

Step by Step Instruction: Online Filing of OPT Application

## INTERNATIONAL PROGRAM CENTER

1500 BIRCHMONT DR. NE, BOX 13 BEMIDJI, MN 56601

T E L: (218) 755-4096

EMAIL: international@bemidjistate.edu

## Application website: <u>Application for Employment Authorization | USCIS</u> (www.uscis.gov/i-765) To create account: How to Create a USCIS Online Account | USCIS

To create account: <u>How to Create a USCIS Online Account | USCIS</u>

1. Go to https://www.uscis.gov/i-765 and click on Sign In.





# 3. Click on *myUSCIS*, then *File a form online*.



## 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.

Petition for Alien Relative (I-130)

Application To Extend/Change Nonimmigrant Status (I-539)

## Start form

Cancel

4. Select here:

• (c)(3)(B) Post-completion OPT: If you are currently enrolled as an F1 student and would like to apply for the ability to train/work/volunteer based on completion of program/graduation, you will apply for the 12-Month Full-Time standard Postcompletion OPT - (c)(3)(B) eligibility category, regardless of whether your major is STEM Extension OPT eligible.

• (c)(3)(C) STEM Extension OPT: If you are currently working as an F1 student on the 12-Month Full-Time standard Postcompletion OPT, and have a STEM Extension OPT eligible CIP code and would like to extend your current postcompletion OPT, you will apply for the 24-Month Full-Time STEM Extension OPT -(c)(3)(C) eligibility category.

#### -765, Application For Employment Authorization

ritain foreign-nationals who are in the United States may Gie Parw L765, Application for gloppend, Authorization, to required employment authorization and an Engliquement Authorization contained IEAD, Other fungts instantional whole immegation status authorization theory and States without subtristisms may also use Form 1760 to aggly for an EAD that bhows such rationals may also apply for a Social Security number and card on Form 1 Nils.

I you are a lawful permanent resident, a conditional permanent resident, or a nonimmigrant only otherized for employment with a specific impleper under 8 CPW 2144.1200, do not use Form1 765.

#### Before You Start Your Application

#### Eligibility

tinky certain F-3 students seeking optional gradical training (DPT) may file Form I. TES entries. This includes.

Processing international OPT - (O(D)A) eligibility category,
 Post comparison OPT - (O(D)A) eligibility category, en
 A 24-month internation NFTERM subcets (indicates hinding a degree in science
 Inchronology, engineering, en methonalics(- (O(D)(C) eligibility sategory)

For all other eligibility categories, you must taberil a paper form), 70%

toX314A stigibility category: Submit your application up to 90 days before being envolliet as an #-1 foreign student for one full academic year at an educational institution approved by U.S. Intinigration and Customs Enforcement Student and institution approved by U.S. interaptation and Costerns Enforcement Studient and Dechange Voltan Programs (ECS 2007). Struct provided of employments thanking not task before you have completed one fail academic year. If you completed the new your requiriement which is in another world neuromorganit datas and you are new in valid P.L datas, you are still alignlike to apply for OPF.

(SCX)(III eligibility category: Submit year application up to 80 days before, but no inter than 60 days after year program end date. You must taken year application within 50 days in the date take tay out designation date and efficial (IRO) enters the economistation for GPT ento year blockers and Exitmage Voltary information System (SVX) enault. If you for the loss use well date year (IRO) equation.

(LCCU)C) eligibility category: Submit your application up to 50 days before your surrent OPT express, but you must submit within 60 days of the DSO's approva STCM OPT.

Note: If you are as P.1 student Ning for initial or extension of DPT, your OPT and your Nation 19 you are as P. 1 is student thing for visital or extination of DPT, your DPT and you employees the determination on the automatical physical barrelated at Dyse change inducational program breats on transfer to amother schemol. Working is the Genited States without authorization may result is your remainal from the United States or dioxid of re-entry. Consult your DSG for additional details.

#### CO1 Fee

5. Getting ready

with I-765. Click

*Next* to proceed.

#### Feei 1410.

Refund Policy: USC/S does not refund free, regardless of any action we take on your application, perform or request, or how long USC/S takes to reach a decision. By continence this transaction, was acknowledge that you must use the sent amount and that you are paying the less for a government service.

Please refer to the instructions for the form(4) you are filing for additional information or you may call the USCIS Contact Cooler at 800 375-5283. For TTV (deaf or hand of hearing) 600-778-1033.

#### Documents you may need

Most applicants must upload:

A copy of your Form 1.94, Nonimmigrant Arrival-Departure Record (front and back), a printout of your electronic Form 1.94 from www.cbp.gov/194, passport, or other

· A copy of your failt EAD (front and back). If you were not previously issued an EAD, you must submit a copy of a government issued identify 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 forgerprint. The identity document photocopy must clearly show

· A color psepart-style photograph of yourself taken recently.

the will automatically inform you which documents and additional evidence you may need to provide as you fill out your application. These recommendations for additional information will be based on the information you provide in the

Any document containing foreign language submitted to LSCIS must be accompanied by a full trighth language translation that the translation has certified as originate and accurate, and by the translation's empty cation that he or die is competent of bundlary how the function anging and in finglish.

#### Biometric services appointment

USE15 may require that you appear for an interview or provide biometrics Discontrast regulations provide the analysis of the second (FBI), before making a decision on your application or patition. After USCIS receive your application and ensures it is complete, we will inform you in writing if you need to attend a biorestill services appointment.

#### After You Submit Your Form

#### Track your case online

After you submit your form, you can track its status through your online account. Tigs in to your account often to check your case status and read any important minages.

#### Respond to requests for information

If we need more observation fram you, we will send you's foquest by fisidence (BFE) or Report for information (SPI). You can report to our required and upload your documents through your values access.

#### C Receive your decision

The deviation on Ferrier 1765 involves a determination of whether you have established eligibility for the investigation benefit you are exercise. USE 50 will notify you of the electron in writing. If your application is againsed, we will ember real your EAD to you or we may require you to visit your local USCI

Completing Your Form Online

Filing online Submitting your application online is the same as mailing in a completed paper form. They both gather the same information.

Complete the Getting Started section first

You should answer all questions in the Getting Started section first us we can best multipation the yest of your paties form experience.

#### Servide as many responses as you can

You should provide as many responses as you can, incomplete fields or sections and missing information can slow down the process after you submit your form.

#### 🖺 We will automatically save your responses

We will automatically save your information when you select not to go to a new page or navigate to another section of the form. We will save your information for 30 days from today, or from the last time you worked on the form.

#### How to continue filling out your form

After you start your form, you can sign in to your account to continue where you stopped last time.

DHS Privacy Notice

AUTHORITIES: The information responsed on this application, and the apportant evidence is collected under the Immigration and Nationality Act, 8 U.S.C. § 1324a; 8 CFR 274a.32, and 8 CFR 374x 12

PURPOSE: The primary purpose for providing the requested information on this application is to determine eligibility for certain aliens who are temporarily in the United States requesting an Employment Authorization Document. DHS uses the information you privide to grant or deny the benefit you are seeking.

DISCLOSURE: The information you provide is voluntary. However, failure to provide the equested information, including your Social Security number, and any requested evidence may delay a final decision or result in a rejection or denial of your application.

ROUTINE USES: DHS may, where allowable under relevant coefidentiality provisions, share the information you provide on this application and any additional requested evidence with other Federal, state, local, and foreign government agencies and authorized organizations. DHS follows approved routine uses, as described in the associated published system of records notices (DHS/USCIS/ICE/CBP-001 Alien File, Index, and National File Tracking System of Records, DHS/USCIS-007 Benefits Information System: DHS/USCIS-010 Aprilum Information and Pre-Screening System of Records; DHS/USCIS-017 Refugee Case Processing and Security Screening Information System of Records; and DHS/USCIS-018 Immigration Biometric and Background Check 20BC Sestem of Records), and the published privacy Impact assessments (DHS/USCIS/PIA 016(a) Computer Linked Application Information Anagement System (CLAIMS 3) and Associated Systems; DHS/USCIS/PIA-027 USCIS Asylum Division: DHS/USCIS/PIA-056 USCIS Electronic Immigration System (USCIS ELIS); and DHS/USCIS/PIA-068 Refugee Case Processing and Security Vetting), which can be found at www.dhs.gov/privacy. DHS may also share this information as appropriate for law enforcement purposes or in the interest of national security.

#### Paperwork Reduction Act

An agency may not conduct or sponsor an information collection, and a person is not required to respond to a collection of information, unless it displays a currently valid Office of Nanagement and Budget (0HB) control number. The public reporting burden for this collection of information is estimated at 4 hours per response, including the time for reviewing instructions, agthering the required documentation and information, completing the application, preparing statements, attaching necessary documentation, and submitting the application. The collection of biometrics is estimated to require 1 hour and 10 minutes The public reporting burden for the collection of information for Form I-765WS is estimated at 30 minutes per response, including the time for reviewing instructions, gathering the required documentation and information, completing the application, preparing statements, attaching necessary documentation, and solunitting the application. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to:

U.S. Ottoenship and Immigration Services Office of Policy and Strategy, Regulatory Coordination Division 5900 Capital Geteway Drive, Mail Stop #2140 Camp Springs, MD 20588-0009

#### Do not mail your completed 1 765 application to this address.

OMB No. 1615-0040 Expires 07/31/2022

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## 6. Getting Started. Choose from the drop-down menu. Click Next.

-765, Application for Employment Authorizatio	
	What is your eligibility category?
Getting Started	
Basis of eligibility	You can file your request online only for certain eligibility categories
Reason for applying	If your eligibility category does not appear on the drop-
Preparer and interpreter information	down list, you must file a paper <u>Form I-765</u> . If you submit online and are not eligible for one of the listed categories, your application may be denied.
About You	· · · · · · · · · · · · · · · · · · ·
Evidence	
Additional Information	
Review and Submit	
	A(12) Temporary Protected Status Granted
	c(3)(A) Student Pre-Completion OPT
	c(3)(B) Student Post-Completion OPT
	c(3)(C) STEM Extension

## 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

Have you previously filed Form I-765?

Yes
No

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## 7. Choose according to below instructions and click next.

- Initial permission to apply to accept employment: Select this if this is your first time applying for OPT or if you have applied for OPT after you received a Bachelor's/Master's and now you are applying for a second or third OPT based on the most recent degree completion (e.g. current Master's/Doctorate).
- If your EAD card was lost/stolen or you never received your card and need to replace it; if you need to have your card corrected due to an error you made in your application (and not a USCIS error).
- Select if you are currently working as an F1 student on the 12-Month Full-Time standard Post-completion OPT, and have a <u>STEM Extension OPT eligible CIP</u> <u>code</u> and would like to apply for the 24-Month Full-Time STEM Extension OPT (c)(3)(C) eligibility category.
  - If this is your FIRST I-765 form filed, answer NO. If you have filed an I-765 before, regardless of the category, answer YES.

Is someone ass application?	isting you with co	mpleting this
O Yes		
O No		
Back		Next
	,	
Back		Next

8. If you have a legal representative assisting you with this application, answer Yes.Otherwise, answer No.Then, click *Next*.

9. Provide your name exactly as it appears in your passport. If you only have one name, you may be required to place it in the family/last name field. If you do not have a middle name, leave it blank.

Other names: If you have never had your name legally changed, answer No. If you answer Yes, a new section will pop out for you to add other used names.

I-765, Application for

## Click *Next* when ready.

Employment Authorization			
	What is your current legal name?		
Getting Started 🗸 🗸	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 picknames here.		
About You 🔨	not provide any methanics nete.		
Your name	Given name (first name) Middle name		
Your contact information			
Describe yourself	Family name (last name)		
When and where you were born			
Your immigration information			
Other information			
Evidence 🗸	Have you used any other names since birth?		
Additional Information	Other names used may include nicknames, aliases and maiden names.		
Review and Submit 🔹 🗸			
	○ Yes		
	O No		
	Back Next		

I-765, Application for Employment Authorizati	on	
		How may we contact you?
Getting Started	~	Daytime telephone number
About You	^	
Your name		Mobile telephone number (if any)
Your contact information		This is the same as my daytime telephone number.
Describe yourself		
When and where you were bo	orn	Email address
Your immigration information	n	
Other information		
 -		

10. It is recommended to use a personal email address (e.g. GMail) as you will not always have access to your BSU email account.

Click *Next* when ready.

Nhat is you	r 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.

Address line 1			
Street number and	name		
Address line 2			
Apartment quite :	unit or floor		
Apartment, suite, u	ctata	710 1	
	State	∠IP COde	:
ls your curre	nt mailing ac	ldress the sam	ne as
	l address?		
your physica			
your physica			

Next

Back

If you are using your own address, leave this blank. If you are using a friend's/family member's address, provide their name in this field.

This is the address where USCIS will mail your OPT card and any other relevant documents. USCIS requests 90+/- days to adjudicate your application, therefore, you should be able to receive mail at this address for at least 3-4 months. If you move while your application is pending, you must complete the AR-11, Alien's Change of Address Card online.

You are also welcome to use the IPC address and we will get the card to you: In care of: Bemidji State University, IPC 1500 Birchmont Dr. NE, Box 13 Bemidji, MN 56601



11. *myUSCIS* will ask you to verify the address. The Recommended Address is formatted for USPS mailing. <u>If the recommended</u> address looks correct, select the *Recommended Address* to avoid delays.

Getting Started	~	What is your gender?	What is your city, town, or village of birth?
About You Your name Your contact information	^	<ul><li>Male</li><li>Female</li></ul>	
When and where you were Your immigration informati Other information	born on	What is your marital status?	What is your state or province of birth?
Evidence Additional Information Review and Submit	* * *	<ul> <li>Single</li> <li>Married</li> <li>Divorced</li> <li>Widowed</li> </ul>	What is your country of birth?
		Back	Kt MM/DD/YYYY

Back

Next

12. Provide accurate information on the next two pages.Click *Next* when ready.

## 13. Provide accurate information on following pages. Click Next when ready.

What is your country of citizenship or nationality? List all countries where you are currently a citizen or national.	ost Recent 1-94	What is the passport number of your most recently issued passport?	If you have renewed your passport since you last entered the US, your most recently issued passport may have a different number from your most recent I-94. That is fine. Provide the number of your valid and most recently issued passport on this page.
+ Add country	dmission (I-84) Record Number: 12345678910 jpst Recent Date of Entry: 2018 August 14 lass of Admission: F1	What is your travel document number (if any)?	F-1 students do not have travel documents. You have passport and visa for travel.
	device Until Date: valits provide State MtPtLE Last Sumane: First (Given) Name: Alberta Birth Date: 1984 August 01	What is the expiration date of your passport or travel document?	You must be in F1-Student status to be eligible for OPT. If you are currently in the US in a status other than F1, you are not eligible for OPT.
What is your Form I-94 Arrival-Departure Record Number (if any)?	Country of Issuance: Swamp Get Travel History	MM/DD/YYYY	What is your current immigration status or category?
	Download most recent I-94 from: <u>194 - Official Website (dhs.gov)</u>	What country issued your passport or travel document?	· · · · · · · · · · · · · · · · · · ·
When did you last arrive in the United States?	Click on "Get Travel History" to see		What is your Student and Exchange Visitor Information System (SEVIS) Number (if any)?
Date of arrival	your place of arrival.		Use the "Additional Information" section to include all previously used SEVIS numbers.
MM/DD/YYYY	Department of Homeland Security U.S. Immigration and Customs Enforcement	Enter the numbers which follow the "N" in your SEVIS	N-
Place of arrival	SEVIS ID: N	number on your 1-20.	
Status at last arrival	PREFERRED NAME		Back

If you have previously been issued an Employment Authorization Document (EAD), your A-Number is the same as the USCIS# found on the EAD. Otherwise, check the "I do not have or know my A-Number" box.

If this is the first application you are filing online, you do not have a USCIS Online Account Number yet. You will have a USCIS Online Account Number after filing this application.

## What is your A-Number?

A-

I do not have or know my A-Number.

## 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 <u>certain paper forms</u> 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.

Do you want the SSA to issue you a Social



# acial Socurity Administration (SSA)

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

○ Yes

🔿 No

O Yes

O No

This is asking whether you have a Social Security Number (SSN) already. Answer accordingly.

## Answer: it depends...

If you already have an SSN, you do not need a new one issued.

If you do not have an SSN/card, we recommend you select Yes.

Security card?

## 14. Upload your photo as required. Click *Next* when ready.

## 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 <u>photo composition</u> <u>tools</u>. Please note that we cannot approve your application without your photo.

### 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		
Back	Next	

## 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 <u>CBP website</u> 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

Next

You may obtain your most recent electronic I-94 at https://i94.cbp.dhs.gov/I94/#/home.

## Click on "Get Most Recent I-94."

NOTE: If you upload the electronic I-94, there is no "back." If you have not travelled since the electronic I-94 system was established and you still have the 3x5 paper I-94 card, then a copy of the front and back is required.

You may also upload a copy of your passport identification pages(s) in this section as an additional document, however, the next section also allows for uploading your passport, if you have never been issued an Employment Authorization Document, previously.

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## 15. Upload documents as required on following pages. Click Next when ready.

## 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				
Back	Next			

If you have been issued an Employment Authorization Document by USCIS in the past (such as for OPT after a previous degree program), upload a copy here.

Otherwise, upload a copy of your passport identification page(s) here.

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

Cho	ose or drop files here to u	pload
Back		Next
	,	

## If you have had CPT or OPT before:

- CPT: upload a copy of the I-20 you received with the CPT authorization.
- OPT/STEM OPT: Upload a copy of the EAD card you received from USCIS.

If you have not had either CPT or OPT, click *Next* to continue.

This is where you will upload the I-20 with the recommendation on page 2. The OPT I-20 must be signed and dated by both you (on page 1) and the advisor (on pages 1 and 2).

Make sure you schedule a document review appointment with IPC advisor to receive this OPT I-20! You can schedule an appointment here https://calendly.com/ chagenswanson/

## 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

Back

Choose or drop files here to upload

Next

## 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.



## Check your application before you submit

We will review your application to check for accuracy and completeness before you submit it.

We encourage you to provide as many responses as you can throughout the application, to the best of your knowledge. Missing information can slow down the review process after you submit your application.

You can return to this page to review your application as many times as you want before you submit it.

#### Your fee

## 16. Check your application and fix all alerts and warnings.

• Your form filing fee is: \$410

Refund Policy: USCIS does not refund fees, regardless of any action we take on your application, petition or request, or how long USCIS takes to reach a decision. By continuing this transaction, you acknowledge that you must submit fees in the exact amount and that you are paying the fees for a government service.

Make sure this shows the correct fee for the OPT application. You will be able to pay by ACH withdrawal from your savings/checking account or by credit/debit card.

#### Alerts and warnings

You have one or more alerts and warnings based on the information you provided in your application.

A red alert means you have incomplete responses or inconsistent data. You cannot submit your application with any alerts.

There are errors in About You: When and where you were born

#### Edit my responses

## Fix all alerts and warnings until it shows:

 We found no alerts or warnings in your application





Now it's time to schedule your OPT document review appointment with IPC advisor and get your OPT I-20. Please email the above PDF of your application, a copy of the email showing your grad plans are approved, Supplementary Information for Optional Practical Training, and all other required documents to international@bemidjistate.edu and schedule an appointment here.

18. After you receive your OPT I-20 from your IPC advisor, log back in to finish your application.

We recommend you go over your application one more time to make sure everything is correct. Once you submit the application, you won't be able to make any changes.



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.

## Confirm the statement and click Next.



I-765, Application for Employment Authorizati	ion			
Getting Started About You Evidence Additional Information	* * * *	Applicant's Declaration and Certification You must read and agree to the certification below. If you knowingly and willfully falsify or conceal a material fact or submit a false document with your application, we can deny your application and may deny any other immigration benefit. You may also face criminal prosecution and penalties provided by the law.		
Review and Submit Review your application Your application summary	^	Copies of any documents I have submitted are exact photocopies of unaltered, original documents, and I		
Your signature		understand that USCIS may require that I submit original documents to USCIS at 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 is 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 realfirming that:		
		<ol> <li>reversed and understood all of the information contained in, and submitted with, my application, and</li> <li>All of this information was complete, true, and correct at the time of filing.</li> </ol>		
		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	Confirm the st	atement.
		Applicant's signature You must provide your digital signature below by typing your full legal name. We may deny your application if you do not completely fill out this application or fail to submit required documents. We will record the date of your signature with your application.		
			Type your full Handwritten n	legal name here ot permitted.

Next

Back

# 19. Make payment and submit your application.



Click here. You will be taken to Pay.gov to pay the application fee.

20. Choose your payment method and put in payment information.

	Pay gov
USCIS I-765	
Please select a payment method:	
O 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	

21. Once you have completed the Pay.gov sections, you should

a) see a screen which confirms "You successfully submitted your I-765" application; and

b) receive an email fromPay.gov with yourpayment confirmation.

Make sure to securely store these confirmation notice for your future record.

## You successfully submitted your I-765

We will contact you if we have any questions or need additional information. You can track the status of your application through your USCIS online account.

Go to my cases

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You have submitted your OPT application! You may follow the progress of the application by viewing "Your Cases" in your *myUSCIS* account and clicking on *Case Status, Case History,* or *Documents for application history/receipt.* 

I-765 Application for Employment Authorization Submitted on May 6, 2021 Receipt							
Case status Case history	Documents						
USCIS Notices							
File		Date Sent	Action				
Banalat Matina auff		May 6. 2021	Nik				

**Questions?** The IPC is happy to help!