Bluefield State
UNIVERSITY

Step by Step Instruction:
Online Filing of OPT Application

International Student Services
219 Rock Street
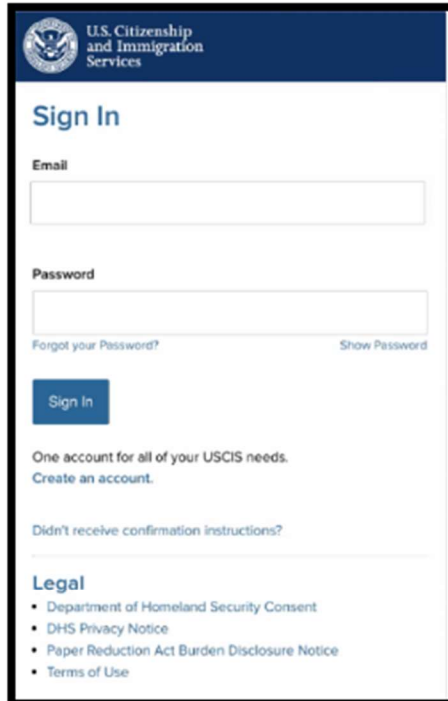Bluefield WV, 24701

304-327-4173
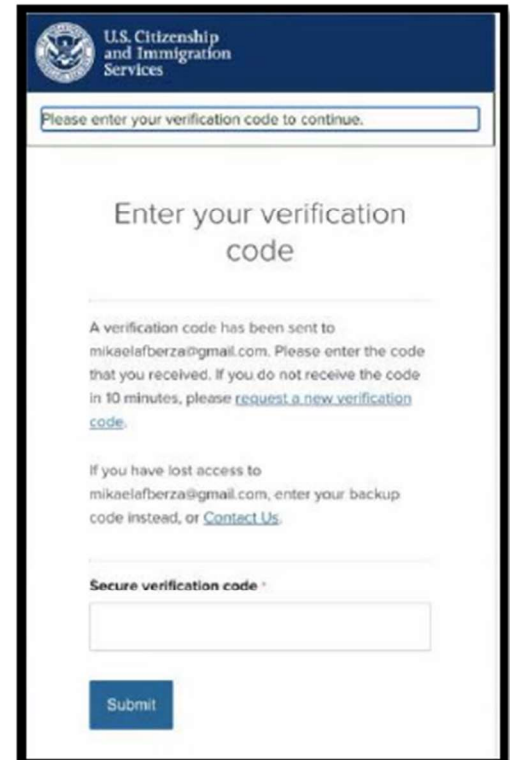
email: internationaladmit@bluefieldstate.edu

1. Go to https://www.uscis.gov/i-765 and click on *Sign In.*

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

2. Enter your verification code (sent to the method you chose when creating account) to authenticate your login.

U.S. Citizenship and Immigration Services

Please enter your verification code to continue.

Enter your verification code

A verification code has been sent to mikaelafberza@gmail.com. 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 mikaelafberza@gmail.com, enter your backup code instead, or Contact Us.

Secure verification code *

Submit

3. Click on *myUSCIS*,
   then *File a form online*.

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

myUSCIS
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).

Not sure what service you need? Start at USCIS.gov

U.S. Citizenship and Immigration Services   My Account

Welcome To Your USCIS

Select What You Want To

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 rep pass
Review an prepared fo attorney or r

U.S. Citizenship and Immigration Services

File a Form

Once you start your form, 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.

○ Application to Replace Permanent Resident Card (I-90)

○ Request for a Hearing on a Decision in Naturalization Proceedings (N-336)

○ Application for Naturalization (N-400)

○ Application for Replacement Naturalization/Citizenship Document (N-565)

○ Application for Certificate of Citizenship (N-600)

○ Application for Citizenship and Issuance of Certificate Under Section 322 (N-600K)

4. Select here: ➡️

◉ Application for Employment Authorization (I-765)

Only certain F-1 students seeking optional practical training (OPT) may file Form I-765 online. This includes:

- Pre-completion OPT - (c)(3)(A) eligibility category;
- Post-completion OPT - (c)(3)(B) eligibility category; or
- a 24-month extension for STEM students (students holding a degree in science technology, engineering, or mathematics) - (c)(3)(C) eligibility category.

For all other eligibility categories, you must submit a paper Form I-765.

○ Petition for Alien Relative (I-130)

○ Application To Extend/Change Nonimmigrant Status (I-539)

Start form

- **(c)(3)(B) Post-completion OPT:** If you are currently enrolled as an F1 student and would like to apply for the ability to train/work/volunteer based on completion of program/graduation, you will apply for the 12-Month Full-Time standard Post-completion OPT - (c)(3)(B) eligibility category, regardless of whether your major is STEM Extension OPT eligible.

- **(c)(3)(C) STEM Extension OPT:** If you are currently working as an F1 student on the 12-Month Full-Time standard Post-completion OPT, and have a STEM Extension OPT eligible CIP code and would like to extend your current post-completion OPT, you will apply for the 24-Month Full-Time STEM Extension OPT - (c)(3)(C) eligibility category.

5. Getting ready with I-765. Click *Next* to proceed.

6. Getting Started.
Choose from the drop-down menu.
Click *Next*.

I-765, Application For Employment Authorization

Completing Your Form Online

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.

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

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

Back   **Next**

• Initial permission to apply to accept employment: Select this if this is your first time applying for OPT or if you have applied for OPT after you received a Bachelor's/Master's and now you are applying for a second or third OPT based on the most recent degree completion (e.g. current Master's/Doctorate).

• If your EAD card was lost/stolen or you never received your card and need to replace it; if you need to have your card corrected due to an error you made in your application (and not a USCIS error).

• Select if you are currently working as an F1 student on the 12-Month Full-Time standard Post-completion OPT, and have a STEM Extension OPT eligible CIP code and would like to apply for the 24-Month Full-Time STEM Extension OPT - (c)(3)(C) eligibility category.

If this is your FIRST I-765 form filed, answer NO. If you have filed an I-765 before, regardless of the category, answer YES.

Is someone assisting you with completing this application?

○ Yes

○ No

| Back | Next |

9. Provide your name exactly as it appears in your passport. If you only have one name, you may be required to place it in the family/last name field. If you do not have a middle name, leave it blank.

Other names: If you have never had your name legally changed, answer No. If you answer Yes, a new section will pop out for you to add other used names.

Click *Next* when ready.

8. If you have a legal representative assisting you with this application, answer Yes. Otherwise, answer No.
Then, click *Next*.

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

| Back | Next |

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

How may we contact you?

Daytime telephone number

Mobile telephone number (if any)

☐ This is the same as my daytime telephone number.

Email address

10. It is recommended to use a personal email address (e.g. GMail)

Click *Next* when ready.

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

[Back]   [**Next**]

If you are using your own address, leave this blank. If you are using a friend's/family member's address, provide their name in this field.

This is the address where USCIS will mail your OPT card and any other relevant documents. USCIS requests 90+/- days to adjudicate your application, therefore, you should be able to receive mail at this address for at least 3-4 months. If you move while your application is pending, you must complete the AR-11, Alien's Change of Address Card online.

11. *myUSCIS* will ask you to verify the address. The Recommended Address is formatted for USPS mailing. If the recommended address looks correct, select the *Recommended Address* to avoid delays.

12. Provide accurate information on the next two pages. Click *Next* when ready.

13. Provide accurate information on following pages. Click *Next* when ready.

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

[⌄]

---

ost Recent I-94

dmission (I-94) Record Number:	12345678910
ost Recent Date of Entry:	2018 August 14
lass of Admission:	F1
dmit Until Date:	D/S
etails provided...	
Last/Surname:	Gator
First (Given) Name:	Alberta
Birth Date:	1984 August 01
Passport Number:	G87654321
Country of Issuance:	Swamp

SAMPLE

[Get Travel History]

Download most recent I-94 from:
I94 - Official Website (dhs.gov)

Click on "Get Travel History" to see your place of arrival.

Department of Homeland Security
U.S. Immigration and Customs Enforcement

SEVIS ID: N▮▮▮▮▮▮

SURNAME/PRIMARY NAME

PREFERRED NAME

Enter the numbers which follow the "N" in your SEVIS number on your I-20.

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?

[⌄]

If you have renewed your passport since you last entered the US, your most recently issued passport may have a different number from your most recent I-94. That is fine. Provide the number of your valid and most recently issued passport on this page.

F-1 students do not have travel documents. You have passport and visa for travel.

You must be in F1-Student status to be eligible for OPT. If you are currently in the US in a status other than F1, you are not eligible for OPT.

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-

[Back]   [Next]

If you have previously been issued an Employment Authorization Document (EAD), your A-Number is the same as the USCIS# found on the EAD. Otherwise, check the "I do not have or know my A-Number" box.

If this is the first application you are filing online, you do not have a USCIS Online Account Number yet. You will have a USCIS Online Account Number after filing this application.

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

This is asking whether you have a Social Security Number (SSN) already. Answer accordingly.

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

○ Yes
○ No

Answer *No*.

If you already have an SSN, you do not need a new one issued. This is NOT the same as requesting a replacement SSN card.

If you do not have an SSN/card, we recommend that you get the SSN after you find a job.

14. Upload your photo as required. Click *Next* when ready.

2 X 2 Photo Of You

Upload a recent color photograph of yourself that measures 2 inches by 2 inches, with your face measuring 1 inch to 1 3/8 inch from your chin to the top of your head. Your eyes should be between 1 1/8 inch and 1 3/8 inch from the bottom of the photo.

Make sure your whole face is visible, you are facing the camera directly, and the background is white or off-white. Your head must be bare, unless contrary to your religious beliefs.

If you need help understanding the photo requirements or want to resize, rotate, or crop your photo, you can use to the Department of State's photo composition tools. Please note that we cannot approve your application without your photo.

File requirements

- Clear and readable
- Accepted file formats: JPG, JPEG, or PNG
- No encrypted or password-protected files
- If your documents are in a foreign language, upload a full English translation and the translator's certification with each original document.
- Accepted characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 6MB per file

Choose or drop files here to upload

Back   Next

I-94, Arrival And Departure Record

Upload a copy of one of the following:

- Your Form I-94, Arrival-Departure Record (front and back);
- A printout of your electronic Form I-94 ; or
- Your passport or other travel document.

If you were admitted to the United States by CBP at an airport or seaport after April 30, 2013, CBP may have issued you an electronic Form I-94 instead of a paper Form I-94. You may visit the CBP website to obtain a paper version of an electronic Form I-94. CBP does not charge a fee for this service. Some travelers admitted to the United States at a land border, airport, or seaport, after April 30, 2013, with a passport or travel document, who were issued a paper Form I-94 by CBP, may also be able to obtain a replacement Form I-94 from the CBP website without charge.

If your Form I-94 cannot be obtained from the CBP website, it may be obtained by filing Form I-102, Application for Replacement/Initial Nonimmigrant Arrival-Departure Record, with USCIS. USCIS does charge a fee for this service.

File requirements

- Clear and readable
- Accepted file formats: JPG, JPEG, PDF, TIF, or TIFF
- No encrypted or password-protected files
- If your documents are in a foreign language, upload a full English translation and the translator's certification with each original document.
- Accepted characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 6MB per file

Choose or drop files here to upload

Back   Next

You may obtain your most recent electronic I-94 at https://i94.cbp.dhs.gov/I94/#/home.

Click on "Get Most Recent I-94."

NOTE: If you upload the electronic I-94, there is no "back."
If you have not travelled since the electronic I-94 system was established and you still have the 3x5 paper I-94 card, then a copy of the front and back is required.

You may also upload a copy of your passport identification pages(s) in this section as an additional document, however, the next section also allows for uploading your passport, if you have never been issued an Employment Authorization Document, previously.

15. Upload documents as required on following pages. Click *Next* when ready.

Employment Authorization Document Or Government ID

Upload a copy of your last Employment Authorization document (EAD) (front and back). If you were not previously issued an EAD, you must upload a copy of a government-issued identity document (such as a passport) showing your picture, name, and date of birth; a birth certificate with photo ID; a visa issued by a foreign consulate; or a national ID document with photo and/or fingerprint. The identity document photocopy must clearly show your facial features and contain your biographical information.

File requirements

- Clear and readable
- Accepted file formats: JPG, JPEG, PDF, TIF, or TIFF
- No encrypted or password-protected files
- If your documents are in a foreign language, upload a full English translation and the translator's certification with each original document.
- Accepted characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 6MB per file

Choose or drop files here to upload

Back   Next

> If you have been issued an Employment Authorization Document by USCIS in the past (such as for OPT after a previous degree program), upload a copy here.
>
> Otherwise, upload a copy of your passport identification page(s) here.

Previously Authorized CPT Or OPT

Upload evidence of any previously authorized CPT or OPT and the academic level at which it was authorized.

File requirements

- Clear and readable
- Accepted file formats: JPG, JPEG, PDF, TIF, or TIFF
- No encrypted or password-protected files
- If your documents are in a foreign language, upload a full English translation and the translator's certification with each original document.
- Accepted characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 6MB per file

Choose or drop files here to upload

Back   Next

> If you have had CPT or OPT before:
>
> ❖ CPT: upload a copy of the I-20 you received with the CPT authorization.
>
> ❖ OPT/STEM OPT: Upload a copy of the EAD card you received from USCIS.
>
> If you have not had either CPT or OPT, click *Next* to continue.

I-20, Certificate Of Eligibility For Nonimmigrant Student Status

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.

File requirements

- Clear and readable
- Accepted file formats: JPG, JPEG, PDF, TIF, or TIFF
- No encrypted or password-protected files
- If your documents are in a foreign language, upload a full English translation and the translator's certification with each original document.
- Accepted characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 6MB per file

Choose or drop files here to upload

Back   Next

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

Back   Next

16. Check your application and fix all alerts and warnings.

Check your application before you submit

We will review your application to check for accuracy and completeness before you submit it.

We encourage you to provide as many responses as you can throughout the application, to the best of your knowledge. Missing information can slow down the review process after you submit your application.

You can return to this page to review your application as many times as you want before you submit it.

Your fee

> ℹ️ Your form filing fee is: $410

Refund Policy: USCIS does not refund fees, regardless of any action we take on your application, petition or request, or how long USCIS takes to reach a decision. By continuing this transaction, you acknowledge that you must submit fees in the exact amount and that you are paying the fees for a government service.

Make sure this shows the correct fee for the OPT application. You will be able to pay by ACH withdrawal from your savings/checking account or by credit/debit card.

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.

> ❗ There are errors in About You: When and where you were born
>
> **Edit my responses**

Fix all alerts and warnings until it shows:

> ✅ We found no alerts or warnings in your application

17. Save a PDF of your application by clicking here.

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 🖶 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)(B) Student Post-Completion OPT

Now it's time to schedule your OPT document review appointment with ISS and get your OPT I-20. Please email the above PDF of your application and all the other required documents to internationaladmit@bluefieldstate.edu to make an appointment.

STOP

18. After you recieve your OPT I-20 from your ISS Coordinator, log back in to finish your application.

We recommend you gove over your application one more time to make sure everything is correct. Once you submit the application, you won't be able to make any changes.

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.

Confirm the statement and click *Next*.

| Back | Next |

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 Declaration and Certification

You must read and agree to the certification below. If you knowingly and willfully falsify or conceal a material fact or submit a false document with your application, we can deny your application and may deny any other immigration benefit. You may also face criminal prosecution and penalties provided by the law.

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

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.

| Back | Next |

Confirm the statement.

Type your full legal name here. Handwritten not permitted.

19. Make payment and submit your application.

Pay for and submit your application

The final step to submit your Form I-765, Application for Employment Authorization, is to pay the required fee.

Your application fee is: **$410**.

Refund Policy: By continuing this transaction, you agree that you are paying for a government service and that the filing fee, biometric services fee and all related financial transactions are final and not refundable, regardless of any action USCIS takes on an application, petition or request, or how long USCIS takes to reach a decision. You must submit all fees in the exact amounts.

Getting Started ⌄
About You ⌄
Evidence ⌄
Additional Information ⌄

Review and Submit ⌃

Review your application
Your application summary
Your statement
Your signature
Pay and submit

We will send you to Pay.gov — our safe and secure payment website — to pay your fees and submit your form online.

Here are the steps in the payment and submission process:

1. Provide your billing information on Pay.gov
2. Provide your credit card or U.S. bank account information
3. Submit your payment
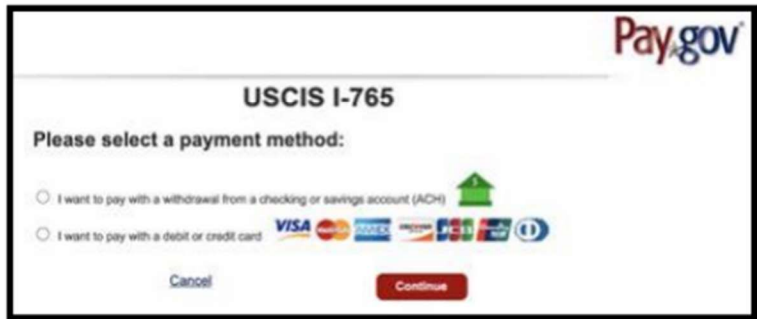
When you have paid your fee, your form will be submitted.

Pay.gov will redirect you to a uscis.gov confirmation screen, which will include your receipt number. Please keep a copy of your receipt number for your records. You can track the status of your application through your USCIS online account.

[Pay and submit]

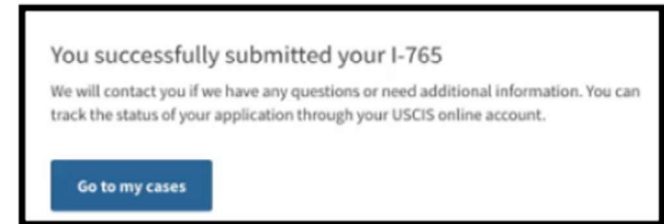**Click here. You will be taken to Pay.gov to pay the application fee.**

20. Choose your payment method and put in payment information.
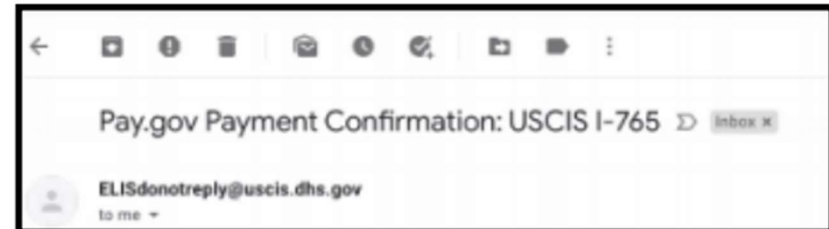

21. Once you have completed the Pay.gov sections, you should

a) see a screen which confirms "You successfully submitted your I-765" application; and

b) receive an email from Pay.gov with your payment confirmation.

Make sure to securely store these confirmation notice for your future record.

Congratulations!

You have submitted your OPT application! You may follow the progress of the application by viewing "Your Cases" in your *myUSCIS* account and clicking on *Case Status*, *Case History*, or *Documents for application history/receipt*.

Your Cases

I-765 Application for Employment Authorization
Submitted on May 6, 2021 | **Receipt** ▮▮▮▮▮
View PDF ▾

Case status   Case history   **Documents**

USCIS Notices

File	Date Sent	Action
Receipt Notice.pdf	May 6, 2021	N/A