1) Go to [https://myaccount.uscis.gov/](https://myaccount.uscis.gov/)
2) Create an account
   a. Use your Chapman’s Email
3) Then click on “File a form online.”
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 requests, your eligibility category cannot be changed.

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

6) Select “Initial permission to accept employment.”

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

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.

10) If there’s any other names given to you, please write it down (If applicable).
11) Write down your contact information - your phone number and Chapman’s 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.”
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).

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

What is your country of citizenship or nationality?

Korea, South

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

12345678900

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.”

16) Generate your most recent I-94 and enter the admission (I-94) record number.
<table>
<thead>
<tr>
<th><strong>When did you last arrive in the United States?</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>List your arrival date, place of arrival, and status at arrival.</strong></td>
</tr>
<tr>
<td><strong>Date of arrival (on or about)</strong></td>
</tr>
<tr>
<td>MM/DD/YYYY</td>
</tr>
<tr>
<td><strong>Place of arrival</strong></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>Status at last arrival</strong></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

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.

18) **Skip “What is your travel document number (if any)?”**

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 A-Number?

- [ ] I do not have or know my A-Number.

What is your USCIS Online Account Number?

- [ ] I do not have or know my USCIS Online Account Number.

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

- [ ] Yes
- [ ] No

20) Check “I do not have or know my A-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
23) Upload your 2x2 photo of you. Please read the instructions carefully and make sure your photo meets all the requirements listed above.

24) Upload your most recent I-94 from the website.
25) Please upload your passport and F-1 visa here. If you had an EAD card, you could upload the front and back copy of the EAD card.

26) If you had any previous CPT or OPT I-20s, you can upload them here. If you do not have these documents 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-763. 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.

28) If you have previously authorized CPT or OPT and do not have former I-20s with these details, you should do the following:

- Section: Evidence
- Page: Post-completion CPT or OPT
- 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
29) Review your application, read, and agree to the “applicant’s statement” and digitally sign. Pay the application fee. Then submit your OPT application.