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GUIDE TO FILING FORM I-765 ONLINE
POST-COMPLETION OPT

REMINDER: You must first receive an OPT Recommendation from the NMU International Programs Office before submitting your OPT application to USCIS.

> *It is the student's responsibility to ensure the Form I-765 is completed fully, accurately, and includes all required document uploads before submitting their application to USCIS.*

Effective April 12, 2021, F-1 students seeking OPT approval can file the [FORM 1-765](#) online via [myUSCIS](#).

The online filing option allows F-1 students to apply for the post-completion OPT EAD, request a Social Security Number (SSN) if needed, upload supporting documents, pay the $410 filing fee, track the status of their application, communicate with USCIS through a secure inbox, and respond to Requests for Evidence (RFE).

Students must have copies of the following documents ready to upload when filing the form I-765 though [myUSCIS](#):

- ☐ **Recent Passport-style color photograph** (JPG, JPEG, or PNG)
  - Must Comply with U.S. Department of State passport photograph requirements
- ☐ **Passport Photo page** that includes name, passport number, and expiration date (JPG, JPEG, PDF, TIF, TIFF)
- ☐ **Most recent I-94** (JPG, JPEG, PDF, TIF, TIFF)
  - Form is available on the [I94-Official Website](#)
- ☐ If applicable, **any previously issued I-20s with OPT or CPT authorizations**
  - Only include copes of I-20s with work authorization; I-20s without work authorization are not required
- ☐ If applicable, **any previously issued EAD Cards**
- ☐ **Signed I-20 with OPT recommendations** (pages 1 & 2) (JPG, JPEG, PDF, TIF, TIFF)
  - Student must print their OPT I-20 and sign the *Student Attestation* section in ink (a typed or electronic student signature is not acceptable).

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ONLINE I-765 FILING APPLICATION GUIDE

After receiving the OPT I-20 from NMU IPO, the student must create a [myUSCIS](#) account. From the student's myUSCIS account, under File a Form, select "Application for Employment Authorization (I-765)".

It is the student's responsibility to ensure the [Form I-765](#) is completed fully, accurately, and includes all required document uploads before submitting their application to USCIS.

Form I0765 Question or Entry Field	Response
What is your eligibility category?	Choose "c(3)(B) Student Post-Completion OPT"
What is your reason for applying?	Select "Initial permission to accept employment"
Have you previously filed Form I-765?	Select "No" if the student has never applied for OPT before. If the student has applied for OPT with USCIS in the past and it was approved, denied, or withdrawn, select "Yes".
Is someone assisting you with completing this application?	Select "No"
What is your current legal name?	Enter name exactly as it appears on student's passport
Have you used any other names since birth?	Select "Yes" or "No". If "Yes", the student must enter other names. Most students will select "No".
How may we contact you?	Enter preferred phone number(s).
Email address	Enter preferred personal or NMU email address
What is your current U.S. mailing address?	Students are recommended to use an address they will reliably have access to up to six months after graduating from NMU. Students may use someone else's address if they will be moving. In care of name (if any) - If the student is using someone else's address, such as a friend or family member's, to receive their mail, enter their name here. Otherwise, leave blank.
Is your current mailing address the same as your physical address?	Select "Yes" or "No". If "No", the student must enter their current physical address (i.e., where they currently live).
What is your gender?	Select one of the options
What is your marital status?	Select one of the options.
What is your city, town, or village of birth?	Enter the student's city, town, or village of birth.
What is your state or province of birth?	Enter the student's state or province of birth. If none, leave blank
What is your country of birth?	Enter the country where the student was born.
What is your date of birth?	Enter the student's date of birth formatted as MONTH/DAY/YEAR.
What is your country of citizenship or nationality?	List all countries where the student is a citizen or national.

What is your Form I-94 Arrival-Departure Record Number (if any)?	Enter the number from the student's most recent electronic Form I-94 Record
When did you last arrive in the United States?	Enter the arrival date, place of arrival, and status at arrival, as it appears on the student's most recent I-94 record. Date of arrival – Enter the date of arrival as MONTH/DAY/YEAR. Place of arrival – Select the city or port of entry. Status at last arrival – Most students will select "F1 – STUDENT, ACADEMIC, OR LANGUAGE PROGRAM."
What is the passport number of your most recently issued passport?	Enter passport number
What is your travel document number (if any)?	Leave blank
What is the expiration date of your passport or travel document?	Enter passport expiration date.
What country issued your passport or travel document?	Select the country that issued the student's passport.
What is your current immigration status or category?	Select "F1 – STUDENT, ACADEMIC, OR LANGUAGE PROGRAM."
What is your Student and Exchange Visitor Information System (SEVIS) Number (if any)	Enter the SEVIS number from top left corner of the OPT I20, beginning after "N".
What is your A-Number?	If the student was previously issued an EAD by USCIS, enter the USCIS # from the EAD. If the student does not know their A-Number or does not have an A-Number, select the checkbox. Most students will select the checkbox
What is your USCIS Online Account Number?	If applicable, enter the student's USCIS Online Account Number (OAN). If the student does not know their OAN or does not have an OAN, select the checkbox. Most students will select the checkbox
Has the Social Security Administration (SSA) ever officially issued a Social Security card to you?	If the student has a Social Security Number (SSN), select "Yes" and enter the SSN. Students that have never applied for an SSN must select "No".
Do you want the SSA to issue you a Social Security card?	If the student needs an SSN or if they would like the SSA to issue a reprint of their SSN card, select "Yes". Selecting "Yes" requires the applicant to agree to the Consent for Disclosure and enter their father's and mother's birth names.