

POST-COMPLETION OPT CHECKLIST (ONLINE FILING)

Prepare electronic copies of the following documents for online submission to USCIS:

- Passport-Style Photograph**
 - Photo should be taken within the last 6 months to reflect your current appearance.
 - Currently, OIS is aware that FedEx and Wise Photo Printing in Corvallis offer digital passport photos. Bring a flash drive to your photo appointment.
- Filing Fee**
 - Visit <https://www.uscis.gov/i-765> for the current filing fee amount. (Biometric fee not required.)
 - You can pay with a withdrawal from a checking or savings account or with a debit or credit card.
- Form I-94**
 - Print your electronic record at "[Get Most Recent I-94.](#)"
 - If you have a paper card, include a picture of the front and back.
- I-20 Issued for OPT from OIS**
 - Print and sign BY HAND (not electronically) and keep the original I-20 prior to copying.
 - You must submit your application to USCIS within 30 days of the I-20 issue date and before the end of your grace period
- Previous I-20s issued for employment purposes** (CPT and/or previous OPT)
- Previous EAD, front and back** (if applicable)
- Passport ID Page** (recommended)
 - If your passport will expire within 6 months of applying for OPT, you should renew your passport before filing for OPT. See OIS for more details if this will apply to you.
- F-1 Visa Stamp Page** (recommended)
- All other previous I-20s** (recommended - especially if you've ever had a different SEVIS ID Number)



To the left is an image of the various evidence fields that are available on the online application.

You can upload the recommended documents in these fields.

- Passport and F-1 Visa can be uploaded in the Employment Authorization Document section.
- All other previous I-20s can be uploaded in the Form I-20 section.

Upload the required file first and name all files in a clear manner.

Tips for Completing Online Form I-765:

- **What is your eligibility category?:** Select “c(3)(B) Student Post-Completion OPT”
- **Mailing address:** If you list an address where you do not officially live according to the U.S. Postal Service, put the name of the person who is living there in the “in care of” field.
- **What is your country of birth?:** Select the name of the country as it was named when you were born, even if the country’s name has changed or the country no longer exists.
- **Place of arrival:** Select the city that matches your most recent port of entry stamp in your passport.
- **Status at last arrival:** Select “F1 – Student, Academic or Language Program.”
- **What is your current immigration status or category?:** Select “F1 – Student, Academic or Language Program.”
- **What is your A-Number?:** Select “I do not have or know my A-Number.”
- **What is your USCIS Online Account Number:** Select “I do not have or know my USCIS Online Account Number.”
- **Additional Information:** Add information here about previous SEVIS ID Numbers, CPT, or OPT. See the examples below.

Section About You	Section Evidence
Page Your immigration information	Page Previously authorized CPT or OPT
Question What is your Student and Exchange Visitor Inform...	Question Previously authorized CPT or OPT
Additional information EXAMPLE TEXT: Previously used <u>SEVIS</u> number is N00987654321. See attached previously issued I-20s as evidence.	Additional information <u>CPT</u> EXAMPLE: Full-time <u>CPT</u> authorized from Jan 5, 2021 to March 15, 2021 at Master's level. See attached <u>CPT</u> I-20. OPT EXAMPLE: Post-Completion OPT authorized at Bachelor's level from Jan 5, 2018 to Jan 4, 2019. See attached OPT I-20 and previous <u>EAD</u> card.

- **Your application summary:** Click “View draft snapshot” to see what your answers would look like in the paper Form I-765.
- **Pay and submit:** You may wish to STOP here and [schedule an appointment](#) with an international student advisor to review your materials before submitting payment.

Additional Information:

- Learn about the USCIS online form filing process here: www.uscis.gov/file-online
- The processing time for the online Form I-765 is the same as the paper application, though the online application does go through the pre-processing stage faster.
- The online form says that USCIS may require you to appear for an appointment to take biometrics (fingerprints, photograph, etc.). Please note that a biometrics appointment is typically not required for OPT applicants. If you are asked to do this, the closest [USCIS Field Office](#) is in Portland, OR.
- If you do not work on your form for more than 30 days, USCIS will delete your data in order to prevent storing personal information indefinitely.
- Uploaded files should be no larger than 6MB. You may only use English characters in the file name.
- Once you submit payment, corrections to the form cannot be made. **Be very certain that you're ready to submit the form before you provide payment!**
- Your receipt notice can be found by clicking on "Go to my cases" and "Documents." The receipt may not show same-day receipt. This is because the Pay.gov site [does not allow for same-day payment](#). **Plan to submit your application several days before any deadlines.**
- Save the receipt with your other immigration documents. A paper notice will also be mailed to you.
- After filing, you can log into your USCIS online account for details on the status of your case. You will also have access to a secure inbox to send messages to an immigration services officer.