

**FILING ONLINE: OPTIONAL PRATICAL TRAINING (OPT) FOR F-1 STUDENTS**  
**PRE-COMPLETION OPT**  
**POST-COMPLETION OPT**  
**24-MONTH STEM EXTENSION**

Geneva College – International Student Services (Crossroads)

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**INSTRUCTIONS ON FILING YOU I-765 ONLINE**

**STEP I:** Ensure that you have the Required Documents

1. **Official transcripts** from Geneva showing degree completion and the field of study.
2. Photocopy of your **degree**.
3. A **credit or debit card** to pay the \$410 application fee.
4. Photocopies of **all I-20s ever issued to you, including the newest I-20 reflecting your OPT extension request**. (For STEM EXT: Remember, new I-20 with extension recommendation will not be issued until you have completed the application for extension and turned this into Bridget in Crossroads at Geneva.)
5. Photocopy of your **I-94** (front and back on the same sheet of paper) – if your most recent date of arrival in the U.S. is after April 20, 2013 you will have an electronic I-94 that must be printed at <http://cbp.gov/i94>
6. Photocopy of your **F-1 visa stamp**.
7. Photocopy of the information page of your UNEXPIRED **passport** with at least six months of eligibility left.
8. Two (2) **current photographs** of yourself – passport specifications. The photo should be taken no earlier than 30 days before submission of application. Lightly print your name and I-94 number on the back in pencil.  
*\*The best option is to go to CVS or other store that will take and print your passport photo for you.*
9. Photocopy of your current **Employment Authorization Document (EAD)**.

Photocopy of all **previous EAD cards or denials**, if applicable.

**STEP 2:** Create an Account

1. Go to <http://myaccount.uscis.gov>
  - a. Note: You will need a valid US phone number to receive a verification code. You will receive a new verification code every time that you log in to your account.
2. Click “Select What You Want To Do”
3. Select “File A Form Online”
4. Select “Application for Employment Authorization (1-765)”
  - a. **READ CAREFULLY THE “COMPLETING YOUR FORM ONLINE” SECTION**
  - b. Note: Your answers on the application will be automatically saved.

**STEP 3:** Completing Your I-765

1. Getting Started
  - a. If you are filing for **Pre-Completion OPT**: c(3)(A)
  - b. If you are filing for **Post-Completion OPT**: c(3)(B)
  - c. If you are filing for **STEM EXTENSION**: c(3)(C)
2. Reason for Applying
  - a. If you are filing for **Pre-Completion OPT** or **Post-Completion OPT**: Select “Initial permission to accept employment”

- b. If you are filing for **STEM OPT EXTENSION**: Select “Renewal of permission to accept employment”
3. Have You Previously Filed Form I-765?
  - a. Select “No” if you have not previously applied for work authorization with an I-765
  - b. Select “Yes” if you have previously filed an I-765
    - i. Note: You will be required to upload a copy of you last Employment Authorization Document in the “Evidence” section
4. Preparer and Interpreter Information
  - a. Select “No”
5. About You
  - a. Carefully fill out the required information.
    - i. Note: If you don’t have a previous EAD, leave the A-Number field blank. If you had a previous EAD, you A-Number will be listed under USCIS# on your card.
    - ii. Note: If you have a Social Security Number, include it. If you do not have a Social Security Number, under “Do you want the SSA to issue a Social Security card?” select “Yes”
6. Evidence
  - a. Carefully scan and upload copies of all the required documents and photos in the section. (See STEP 1)
7. Additional Information
  - a. You will use this section to include a previous SEVIS ID number, a previous CPT authorization, etcetera.
  - b. Note: Most of you will not use this section.
8. Review and Submit
  - a. Review each section to ensure that you have completely and accurately filled out the I-765.
  - b. Note: You will have the opportunity to download a PDF copy of your responses. I recommend you do this so that you have a copy for your own records.
  - c. You will need to indicate that you read and understand English.
  - d. Digitally sign your full legal name.

**STEP 4:** Pay the Filing Fee and Final Steps

1. Paying the Fee
  - a. You can pay by credit card, debit card or you can withdrawal from a checking or savings account.
  - b. Click “Pay and Submit”
    - i. The website will be re-directed to pay.gov.
    - ii. Note: **DO NOT** click Back or Refresh on your browser. If you aren’t ready to pay, click “Cancel” and it will take you back to your application.
    - iii. Note: The fee of \$470 is nonrefundable.
2. Final Steps
  - a. After you finish paying you will be redirected to a confirmation screen.
  - b. Click “Go to my cases” and view your case card and receipt notice.
  - c. Save a copy of your receipt number for your records.

You will use your online account to...

- View your receipt notice
- View biometrics notices (if applicable)
- Review Requests for Evidence (RFEs)
- View a PDF of the completed Form I-765
- View your Decision Letter

- NOTE: All notices will also be mailed to the mailing address you indicated on your form.