



Guidance for Online Filing of Form I-765 for STEM Optional Practical Training

Please review USCIS instructions in detail here <https://www.uscis.gov/i-765>

Please note that the information below is only intended to provide general assistance on how to complete the online I-765 form. It is not intended to serve as formal legal advice. **You are responsible for the accuracy and completeness of the I-765.**

1. Gather the documents below for streamlined completion of your online I-765 form.
Additional information on these documents can be found in the "Evidence" section of our guidance below:
 - Digital color U.S. style passport photo of yourself taken within the last 6 months.
 - Most recent [Form I-94](#)
 - Scan of passport identification page
 - Scan of your current post-completion Employment Authorization Document (EAD) card (front and back)
 - Scan of I-20 with recommendation for STEM OPT I-20
 - Scan of diploma and/or official transcript for STEM degree
 - Institution Accreditation for previously earned STEM degree (ONLY applies if you are filing based on PRIOR degree, not OPT degree)
2. If you have not already done so, you will need to create a [USCIS online account](#).
3. Begin your application by clicking "File a Form Online" under "Select What You Want To Do" (if you do not have cases in progress) or through the "My Account" tab. Select "I-765, Application for Employment Authorization" from the list of options -> Click "Start form."

*For any fields that are not applicable on the electronic application, please leave blank.

- ***What is your eligibility category?***
 - Select c(3)(C) STEM Extension.
- ***What is your degree?***
 - List degree level and major field of study for your STEM OPT qualifying degree, as listed on page 1 of your I-20.

- ***What is your employer's name as listed in E-Verify?***
 - Please obtain this information directly from your employer's Human Resources department.
- ***What is your employer's E-Verify company identification number or a valid E-Verify client company identification number?***
 - Obtain this information directly from your employer's Human Resources department. Please note that the E-Verify company identification number or E-Verify client company identification number is not equivalent to the company's EIN number. Do not use the EIN number for this section.
- ***What is your reason for applying?***
 - Select "Renewal of permission to accept employment."
- ***Have you previously filed Form I-765?***
 - Select "yes"
- ***Is someone assisting you with completing this application?***
 - Select "no", unless an immigration attorney is assisting you with the form. appropriate answer. Most students handle the OPT application filing on their own.
- ***What is your current legal name?***
 - Record your name as shown in your passport

- ***Have you used any other names since birth?***
 - Please be sure to include any other names used with the university or listed on any formal documents. This includes other naming formats, aliases, maiden names and nicknames.

- ***How may we contact you?***
 - Daytime telephone number
 - Mobile telephone number (if any)
 - Email address

- ***What is your current U.S. mailing address?***
 - Record the address you want your OPT documents and EAD card mailed to. If it is a friend or family member's address, list their name in the "In care of name" box, if applicable. We strongly recommend that this mailing address is valid for at least 6 months into the future since changing addresses during a pending OPT application may lead to mail delivery issues.

- ***Is your current mailing address the same as your physical address?***
 - Select the appropriate answer and if you answered "No," list your physical address. This should match the address currently listed in your SEVIS record.

- ***What is your gender?***
- ***What is your marital status?***
- ***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?***
 - Be sure to use the U.S. date format (MM/DD/YYYY)
- ***What is your country of citizenship or nationality?***
 - List all countries where you are currently a citizen or national.
- ***What is your Form I-94 Arrival-Departure Record Number (if any)?***
 - Record I-94 Admission Record Number from your most recent I-94

- ***Date of arrival***
 - Record the date you last entered the U.S as shown on your most recent I-94

- ***Place of arrival***
 - Select your port of entry of arrival from the drop down menu. U.S. Customs and Border Protection (CBP) preclearance is available in some foreign airports which is why your port of entry may also be a location outside of the U.S.

- ***Status at last arrival***
 - Select "F-1 – F1 – Student, Academic or Language Program" unless you obtained an in-country change of status through USCIS after your most recent date of entry to the U.S.

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

- ***What is your travel document number (if any)?***
 - Leave blank.

- ***What is the expiration date of your passport or travel document?***
 - Be sure to list the expiration date of your most recently issued passport, even if your F-1 visa is in a prior passport.

- ***What country issued your passport or travel document?***
 - List the information from your most recently issued passport, even if your F-1 visa is in a prior passport.

- ***What is your current immigration status or category?***
 - Select "F-1 – F1 – Student, Academic or Language Program"

- ***What is your Student and Exchange Visitor Information System (SEVIS) Number (if any)?***
 - Record the information directly from your I-20. The SEVIS ID is listed on the top left corner of your I-20 and starts with "N00..."

- **What is your A-Number?**
 - This is your “USCIS #” and it can be found on your EAD from OPT
- **What is your USCIS Online Account Number?**
 - Input your USCIS Online Account number, if known/created
- **Has the Social Security Administration (SSA) ever officially issued a Social Security card to you?**
 - Provide SSN.

Evidence

STEM Extension OPT Evidence		
Documents/Evidence	Example	Notes
2x2 photo of you	Passport sized photo in JPG, JPEG or PNG digital format (size limit of 6MB)	US Dept. of State photo requirements Photo Check Tool
Form I-94	Most Recent I-94 OR Change of Status I-797 approval	Get Most Recent Form I-94
Employment Authorization Document	Valid passport biographical page OPT EAD Card	
Form I-20	Newest I-20 with STEM OPT recommendation from DSO	only recommending I-20, not to previous I-20s
College Degree	Diploma and/or official or unofficial Transcript	
Institution Accreditation	Only required if you are filing STEM OPT based on a prior degree (not the OPT degree)	Leave empty otherwise