

# I-765 Online Application Manual

Google Chrome Browser is recommended

U.S. Citizenship and Immigration Services

My Account

1) Go to <https://myaccount.uscis.gov/>

2) Create an account

a. Use your Chapman's Email

3) Then click on "File a form online."

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

U.S. Citizenship and Immigration Services

My Account

## 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

- I-90, Application to Replace Permanent Resident Card
- I-130, Petition for Alien Relative
- I-539, Application To Extend or Change Nonimmigrant Status
- I-589, Application for Asylum and for Withholding of Removal
- I-765, Application for Employment Authorization
- I-821, Application for Temporary Protected Status (TPS)

4) Click on I-765 and then "Start form."

## 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

5) Choose (c)(3)(B) as you are applying for your Post-Completion OPT. Then click "Next."

(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

## 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

6) Select "Initial permission to accept employment."

## Have you previously filed Form I-765?

- ☐ Yes
- ☒ No

7) If you have previously applied for OPT with an I-765, check "Yes." If not, check "No" and go to Next.

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Is someone assisting you with completing this application?

- ☐ Yes
- ☒ No

8) Check "No" and go to Next.

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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. Please provide any nicknames here.

Given name (first name)

John

Middle name

Family name (last name)

Doe

9) Please write your current full legal name.

\*\*If you only have one name:

1. list your name in the "Last Name" field.
2. In the Additional Information section, upload a letter explaining which data fields you are not able to complete.

Have you used any other names since birth?

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

- ☐ Yes
- ☒ No

10) If there's any other names given to you, please write it down (If applicable).

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11) Write down your contact information - your phone number and Chapman's email address.

## How may we contact you?

### Daytime telephone number

### Mobile telephone number (if any)

☒ This is the same as my daytime telephone number.

### Email address

12) If you want your EAD card delivered directly to you, write down your current U.S. address that you want your EAD card to be delivered to.

If you're having someone else receive your EAD card on behalf of you, write down the person's name under "In care of name" and his/her U.S. address under the "Address line."

## 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

13) Click “Yes” if you’re receiving the EAD card. Choose “No” if you have someone else receiving the card and write down your own physical address (this should be your address, not anyone else’s).

Where in the United States do you live?

Address line 1

One University Dr.

Street number and name

Address line 2

Apartment, suite, unit, or floor

City or town

Orange

State

California

ZIP code

92866

What is your gender?

- ☒ Male  
☐ Female

14) Select your gender and your marital status and click “Next.”

What is your marital status?

- ☒ Single  
☐ Married  
☐ Divorced  
☐ Widowed

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What is your city, town, or village of birth?

Seoul

What is your state or province of birth?

N/A

What is your country of birth?

Korea

What is your date of birth?

04/14/1997

15) Write down your city, town, or village of birth, then provide your state or province of birth (If you don't have a state or province, put N/A, and continue). Select your country of birth and fill in your date of birth. Then click "Next."

What is your country of citizenship or nationality?

List all countries where you are currently a citizen or national.

Korea, South

+ Add country

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

12345678900

16) Generate your [most recent I-94](#) and enter the admission (I-94) record number.

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)

MM/DD/YYYY

Place of arrival

Status at last arrival

**17) Date of arrival** - You can find this information in your most recent I-94 record

**Place of arrival** - select the city in which the airport you landed is located (For example, if you landed in LAX, select "LOS ANGELES, CA.").

**Status at last arrival** - Select F-1 student. If you changed your status and never left the country, it should be your previous status.

What is the passport number of your most recently issued passport?

**19) Write down your SEVIS ID number located on the top left side of your OPT I-20.**

If you have a different SEVIS ID number from another school, make sure to provide it in the "Additional Information" tab.

What is your travel document number (if any)?

**18) Skip "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?

What is your current immigration status or category?

F1 - Student, Academic Or Language Program.

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-

### What is your A-Number?

☒ I do not have or know my A-Number.

A-

20) Check “I do not have or know my 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.

21) Check “I do not have or know my USCIS Account

22) Check “No” – if you already have an SSN.

Check “Yes” if you never had a Social Security Number:

- Next question: You will need to agree to the Consent of Disclosure and complete the required

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

☐ Yes

☐ No

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## 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 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.
- Upload no more than five documents at a time
- Accepted file name characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 6MB per file

**Choose** or drop files here to upload

23) Upload your 2x2 photo of you. Please read the instructions carefully and make sure your photo meets all the requirements listed above.

## 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.
- Upload no more than five documents at a time
- Accepted file name characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 6MB per file

**Choose** or drop files here to upload

24) Upload your most recent I-94 from the website.

## 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.
- Upload no more than five documents at a time
- Accepted file name characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 6MB per file

**Choose** or drop files here to upload

25) Please upload your passport and F-1 visa here.

If you had a EAD card, you could upload the front and back copy of the EAD card.

## 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.
- Upload no more than five documents at a time
- Accepted file name characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 6MB per file

**Choose** or drop files here to upload

26) If you had any previous CPT or OPT I-20s, you can upload them here.

If you do not have these document available, see "Additional Information" tab on the next page.

## 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.
- Upload no more than five documents at a time
- Accepted file name characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 6MB per file

27) Before you upload your OPT I-20. Please ensure your OPT I-20 has the following information:

- Signed by International Student Advisor (Valid for 30-days)
- Signed by you
- Recommended OPT start and end dates on pg.2

**If you do not have the information listed above in the I-20, please DO NOT submit this online application and contact ISS.**

## 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](#)

28) If you have previously authorized CPT or OPT and do not have former I-20s with these details, you should do the following:  
o Section: Evidence o Page: Post-completion CPT or OPT o Question: Post-completion CPT or OPT

### Additional Information:

- Type of previously authorized practical training (CPT, OPT, etc.)
- Dates of previously authorized practical training § Application status (approved, denied, or withdrawn)
- Degree Level (bachelors, masters, PhD, etc.)
- Receipt or Card Number if known

## 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

 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.

29) Review your application, read, and agree to the “applicant’s statement” and digitally sign. Pay the application fee. Then submit your OPT application.