The University of Oklahoma
International Student Services

Pre-Completion OPTIONAL PRACTICAL TRAINING ONLINE FILING

OPT Application Procedure

Step 1: Gather scanned copies of the following documents

Have the following uploaded to your computer:

- 2x2 color passport-style photograph
    - OU ISS recommends that you use the following USCIS photo tool https://tsg.phototool.state.gov/photo
- I-94 record *https://i94.cbp.dhs.gov/I94/#/home*
- Photocopy of your new OPT-recommended I-20 signed and dated by you and your OU ISS advisor
    - **If you do not have a new I-20 with an OPT Request listed on page 2, please STOP and complete the eForm request below. You must have this document for your application.*
    - To go https://ou.edu/cis/iss/forms/OPTI20Request
- Photocopy of your passport bio-page
- Photocopy of your F1 visa
- Photocopy of previous EAD (front & back) (if applicable)
- Photocopy of previous OPT and CPT I-20s (if applicable)

Step 2: Create your myUSCIS online account

If you have not yet created your myUSCIS account, click https://www.uscis.gov/file-online/how-to-create-a-uscis-online-account *to create your myUSCIS account.*

- Go to https://www.uscis.gov/i-765, then click **Sign In**.
- Click on **myUSCIS**
- Click on **File a Form Online**
- Select "**Application for Employment Authorization (I-765)**" and then click **Start Form**
- Click **Next** on the following page
- Click **Start** to begin your application

Complete the Form I-765

*You cannot submit this any earlier than 90 days before the end-date of first academic year.

Getting Started

Basis of eligibility

- What is your eligibility category?
    - Select **(c)(3)(A) Pre-completion OPT**

Reason for applying

- What is your reason for applying?
    - Select **Initial permission to accept employment**
- Have you previously filed Form I-765?
    - If this is your FIRST I-765 form filed, select **No**.
    - If you have filed an I-765 before, regardless of the category, select **Yes**.

Preparer and interpreter information

- Is someone assisting you with completing this application?
  - Select **No**.
  - If you have a legal representative assisting you with this application, select **Yes**.

About You

Your name

- What is your current legal name?
  - **Provide you name exactly as it appears in your passport.**
- Have you used any other names since birth?
  - If you have never had your name legally changed, select **No**

Your contact information

- How may we contact you?
  - **Provide the requested information.**
    - *For email address, we suggest that you use a **personal email address** instead of your UNH/wildcat email address.*
- What is your current U.S. mailing address?
  - **Provide the appropriate information.**
    - *If you are using your own address, leave "In care of name" blank. If you use a friend's/family member's address, provide their name in this field.*
    - ***For Norman Campus students:** We highly recommend using OU ISS address to receive your documents: In care of name: **International Student Services***
      *Address line 1: **729 Elm Ave, Farzaneh Hall 144***
      *City: **Norman**; State: **Oklahoma**; Zip code: **73019***
    - ***For all OU campus students:** OPT documents (approval notice, EAD card, etc.) cannot be forwarded to new addresses, so if you use your living address to have your OPT documents mailed directly to you, if you move before your OPT documents arrive through the mail, you should not use your personal address. Use a reliable mailing address if you don't use OU ISS's address.*
- Is your current mailing address the same as your physical address?
  - **Provide the appropriate answer.**

Describe yourself

Provide the requested information

- What is your gender?
- What is your marital status?

When and where you were born

Provide the requested information

- What is your city, town, or village of birth?
- What is your state or province of birth?
- What is your country of birth?
- What is your date of birth?
  - *For date of birth, make sure this is in Month / Day / Year order.*

Your immigration information

Provide the requested information/documents for each section:

- What is your Form I-94 Arrival-Departure Record Number (if any)?
  - **Provide Admission (I-94) Record Number found in Most Recent I-94**
- When did you last arrive in the United States?
  - Date of arrival: **provide Most Recent Date of Entry found in Most Recent I-94**

- Place of arrival: **provide Arrival Location found in Travel History in I-94**
- Status at last arrival: **provide Class of Admission found in Most Recent I-94**
  Most students will select F-1 – F-1 – Student, Academic or Language Program

- What is the passport number of your most recent issued passport?
  - **Provide most recent passport number**
    If you have renewed your passport since you last entered the US, your most recent 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.
- What is your travel document number (if any)?
  F1 students do not have a Travel Document.
- What is the expiration date of your passport or travel document?
  Make sure this is in Month / Day / Year order.
- What country issued your passport or travel document?
  - **Provide the requested information**
- What is your current immigration status or category?
  - Select **F-1 – F-1 – Student, Academic or Language Program**
- What is your Student and Exchange Visitor Information System (SEVIS) Number (if any)?
  - Enter **the numbers** what follow the "N" in your SEVIS number on your I-20.

Other information

- What is your A-Number?
  - Most students should check "**I do not have or know my A-number**".
    However, if you have been issued an A-number from a previous EAD such as OPT or as part of the green card process, please list your A-number. The A-number is the USCIS # listed on your previous OPT EAD card, if applicable.
- What is your USCIS Online Account Number?
  - Most students should check "**I do not have or know my USCIS Online Account Number**".
    You may already have a USCIS Online Account Number 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.
- Has the Social Security Administration (SSA) ever officially issued a Social Security card to you?
  - **Answer accordingly**.
- Do you want the SSA to issue you a Social Security card?
  - If you already have an SSN, select **No**.
  - If you do not have a SSN and would like one as part of the OPT application, select **Yes**.

Evidence

2x2 photo of you

Follow the on-screen instructions to upload your passport style photo.

Form I-94

Follow the on-screen instructions to upload your most recent I-94 record.
You may obtain you most recent electronic I-94 at https://i94.cbp.dhs.gov/I94/#/home.

Employment Authorization Document

Follow the on-screen instructions to upload your EAD card.
*If you **have not** been issued an EAD card by USCIS in the past, upload a copy of your passport identification page(s) in this section. Also upload a copy of your F1 here as an additional document. Your F1 visa does not have to be valid.*
*If you **have** been issued an EAD card by USCIS in the past (such as for OPT after a previous degree program), upload a copy, in this section.*

Previously authorized CPT or OPT

Follow the on-screen instructions to upload previously authorized CPT or OPT.
*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 I-20 you received with the OPT authorization.*

*If you **have not** had either CPT or OPT, click **Next** to continue.*

Form I-20

Upload the I-20 which your International Student Advisor issued to you with the OPT recommendation on page 2 of the I-20. Make sure the I-20 is signed and dated by both you and your International Student Advisor.

Important: If you **have not** completed the OPT I-20 Request Form and gotten your OPT I-20, **stop immediately** and follow the instructions at the beginning of this document for OPT-recommending I-20.

Additional Information

Additional Information

Refer to page 7 of your I-765 and add information if applicable.

Review and Submit

Review your application

Make sure to pay the correct fee for the OPT application!
Make sure there are no alerts or warnings regarding your application!

> *The online system will allow you to submit the application without completing some of the required fields for the application. So be careful!*

Your application summary

Review your Application Responses Carefully!!

> *You will not be able to change your responses after you submit the application.*

Your statement

You must check "**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**".

Your signature

You must check "**I have read and agree to the applicant's statement**". Type your **full legal name**.

Pay and submit

Pay the application fee indicated on the USCIS website. The application fee can be paid via bank account (ACH), debit, or credit card.

Congratulations! You have submitted your OPT application! You may follow the progress of the application by viewing "Your Cases" in your myUSCIS account and the appropriate tabs.