

## OPT Application Checklist – Online Filing

- 1) Meet with academic counselor to complete your petition for graduation/certificate. Make sure your address, phone and personal email information are correct in MyGCC.
- 2) Gather complete packet (scan items cleanly – see directions in this packet):
  - Scan of 1 color U.S. passport-style photograph. Photos **must** be taken within the last 30 days and meet [published requirements](#).
  - Completed Form I-765 **DRAFT**. Important: follow completion directions included in this packet; you will create an account at <https://myaccount.uscis.gov/> – **complete the application, download the “draft snapshot” PDF, and email it to us for review.** **DO NOT provide a website printout for review.**
  - Scan of your passport identity page (and any renewal pages) and [I-94](#) printout
  - Scan of any previously issued I-20s **if they show work authorization OR a different SEVIS ID** (1<sup>st</sup> and 2<sup>nd</sup> page; do not copy instruction page). Otherwise current/old I-20s do not need to be uploaded.
  - Scan of the front and back of any previous EAD cards (i.e. previously done OPT)
- 3) Email your draft I-765 to [gcciso@glendale.edu](mailto:gcciso@glendale.edu) to be cleared for a 45-minute OPT appointment. You will be given the I-20 needed to complete your application at this appointment. **DO NOT submit your application at this stage.**
- 4) Next Steps
  - Print and physically sign** the I-20 sent to you showing your OPT recommendation. Upload a scanned copy of the 1<sup>st</sup> and 2<sup>nd</sup> page of your new I-20 to your draft application. Review your application, ensure all required materials are uploaded, and submit **within 30 days** of receiving your new I-20.
  - After submission, return to your pending applications to download your application receipt (see screenshots).** **Email a copy of your application receipt to [gcciso@glendale.edu](mailto:gcciso@glendale.edu)** (formal receipt; no copy of the confirmation email is needed).
    - **Sign up for Informed Delivery by USPS** at <https://informedelivery.usps.com>. This will help you track the expected arrival of your EAD card.
    - You will receive notices from USCIS when there is movement on your case, including notification of when your EAD card is mailed.
    - Notify the international office immediately if your card is not received within 3 days of its expected arrival, according to the USPS Informed Delivery notice.
  - If you receive a Request For Evidence (RFE), please contact us immediately for assistance.
  - If scheduled, you must attend the Biometrics (fingerprinting) appointment to avoid denial.
  - Email a copy of your EAD card and I-797 approval notice to [gcciso@glendale.edu](mailto:gcciso@glendale.edu) when received.** You may only begin work once you have received the card and the dates on the card have been reached.
  - Maintain health insurance throughout process/OPT period! See Current Students > Insurance page.

### Reporting Employment and Travel:

- You must report any changes to your contact or employment information (including breaks in employment) within 10 days. To report changes, complete the [OPT Reporting Form](#) OR report directly in the [SEVP OPT Portal](#). You will be emailed login information AFTER your OPT has been approved and the start date has been reached. Learn more and review the User Guide at <https://studyinthestates.dhs.gov/create-an-sevp-portal-account>.
- Your OPT will end if you accrue a total of 90 days of unemployment (counted from the start of your OPT period) or if you transfer your SEVIS record to another school.
- **Interested in travel?** Please review the [Travel Guidelines](#) document BEFORE making travel plans.

**IF YOUR APPLICATION IS REJECTED OR DENIED FOR ANY REASON, CONTACT US IMMEDIATELY. DO NOT RE-FILE.**

## OPT Application Checklist – Online Filing

**Completion Guide for filling out I-765 Application Form.** Please [click here](#) for a link to complete instructions issued by USCIS ([www.uscis.gov/i-765](http://www.uscis.gov/i-765)); it is advised that you read these instructions, including the penalties section, in addition to using the guide below to properly complete your application. It is your responsibility as the applicant to ensure that all information on the application is correct and valid.

### General Information:

Make sure to select that you are applying for **(c)(3)(B) - Post-Completion OPT** when starting your application. Remember, you first need to create an account at <https://myaccount.uscis.gov>. You may find it useful to review the help materials at <https://www.uscis.gov/file-online> before getting started.

**Part 1:** Select 1.a. “Initial permission to accept employment”

### Part 2:

- **Name:** Please write your name exactly as it appears on your I-20. If your name will not fit, fill it in as much as possible and then upload a page as “other evidence” spelling your name correctly. If you used previous names, including nicknames in *official* records or documentation, complete these sections on the application as needed. Do not list nicknames that you did not use on official records.
- **Address:** Your *US Mailing Address* is where the receipt notice and EAD card will be mailed. This address must be valid for at least 3 months and may be a P.O. Box address. If you are using a friend or family’s address, indicate the person’s name in the In Care of Name line. This person must be listed with the US Postal Service as living at that address. If you listed a mailing address that is NOT your current physical living address, then you must indicate this, and provide your current physical address in the appropriate section.
- **Social Security Number.** If you already have an SSN indicate this and provide the number. If you do have an SSN, you may apply for one after your EAD has been issued and you have your first job offer. See our [Working in the US guide](#) for information.
- **Information About Latest Arrival.** Complete this section using information from your I-94, passport, and I-20. Note that your SEVIS number is found at the top of your current I-20. If you changed status in the US, your current I-94 is on your change of status approval notice.

**Part 6: Additional Information – MUST be completed if you had been issued a different SEVIS ID previously AND/OR completed practical training (CPT/OPT).**

- **Page, Part & Item Number.**
  - See screenshots on page 21 for instructions on properly referencing previously authorized CPT/OPT
  - See screenshots on page 22 for instructions on properly referencing previously issued SEVIS IDs

## Screenshots to Guide You Through the Online I-765

NOTE: The screenshots and instructions below are accurate as of 2025 and may change over time. Use your best judgment, visual cues, and on-screen prompts to follow these instructions if USCIS updates the system layout. **HELP US STAY CURRENT:** Report any dramatic changes (for example, new sections or required questions that are not covered by USCIS instructions) by [emailing us](#).

### Create an Account or Sign In

U.S. Citizenship and Immigration Services

Search our Site | Sign In

Forms | News | Citizenship | Green Card | Laws | Tools

Become a U.S. Citizen  
Thinking about naturalization? We have resources to help you.  
Visit our Citizenship Resource Center to learn about the process of becoming a U.S. citizen, how you may qualify and the study tools to help you.  
[Learn More](#)

File Online  
Filing a [form online](#) is easier and faster than paper filing. It gives you a simple and personalized way to track your case online. You can also access other USCIS services.  
The first step is to [create an account](#).  
Use our online tools and resources to manage your case:  
• [Check your case status](#)  
• [Check processing times](#)  
• [Change your address online](#)

Manage Your Case

Get started at:

- [www.uscis.gov](http://www.uscis.gov)
- [my.uscis.gov](http://my.uscis.gov)
- [myaccount.uscis.gov](http://myaccount.uscis.gov)

Create your account at <https://myaccount.uscis.gov>.

### Learn About the USCIS Online Account

U.S. Citizenship and Immigration Services

[www.uscis.gov/file-online](http://www.uscis.gov/file-online)

- Filing tips and videos
- Helpful questions & answers
- Resources for attorneys and representatives
- Password resets and how to get technical support

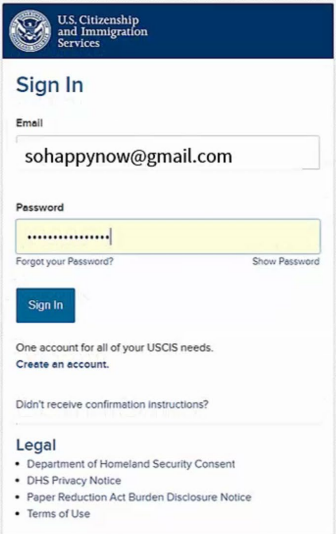
How to Create a USCIS Online Account

The benefits of filing online

If you need them, there are online help guides available at [www.uscis.gov/file-online](http://www.uscis.gov/file-online).

## Screenshots to Guide You Through the Online I-765

# Account Sign In



- Enter your email address & password
- System will send you one-time PIN
- Repeat these steps every time you login

Click on Create an Account to set up your account OR log in to an existing account. **Bookmark this page for easy use later!** If you are setting up an account use a **personal non-GCC email** that you will have access to forever. That way, you do not need to recreate an account after you leave GCC.

# Screenshots to Guide You Through the Online I-765

asndboard

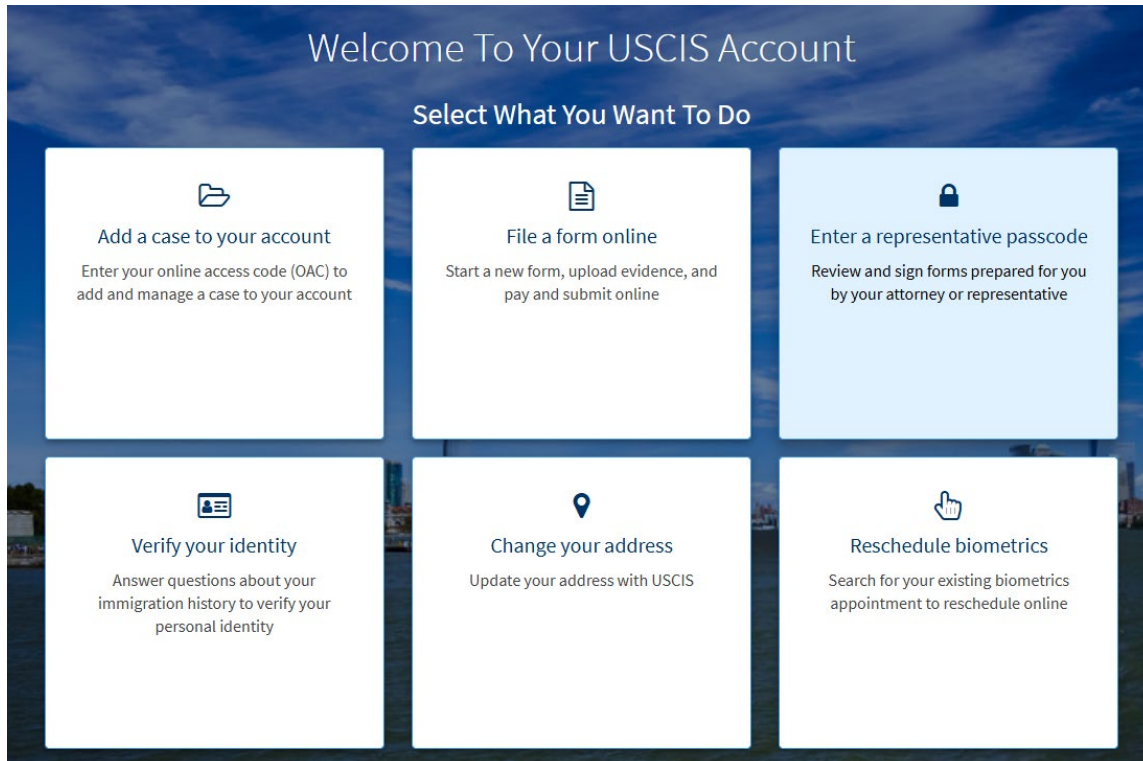
## Welcome to your USCIS Account

Please select what you want to do.

<p><b>Edit My Account Profile</b></p>	<p>Editing your profile includes making changes to your email, password, phone number, security questions, or the two-step verification method and backup code.</p> <p><a href="#">Edit My Account</a></p>	<p><b>MyUSCIS</b></p>	<p>Apply for immigration benefits, find tools and resources to assist in preparation for naturalization, and search for doctors in your local community.</p> <p><a href="#">Go to myUSCIS</a></p>
<p><b>FIRST</b></p>	<p>Submit, manage and receive Freedom of Information Act (FOIA) requests.</p> <p><a href="#">Go to FIRST</a></p>	<p><b>myE-Verify</b></p>	<p>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)</p> <p><a href="#">Go to myE-Verify</a></p>
<p><b>E-Verify+</b></p>	<p>E-Verify+ is only for newly hired employees contacted by their employer to complete the Employment Eligibility Verification, Form I-9, as part of the E-Verify+ process.</p> <p><a href="#">Go to E-Verify+</a></p>		

Once you have logged in, click on the **MyUSCIS** option (option to file forms and apply for immigration benefits with the government).

## Screenshots to Guide You Through the Online I-765



Click on “File a form online” to begin your application process.

# Screenshots to Guide You Through the Online I-765

## File a Form

Select the form you want to file online. For some forms you will have the option to either fill out your form online or upload a completed form. Once you start, we will automatically save your information for 30 days, or from the last time you worked on the form.

**Fee waiver:** Fee waivers can be requested online only when submitting certain benefit requests using the PDF filing option. If your desired benefit request is not eligible for PDF filing, 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

What is your eligibility category?

If your eligibility category is not listed in the drop down menu, you can submit a paper form by mail.

(c)(3)(B) Student Post-Completion OPT

Use this form to request employment authorization and an Employment Authorization Document



### Security Reminder

If you do not work on your application for more than 30 days, we will delete your data in order to prevent storing personal information indefinitely.

Select “**I-765, Application for Employment Authorization**” from the drop-down list.


**You must select: (c)(3)(B) Student Post-Completion OPT**

**Do NOT** select (c)(3)(A) or (c)(3)(C) categories. Make sure your selection reads (c)(3)(B) Student Post-Completion OPT.

## Screenshots to Guide You Through the Online I-765

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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)(B) Student Post-Completion OPT ▾

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Would you like to request Premium Processing Service?

Premium Processing Service guarantees that USCIS will take one of several possible actions (issue an approval notice, a denial notice, a notice of intent to deny, or a request for evidence or open an investigation for fraud or misrepresentation) on your Form I-765 within 30 days.

If you request premium processing, you will be asked to complete the Form I-907 after you sign your Form I-765. You will then be able to pay for and submit both forms at the same time.

Yes

No

Select "No" for premium processing (unless you **want** to pay the additional fee). Discuss premium processing at your OPT appointment to determine if this is necessary and in your best interest.

## Screenshots to Guide You Through the Online I-765

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

Select “**Initial permission to accept employment.**” If you have ever filed form I-765 before (even if it was denied), you must say Yes.

**Remember:** you can only apply for OPT if you have not already done OPT at this or a higher educational level. **If you have already done OPT at the same level (i.e. certificate or associates), or have done OPT previously at a higher level, do not apply. You are not eligible and will not be refunded.** If you did not disclose this to our office and have already received your OPT I-20, please contact us immediately to cancel your recommendation and discuss your next steps.

Is someone assisting you with completing this application?

- Yes
- No

Select No unless you have someone else complete your application for you.

## Screenshots to Guide You Through the Online I-765

The screenshot displays a web form for an online I-765 application. On the left is a vertical navigation menu with the following items: 'Getting Started' (with a downward arrow), 'About You' (with an upward arrow), 'Your name', 'Your contact information', 'Describe yourself', 'When and where you were born', 'Your immigration information', and 'Other information'. Below these are 'Evidence' (with a downward arrow), 'Additional Information' (with a downward arrow), and 'Review and Submit' (with a downward arrow). The main content area is titled 'What is your current legal name?' and includes a sub-header '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.' Below this are three input fields: 'Given name (first name)', 'Middle name', and 'Family name (last name) \*'. A horizontal line separates this section from the next, titled 'Have you used any other names since birth?' with the sub-header 'Other names used may include nicknames, aliases, and maiden names.' Below this are two radio button options: 'Yes' and 'No'. At the bottom of the form are two buttons: 'Back' and 'Next'.

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) \***

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

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

Yes

No

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**Back** **Next**

Complete your name exactly as it appears on your **passport**.

In the “other names” section list any other versions of your names that were used on official documents only (for example, a maiden name, if your name appears differently on your visa or I-94 than it does on your passport, or if your name was listed differently on a school record).

## Screenshots to Guide You Through the Online I-765

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 city, town, or village of birth?

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What is your state or province of birth?

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What is your country of birth?

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What is your date of birth? \*

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

Complete all remaining questions accurately and with proper capitalization.

## Screenshots to Guide You Through the Online I-765

The screenshot shows the left-hand navigation menu with the following items: Employment Authorization, Getting Started (with a dropdown arrow), About You (with an up arrow), Your name, Your contact information, Describe yourself, When and where you were born, and Your immigration. The main content area displays the question "What is your country of citizenship or nationality?" with the instruction "List all countries where you are currently a citizen or national." Below the question is a dropdown menu that is currently empty, and a button labeled "+ Add country". A note at the top states: "You must complete all fields with an asterisk (\*) to submit this form."

If you have more than one country of **citizenship or nationality**, you may indicate this by clicking the “Add Country” button:

This screenshot shows the same form as the previous one, but with two entries in the citizenship list. The first entry is "Afghanistan" with a "Delete this entry" button below it. The second entry is "Albania" with a "Delete this entry" button below it. The left-hand navigation menu is also visible, showing "Getting Started", "About You", "Your immigration information", "Other information", "Evidence", and "Additional Information".

Indicate any countries that you have official dual citizenship. If you do not have dual citizenship, you should only list one country in this section.

## Screenshots to Guide You Through the Online I-765

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

Provide an 11 character I-94 Number.

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Enter the information in the Form I-94 Arrival-Departure Record Number **exactly** as it appears on your **current I-94** (use the “Get Latest I-94” option). Note that if you changed status in the US, your I-94 is on your USCIS approval notice and you must use the data from your approval notice. Do NOT download your I-94 online if you changed status in the US.

When did you last arrive in the United States?

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

Date of arrival (on or about)

Place of arrival

Status at last arrival

The Place of Arrival should be a **US port of entry** (obtain from your I-94 travel history if you do not recall).

## Screenshots to Guide You Through the Online I-765

Status at last arrival

Your status at last arrival will generally be F-1.

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

- Exclusion Hearing
- EXP - Expatriation. U.S. Naturalized Citizens Who Have Axpatriated From The U.S.
- F1 - Student, Academic Or Language Program.
- F11 - Unmarried Son Or Daughter (21 Years Of Age Or Older) Of A U.S. Citizen.
- F12 - Child Of An Alien Classified As F11/F16.
- F16 - Unmarried Son Or Daughter (21 Years Of Age Or Older) Of A U.S. Citizen.
- F17 - Child Of An Alien Classified As F11/F16.
- F2 - Spouse Or Child Of F 1.
- F20 - Child Of An Alien Classified As F24/F29.
- F21 - Spouse Of A Lawful Permanent Resident Alien

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

- AY2 - Legalization Applicant, Ayuda Class Member, With No Employment Authorization
- B1 - Temporary Visitor For Business (Including Peace Corps).
- B11 - Self Petitioning Unmarried Son Or Daughter (21 Years Of Age Or Older) Of U.S. Citizen.
- B12 - Child Of An Alien Classified As B11/B16.
- B16 - Self Petitioning Unmarried Son Or Daughter (21 Years Of Age Or Older) Of U.S. Citizen.
- B17 - Child Of An Alien Classified As B11/B16.
- B1A - Ni Persnl/Dom Srvant Of Ni Emp
- B1B - Ni Domestic Servant Of Usc
- B1C - Ni Employed By Foreign Airline

**If you changed status in the US**, you need to list the status of your arrival to the US **before** you changed status to F-1, for example, B-1 for business (B-1 for tourism would be further down the list).

## Screenshots to Guide You Through the Online I-765

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?

What country issued your passport or travel document?

Complete these fields with information as it appears in your current, unexpired passport.

## Screenshots to Guide You Through the Online I-765

What is your current immigration status or category?

F1 - Student, Academic Or Language Program. ▾

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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-

Provide a 10, 11, or 12-digit SEVIS number.

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Back Next

Select "F-1 – Student, Academic or Language Program" from the drop-down options.

Enter your **SEVIS ID** found at the top of your current I-20. This begins with N.

# Screenshots to Guide You Through the Online I-765

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

You must complete all fields with an asterisk (\*) to submit this form.

What is your A-Number?

I do not have or know my A-Number.

Provide a 7, 8, or 9-digit number. If the A-Number is fewer than 9 digits, the system will automatically add zero(s) after the "A" and before the first digit so there is a total of 9 digits, for example: A-001234567.

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.

Provide a 12-digit Online Account Number.

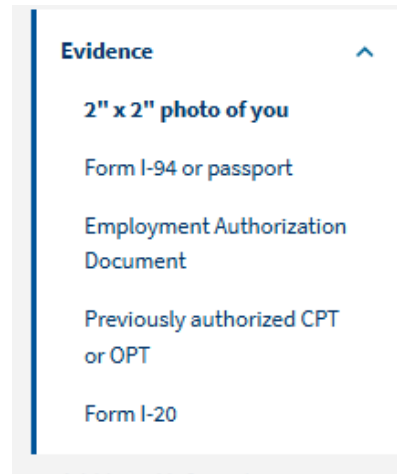
Most students will not have A-Numbers or USCIS Online Account Numbers and can check that you do not have these items (if you do, complete these fields accurately).

What is your Social Security number (if known)?

Provide a 9-digit Social Security number.

If you **already have a social security number issued**, then complete this section. Otherwise, leave it blank. You can apply for an SSN after you have had your EAD issued and have your first job offer. See our [Working in the US guide](#) for information.

## Screenshots to Guide You Through the Online I-765



The next sections in the application will ask you to upload evidence. You will need to upload the following:

- A 2 x 2 US-style passport photo that meets stated USCIS requirements
- Your [I-94](#) or passport (we recommend both); you can upload multiple documents
- **Employment Authorization document, only if you previously participated in OPT. Otherwise skip this section.**
- Previously authorized CPT or OPT I-20, **only if participated** (see next section for Additional Information Requirements). **If you did not do OPT or CPT, skip this section.**
- **Form I-20 – this is the OPT I-20 that will be given to you at your OPT APPOINTMENT. Do not upload anything here at this time.**

**DO NOT submit your application until you have your OPT appointment. You are only preparing a draft of your I-765 for review at this time.**

### **TIPS TO SUCCESSFULLY UPLOAD DOCUMENTS:**

If you use a formal scanner/copier, you will be creating documents. Documents must be in PDF, JPG/JPEG, or TIF/TIFF formats only. Photos taken with a camera must be formatted as a JPG/JPEG or PNG only. **When naming your documents, use English only.** Characters in other language will cause your file to be rejected. The only characters accepted in your titles are periods [.] , hyphens [-] , underscores [\_] or parentheses [( )]. Do not use any special characters.

#### **Examples of proper formatting are:**

FamilyName\_FirstName\_OPTI20.pdf

FamilyName\_FirstName\_Passport.jpg

**We recommend scanning your documents from a scanner/copier machine and uploading “clean” clearly-legible PDFs, free of shadows, and with nothing in the “background” – no fingers, tabletops, other paperwork, etc.**

## Screenshots to Guide You Through the Online I-765

I-765, Application for Employment Authorization

Getting Started

About You

**Evidence**

- 2" x 2" photo of you
- Form I-94 or passport
- Employment Authorization Document
- Previously authorized CPT or OPT

**Form I-20**

Additional Information

Review and Submit

You must complete all fields with an asterisk (\*) to submit this form.

### I-20, Certificate Of Eligibility For Nonimmigrant Student Status

**Important information regarding your Form I-20**

Do **NOT** submit this form until you receive a Form I-20 recommendation from your DSO. We will deny your application if you do not include your Form I-20 recommendation when you submit Form I-765. If you need to provide Form I-765 to your DSO, print or download this draft before you submit.

Upload a copy of the Form I-20, Certificate of Eligibility for Nonimmigrant Student Status endorsed by the Designated School Official (DSO). For the (c)(3)(B) eligibility category, your DSO must have entered the recommendation for OPT into your SEVIS record within 30 days of you submitting Form I-765. If you fail to do so, we will deny your OPT request. For the (c)(3)(C) eligibility category, the Form I-20 must have been endorsed by the DSO within 60 days of submitting Form I-765.

**Again, DO NOT upload anything here at this time and do not submit your application until after your OPT appointment.**

At your OPT Appointment, you will be given an I-20 showing your OPT recommendation. **Your I-20 must be printed and physically signed (in ink) before uploading.** Do not electronically sign or insert a digital signature on an I-20. Your OPT I-20 must be uploaded into this section before you submit it or your application will be denied.

## Screenshots to Guide You Through the Online I-765

I-765, Application for Employment Authorization

Getting Started ▼

About You ▼

Evidence ▼

**Additional Information** ▲

Additional information

Review and Submit ▼

You must complete all fields with an asterisk (\*) to submit this form.

### Additional Information

If you need to provide any additional information for any of your answers to the questions in this form, enter it into the space below. You should include the questions that you are referencing.

If you do not need to provide any additional information, you may leave this section blank.

[+ Add a response](#)

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

Additional Information – this section **MUST** be completed if:

- You have participated in curricular practical training (CPT)
- You have participated in past optional practical training (OPT)
- You have previously been issued a different SEVIS ID (different than the one listed on the top of your current I-20)

## Screenshots to Guide You Through the Online I-765

The screenshot displays a web interface for an online I-765 application. On the left is a vertical navigation menu with the following items: 'Getting Started' (with a downward arrow), 'About You' (with a downward arrow), 'Evidence' (with a downward arrow), 'Additional Information' (with an upward arrow and a blue highlight bar), 'Additional information' (a sub-item under 'Additional Information'), and 'Review and Submit' (with a downward arrow). The main content area is titled 'Additional Information' and contains the following text: 'If you need to provide any additional information for any of your answers to the questions in this form, enter it into the space below. You should include the questions that you are referencing.' and 'If you do not need to provide any additional information, you may leave this section blank.' Below this text are three dropdown menus: 'Section \*' with 'Evidence' selected, 'Page \*' with 'Previously authorized CPT or OPT' selected, and 'Question \*' with 'Previously authorized CPT or OPT' selected. A text input field labeled 'Additional information \*' contains the text: 'SEVIS ID N0001234567, associate degree, CPT internship requirement, MM-DD-YY to MM-DD-YY, CompanyName, 20 hrs/wk.'. The text 'CompanyName' and '20 hrs/wk.' are underlined in red. At the bottom right of the input field, the text '113/500' is visible. At the bottom of the form are two buttons: a blue 'Save response' button and a grey 'Cancel' button.

If you previously participated in CPT, complete the fields as referenced above. In the “Additional Information” section, describe your CPT or OPT experience.

For example: “SEVIS ID N0001234567, associate degree, CPT internship, MM-DD-YY to MM-DD-YY, CompanyName, 20 hrs/wk.”

## Screenshots to Guide You Through the Online I-765

The screenshot displays the 'Additional Information' section of an online I-765 application form. On the left is a navigation menu with options: 'Getting Started', 'About You', 'Evidence', 'Additional Information' (selected), 'Additional information', and 'Review and Submit'. The main content area is titled 'Additional Information' and contains instructions: 'If you need to provide any additional information for any of your answers to the questions in this form, enter it into the space below. You should include the questions that you are referencing. If you do not need to provide any additional information, you may leave this section blank.' Below the instructions are three dropdown menus: 'Section \*' (set to 'About You'), 'Page \*' (set to 'Your immigration information'), and 'Question \*' (set to 'What is your Student and Exchange Visitor Informati...'). A large text input field for 'Additional information \*' is present, with a '0/500' character count at the bottom right. At the bottom are two buttons: 'Save response' and 'Cancel'.

If you were in the US on a previous SEVIS ID, complete the fields as referenced above. In the “Additional Information.” Explain your previous stay.

For example:

- “Previous SEVIS ID N0001234567, F-1 for language study, from MM-DD-YY to MM-DD-YY, no CPT or OPT.”
- “Previous SEVIS ID N0001234567, J-1 summer work program, from MM-DD-YY to MM-DD-YY.”

## Screenshots to Guide You Through the Online I-765

### Filling Out the Form—Review & Submit



#### Your fee

**i** Your form filing fee is: \$410

#### Alerts and warnings

You have one or more alerts and warnings based on the information you provided in your application.

A red alert means you have incomplete responses or inconsistent data. You cannot submit your application with any alerts.

**i** There are errors in About You: Your immigration information

Edit my responses

- Review your entries before you pay
- Once you submit payment, you cannot make corrections

Before moving to payment, the application will check for errors and notify you if you may need to edit your response. **Errors will NOT be checking your answers for accuracy – you must make sure that the data you provided in your application is correct.** An “error” simply means you may have missed something on the application or formatted something incorrectly. If an error is highlighted in **red**, it must be corrected before you can submit your application. A “yellow” error calls your attention to something that *may* need correction. Review it to make sure your information is correct. If it is, you can submit without changing your response.

# Screenshots to Guide You Through the Online I-765

## Filling Out the Form—Review & Submit



Application For Employment Authorization

USCIS Form I-765  
OMB No. 1615-0048  
Expires 07/31/2022

Department of Homeland Security  
U.S. Citizenship and Immigration Services

For USCIS Use Only

Authorization/Extension Valid From: [ ] Fee Stamp: [ ] Action Block: [ ]

Authorization/Extension Valid Through: [ ]

Alien Registration Number: A- [ ]

Remarks: [ ]

To be completed by an attorney or Board of Immigration Appeals (BIA)-accredited representative (if any): [ ] Select this box if Form G-28 is attached: [ ] Attorney or Accredited Representative USCIS Online Account Number (if any): [ ]

**Part 1. Reason for Applying**

I am applying for (check only one box):

1.a.  Initial permission to accept employment

1.b.  Replacement of lost, stolen, or damaged employment authorization document (EAD) (attach a copy of the employment authorization document NOT DUE to U.S. Citizenship and Immigration Services (USCIS) error)

NOTE: Replacement (correction) of an employment authorization document due to USCIS error does not require a new Form I-765 and filing fee (except for Replacement for Civil Entry or EAD). What if the Filing Fee section of the Form I-765 Instructions for further details.

1.c.  Renewal of my permission to accept employment (attach a copy of your previous employment authorization document)

**Other Names Used**  
Provide all other names you have ever used, including aliases, maiden name, and nicknames. If you need extra space to complete this section, use the space provided in Part 6.

2.a. Family Name (Last Name) [ ]  
2.b. Given Name (First Name) [ ]  
2.c. Middle Name [ ]  
2.d. Family Name (Last Name) (Old Name) [ ]  
2.e. Given Name (First Name) (Old Name) [ ]  
2.f. Middle Name (Old Name) [ ]  
2.g. Family Name (Last Name) [ ]  
2.h. Given Name (First Name) [ ]  
2.i. Middle Name [ ]

**Part 2. Information About You**

Your Full Legal Name [ ]

3.a. Family Name (Last Name) [ ]  
3.b. Given Name (First Name) [ ]  
3.c. Middle Name [ ]  
3.d. Family Name (Last Name) [ ]  
3.e. Given Name (First Name) [ ]  
3.f. Middle Name [ ]

Review the I-765 form information

Print

Here is a summary of all the information you provided in your application.

Make sure you have provided responses for everything that applies to you before you submit your application. You can edit your responses by going to each application section using the site navigation.

We also prepared a draft case snapshot with your responses, which you can download below.

[View draft snapshot](#)

Getting Started

Basis of eligibility

What is your eligibility category? c(3)(A) Student Pre-Completion OPT


**STOP! DO NOT** move to the next step of payment and submission of your application until after you have had your OPT appointment, received your OPT I-20, and uploaded this evidence to your application. You will be preparing a draft of your I-765 for review at this time.

**Download the draft snapshot and send it to our office at [gcciso@glendale.edu](mailto:gcciso@glendale.edu). Click on the words "View draft snapshot" to download it.** This is an actual PDF form and looks like the image above; it is NOT a print out of the website. You may print it for yourself, but please do not send us a printout of the website to review.

After reviewing your draft I-765, you will receive an email with any corrections. You will then be offered the opportunity to schedule your OPT appointment. **After you have had your appointment, received your OPT I-20, and uploaded it to your application, proceed to the submission and payment page.**


## Screenshots to Guide You Through the Online I-765

### Filling Out the Form— Applicant's Declaration & Certification



**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.



**Applicant's signature**  
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.

*Enter your full legal name here*

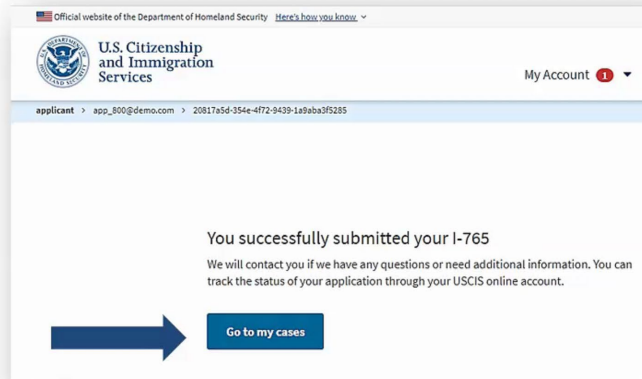
You will electronically sign your I-765. This is the only electronic signature allowed (again, your I-20 copy must show a signature signed physically, in ink). You will then be directed to pay.gov to pay your application fee. **Again, DO NOT take this step until after you have had your OPT appointment and received your OPT I-20.**

## Screenshots to Guide You Through the Online I-765

### Filling Out the Form—After You Submit

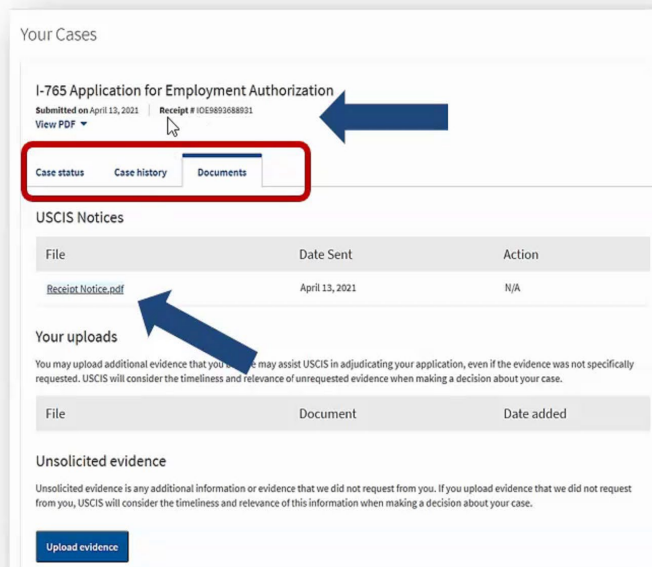


- You will receive confirmation your form was submitted
- Click on “Go to my cases” to see your case card and receipt notice



Make sure that you have completed submission. Click on “Go to my cases”

### Tracking Your Case



All notices are posted to your account

- Receipt notice
- Biometrics notice
- Request for Evidence (RFE)
- PDF of completed form
- Decision letter

\* Notices are also mailed to the mailing address on file

Click on the Documents tab to download your receipt notice with your case number. Send your receipt to [gcciso@glendale.edu](mailto:gcciso@glendale.edu). Always include your full name and ID number when emailing us. If you receive an RFE, speak with us before responding.

**NOTE: ONLY PAY ATTENTION TO CASE STATUS, CASE HISTORY, AND DOCUMENTS.**

If a “My Case Progress” tab is available, ignore it, as it often displays incorrect data about the status of your case. Do not use “My Case Progress” to monitor the progress of your case.