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ISO INTERNATIONAL STUDENTS OFFICE
Massachusetts Institute of Technology

USCIS ONLINE FORM I-765 FILING RESOURCE GUIDE FOR F-1 STUDENTS

STEPS TO FILE THE USCIS FORM I-765 OPT APPLICATION ONLINE

U.S. Citizenship and Immigration Services

Sign In

Email *

Password *

Forgot your Password?   Show Password

Sign In

One account for all of your USCIS needs.
Create an account.

Didn't receive confirmation instructions?

Legal

- Department of Homeland Security Consent
- DHS Privacy Notice
- Paper Reduction Act Burden Disclosure Notice
- Terms of Use

STEP 1: Student must create an account with USCIS.

- See USCIS's tutorial for step-by-step information on how to create a USCIS online account.

- After a USCIS account has been created the student will click on the box "File Online" button. **File Online**

- They will then be directed to sign-in to their USCIS account.

STEP 2: Student will receive a verification code to the email they used to set-up the account.

U.S. Citizenship and Immigration Services

Please enter your verification code to continue.

Enter your verification code

A verification code has been sent to alisond1@mit.edu. Please enter the code that you received. If you do not receive the code in 10 minutes, please request a new verification code.

If you have lost access to alisond1@mit.edu, enter your backup code instead, or Contact Us.

Secure verification code *

Submit

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Select what you want to do

Edit My Account Profile
Editing your profile includes making changes to your email, password, phone number, security questions, or the two-step verification method 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).

STEP 3: Click on *"myUSCIS"*.

STEP 4: Click on *"File a form online"*.

U.S. Citizenship and Immigration Services

My Account

Welcome To You

Select What Yo

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

STEPS TO FILE THE USCIS FORM I-765 OPT APPLICATION ONLINE

*NOTE: The student will need to read through **very important information** regarding their online application. The student **must** read everything on the first page and then click "Next".*

THE FIRST PAGE CONTAINS THE BELOW TOPICS

- **Before You Start Your Application:**
  - Eligibility
  - Fee
  - Documents you may need
  - Biometric services appointment

- **After You Submit Your Application:**
  - Track your case online
  - Respond to requests for information
  - Receive your decision

*** You can find these webpages saved as a PDF on the ISO website by clicking here ***

STEPS TO FILE THE USCIS FORM I-765 OPT APPLICATION ONLINE

NOTE: The student will need to read through *very important information* regarding their online application. The student *must* read everything on the <mark>second page</mark> and then click "Start".

THE SECOND PAGE CONTAINS THE BELOW TOPICS

- **Completing Your Form Online:**
  - Filing online
  - Complete the Getting Started section first
  - Provide as many responses as you can
  - We will automatically save your responses
  - How to continue filling out your form

- **DHS Privacy Notice**

  ** You can find these webpages saved as a PDF on the ISO website by clicking here **

STEPS TO FILE THE USCIS FORM I-765 OPT APPLICATION ONLINE

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.

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); or
- (c)(19) - Temporary Protected Status (You have a pending Form I-821).

All other applicants must submit a paper Form I-765.

Start form

STEP 5: Student will select the form they want to file online (I-765) and then they will click on *"Start form".*

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THE USCIS I-765 ONLINE FORM: ADDITIONAL INFORMATION

NOTE: There are five (5) sections, which include sub-sections of the online I-765 form.

1. Getting Started
- Basis of eligibility
- Reason for applying
- Preparer and interpreter information

2. About You
- Your name
- Your contact information
- Describe yourself
- When and where you were born
- Your immigration information
- Other information

I-765, Application for Employment Authorization

Getting Started ⌃

Basis of eligibility

Reason for applying

Preparer and interpreter information

About You ⌃

Your name

Your contact information

Describe yourself

When and where you were born

Your immigration information

Other information

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3. Evidence
- Basis 2 x 2 photo of you
- Form I-94
- Employment Authorization Document
- Previously authorized CPT or OPT
- Form I-20(s)

4. Additional Information
- Additional information

5. Review and Submit
- Review and Submit the OPT application

Evidence ⌃

2 x 2 photo of you

Form I-94

Employment Authorization Document

Previously authorized CPT or OPT

Form I-20

Additional Information ⌃

Additional information

Review and Submit ⌃

Review your application

STEPS TO FILE THE USCIS FORM I-765 OPT APPLICATION ONLINE

STEP 6: Student will select their "*Eligibility Category*"
- **(c) (3) (A) = Pre-Completion OPT**
- **(c) (3) (B) = Post-Completion OPT**
- **(c) (3) (C) = STEM OPT Extension**

After they select their "*Eligibility Category*", they will click "*Next*".

*** NOTE: Currently, the I-765 Form can only be submitted online for TPS Granted, TPS Pending, Pre-Completion OPT, Post-Completion OPT, and the STEM OPT Extension. ***

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 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 ▲

(a)(12) Temporary Protected Status Granted

(c)(3)(A) Student Pre-Completion OPT

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

(c)(3)(C) STEM Extension

(c)(19) Temporary Protected Status Pending

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FULL INSTRUCTIONS AVAILABLE ON USCIS WEBSITE

- Students **_MUST_** read full written instructions for the Form I-765 on the USCIS website: https://www.uscis.gov/i-765

- The ISO will be sure to notify students when USCIS releases any additional documentation/instructions on Online Form I-765 filing.

- Current USCIS resources are linked from the following ISO webpages:
  - F-1 Pre-Completion Optional Practical Training
  - F-1 Post-Completion Optional Practical Training
  - F-1 STEM Optional Practical Training Extension

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