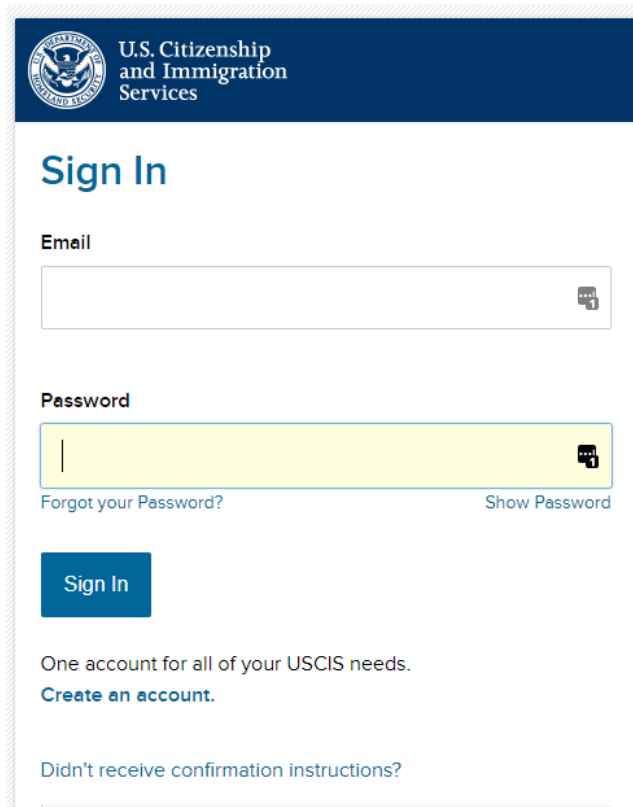


Guide to Completing Form I-765 Online

This guide will support F-1 international students applying to USCIS for Optional Practical Training through their online USCIS account. Before applying online to USCIS, students must be sure to first review the OPT training module and apply to the Office of International Student Services by submitting the online OPT Application at: www.marshall.edu/iss/optional-practical-training and receive a Form I-20 recommending OPT.

Step 1: Sign-In or Create a USCIS Account

Visit myaccount.uscis.gov to login or create an account. Please note that the USCIS online account requires two-step verification.



The screenshot shows the USCIS Sign In page. At the top is the U.S. Citizenship and Immigration Services logo and name. Below is the 'Sign In' heading. There are two input fields: 'Email' and 'Password'. The 'Email' field is empty, and the 'Password' field is highlighted in yellow. Below the 'Password' field are two links: 'Forgot your Password?' and 'Show Password'. A blue 'Sign In' button is located below the password field. At the bottom, there is a message: 'One account for all of your USCIS needs. [Create an account.](#)' and a link: 'Didn't receive confirmation instructions?'.

Be sure to prepare the following before you apply:

- ✓ Funds to pay the filing fee by credit, debit, or account information
- ✓ New digital passport style photo (2 inches x 2 inches)
- ✓ Form I-20 with recommended OPT (issued by DSO upon approval of OPT application)
- ✓ Soft copy of passport, visa, or most recent EAD
- ✓ Soft copy of STEM diploma (STEM OPT applicants only)

DISCLAIMER: The information presented should not be construed to be formal legal advice nor the formation of a lawyer/client relationship. Marshall University makes no guarantees or warranties concerning the information contained herein, nor does it make any guarantees or warranties concerning websites listed herein.



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Step 2: Start a new form

Select the box labeled “File a Form Online”



U.S. Citizenship
and Immigration
Services



My Account

My Account ▾ Resources ▾ | Sign Out

Welcome To Your USCIS Account

Select What You Want To Do



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 representative
passcode
Review and sign forms
prepared for you by your
attorney or representative



Verify your identity
Answer questions about
your immigration history
to verify your personal
identity

Step 3: Select Form I-765

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)
- ☒ 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](#).

PLEASE NOTE:

Students may submit the online Form I-765 to apply for:

- Pre-Completion OPT
- Post-Completion OPT
- STEM OPT Extension

*Students cannot apply for off-campus employment using the online Form I-765.



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Step 4: Read Important Information

Before proceeding to the application, be sure to read all information carefully about topics listed below. If you have questions about the information provided on Form I-765, please email iss@marshall.edu. Once reviewed, proceed to the next page by clicking **Next** at the bottom of the screen. At the end of the informational section, click **Start**.

>>Before You Start Your Application

Read important information regarding:

- ✓ Eligibility
- ✓ Required Fee
- ✓ Supporting Documents
- ✓ Biometrics

>>After Your Submit Your Form

- ✓ Track Your Case Online
- ✓ Respond to Requests for Information
- ✓ Receive Your Decision

>>Completing Your Form Online

- ✓ Filing online
- ✓ Complete the Getting Started section first
- ✓ Provide as many responses as you can
- ✓ Saved Responses
- ✓ DHS Privacy Notice

REMINDER: F-1 international students must apply to the Office of International Student Services before submitting Form I-765 by submitting the OPT Application at:

www.marshall.edu/iss/optapplication

If approved, the Office of International Student Services will issue a new I-20 recommending OPT. Students must upload the OPT I-20 to the online Form I-765.



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Step 5: Select your eligibility category

As a reminder, pre-completion OPT begins prior to graduation or completion of the formal coursework in your program. Post-completion OPT begins after graduation or completion of the formal coursework (during thesis, dissertation, or final project). STEM OPT begins immediately after the end of the post-completion OPT. If you are uncertain of the correct category, please email iss@marshall.edu.

STEM OPT ONLY: Be sure to include the name of your degree (for example, MS in Engineering). Also, you must be prepared to enter the name and E-Verify number of your current employer as this is an eligibility criteria for STEM OPT.

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.

c(3)(A) Student Pre-Completion OPT
c(3)(B) Student Post-Completion OPT
c(3)(C) STEM Extension

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STEM OPT ONLY:

What is your degree?

What is your employer's name as listed in E-Verify?

What is your employer's E-Verify company identification number or a valid E-Verify client company identification number?



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Step 6: Select your reason for applying

Select the reason for applying. If you are trying to apply for a replacement card due to an error made by USCIS, please contact the Office of International Student Services at iss@marshall.edu.

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

REASONS FOR APPLYING:

- **Initial permission (Initial EAD)** – Issued to an eligible applicant for the first time under a specific eligibility category [i.e., (c)(3)(B) or (c)(3)(C)]
- **Replacement EAD** – Issued to an eligible applicant when the previously issued EAD was lost, stolen, damaged, or contains errors, such as a misspelled name
- **Renewal of permission (Renewal EAD)** – Issued to an eligible applicant after the expiration of a previous EAD issued under the same category

Have you previously filed Form I-765?

- ☐ Yes
- ☐ No

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Step 7: Preparer and/or Interpreter Information

The Office of International Student Services does not act as a Preparer or Interpreter for Form I-765. If you are receiving assistance from a preparer or interpreter and have questions about filing Form I-765, please email iss@marshall.edu.

Is someone assisting you with completing this application?

☐ Yes

☐ No

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Step 8: Enter your full legal name(s)

Enter your full legal name in this section. If you have used any prior names, be sure to select yes to the second question and enter all prior names.

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

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Step 9: Enter your phone number and 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

Step 10: Enter your U.S. mailing address

This is the address where all documents will be sent. Be advised that Marshall University is not responsible for any mail received from USCIS.

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

To send documents to the Welcome Center, enter:

International Student Services

1 John Marshall Drive

WC208

Huntington, WV 25755

**NOTE: Marshall University is not responsible for mail received from USCIS. If students are unable to pick up mail, students must arrange for shipping through eShipGlobal.*



Step 11: Enter your U.S. physical address

Is your current mailing address the same as your physical address?

- ☐ Yes
- ☐ No

Step 12: Select gender and marital status

What is your gender?

- ☐ Male
- ☐ Female

What is your marital status?

- ☐ Single
- ☐ Married
- ☐ Divorced
- ☐ Widowed

If your current mailing address is not the same as your physical address, enter your physical address:

Where in the United States do you live?

Address line 1

Street number and name

Address line 2

Apartment, suite, unit, or floor

City or town

State

ZIP code



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Step 13: Enter your birth 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?

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Note:

Be sure to enter your date of birth in **month/day/year** format. Incorrect date of birth formatting is one of the most common EAD card errors. As a reminder, errors caused by incorrect information provided on Form I-765 will require an additional filing fee.



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Step 14: Enter your country or countries of citizenship or nationality

What is your country of citizenship or nationality?

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

+ Add country

Step 15: Enter information about your last entry to the U.S.

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

Access Your I-94 & Travel History Online

To retrieve your I-94 and travel history information, visit <https://i94.cbp.dhs.gov/i94/#/home>.

If you have trouble accessing your I-94 information, try your prior passport number(s), if possible. If you continue to have issues accessing your I-94 information, email iss@marshall.edu.

**If you obtained F-1 status by filing a change of status application with USCIS and have not departed the United States since approval, find the I-94 on Form I-797A Approval Notice.*

>>Save an electronic copy of the I-94 to upload at the end of the application.



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Step 16: Enter passport information

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

Note that the passport number request is **most recently issued**. This may be different than the passport you used to last enter the United States.

What is your travel document number (if any)?

Most students **do not** have a travel document or travel document number. If you think you have a travel document, please contact iss@marshall.edu.

What is the expiration date of your passport or travel document?

What country issued your passport or travel document?

Step 17: Enter your immigration status and SEVIS number

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.

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Reminder:

To be eligible for Optional Practical Training, students must be in valid F-1 student status. If you are in the United States with a pending Form I-539 for reinstatement or change of status, please contact jss@marshall.edu.



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Step 18: A-Number and USCIS Account Number

What is your A-Number?

☐ I do not have or know my A-Number.

A-

NOTE:

Most F-1 students do not have an A-Number or USCIS Online Account Number. If you do not, select the boxes that state you do not know or have the number. If you do have an A-Number or USCIS Online Account Number, please email iss@marshall.edu.

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.



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Step 19: Social Security Number Questions

Has the Social Security Administration (SSA) ever officially issued a Social Security card to you?

- ☐ Yes
- ☐ No

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

- ☐ Yes
- ☐ No

If you have been issued a Social Security card, enter your Social Security Number, if you know it:

What is your Social Security number (if known)?

If you want the SSA to issue you a Social Security card, you must be sure to agree to the Consent for Disclosure and enter your parent(s) birth names:

 You must agree to the Consent for Disclosure
If you answer "Yes", you must also answer "Yes" to the Consent for Disclosure.

What is your father's birth name?

Given name (first name)

Family name (last name)

What is your mother's birth name?

Given name (first name)

Family name (last name)

Consent for Disclosure: I authorize disclosure of information from this application to the SSA as required for the purpose of assigning me an SSN and issuing me a Social Security card.

- ☐ Yes
- ☐ No

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Step 20: Upload a 2 inch by 2 inch photo

Be sure to have a new passport-sized photo ready to upload. Ensure that the photo meets specifications listed on the application. Generally, photos taken at Walgreens, CVS, Walmart, etc. will meet specifications. Do not use old photos.

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 photos.

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

Step 21: Upload your I-94

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

Access Your I-94 Online

To retrieve your I-94, visit

<https://i94.cbp.dhs.gov/i94/#/home>.

If you have trouble accessing your I-94 information, try your prior passport number(s), if possible. If you continue to have issues accessing your I-94 information, email iss@marshall.edu.

**If you obtained F-1 status by filing a change of status application with USCIS and have not departed the United States since approval, find the I-94 on Form I-797A Approval Notice.*

Step 22: Upload your prior EAD card or Government ID

If USCIS has approved and issued you an Employment Authorization Document (EAD) card previously, be sure to upload in this section. If you have not been issued an EAD card previously, upload a copy of your passport or F-1 visa.

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

Step 23: Upload evidence of previously approved CPT and OPT, if applicable

If you are applying for post-completion OPT, you will be prompted to upload evidence of previously authorized CPT (i.e., Form I-20 with authorized CPT) and OPT (i.e., Form I-20 with approved OPT or EAD card).

Post-Completion 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

Step 24: Upload your Form I-20 with recommended OPT

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

REMINDER:

Before applying to USCIS, F-1 students **must** apply to the Office of International Student Services by reviewing the training module and submitting the OPT Application at: www.marshall.edu/iss/optional-practical-training.

Once the application is approved, the Office of International Student Services will send via email the Form I-20 with OPT recommended on page two.

Step 25: Upload copy of your college degree (STEM diploma), if applicable

If you are applying for STEM OPT, you will be prompted to upload a copy of your college degree (STEM diploma).

College Degree

Upload evidence the degree that is the basis for the STEM OPT extension is in one of the degree programs currently listed on the [STEM Designated Degree Program List](#) or a copy of your prior STEM degree.

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

NOTE:

If you have not completed your program and received your diploma, please email iss@marshall.edu.

Step 26: Upload evidence of institution accreditation, if applicable

If you are applying for STEM OPT based on a prior STEM degree (prior to your most recently earned degree), upload evidence of institutional accreditation through the US Department of Education and SEVP Certification. **Most students do not apply for STEM OPT based on a prior degree.** If you think you are applying for STEM OPT based on a prior STEM degree, please email iss@marshall.edu.



Step 27: Additional information

If you have additional information to provide, upload in this section. In most cases, students will not need to upload additional information. If you think you have additional information to provide, please email iss@marshall.edu.

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](#)

Step 28: Review your application

The online Form I-765 will indicate any missing information on your application prior to submitting. If you are unsure of how to resolve discrepancies on your application, please email iss@marshall.edu.

[Review the I-765 form information](#)



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.

Be sure to download a copy of your responses to keep for your records by selecting [View draft snapshot](#).

We also prepared a draft case snapshot with your responses, which you can download below.

 [View draft snapshot](#)

Step 29: Applicant's Statement

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.

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Step 30: Applicant's Declaration and Certification

Be sure to review the certification carefully. If you agree and are ready to proceed, confirm the acknowledgement and provide your electronic signature.



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



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Step 31: Pay and Submit

Payment of the filing fee is made through Pay.gov, which is a secure way to pay USCIS fees. Please note the filing fee is nonrefundable.



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

Please be ready to submit your payment by credit or debit card, or by checking or savings account:



USCIS I-765

Please select a payment method:

☐ I want to pay with a withdrawal from a checking or savings account (ACH)



☐ I want to pay with a debit or credit card



[Cancel](#)

[Continue](#)

PLEASE NOTE:

Once your application is submitted, you will be directed to a confirmation page with your receipt number for the case. You can use this receipt number to check the status of your case online at:

<https://egov.uscis.gov/casestatus/landing.do>

Processing can take 90 or more days. Current USCIS processing times can be viewed online at:

<https://egov.uscis.gov/processing-times/>



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