ol> <li>All of this information was complete, true, and correct at the time of filing.</li> </ol>
	•
	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 OPT I-20 request. Do not proceed to payment and final submission until you have met with an ISSS advisor during walkins and uploaded a scan of your new signed OPT I-20 into the "Form I-20" link of the evidence tab.



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.