

## Post-Completion OPT Checklist

As of April 12, 2021, students applying for Post-Completion OPT employment authorization may electronically file their Form I-765 through <https://www.uscis.gov/>. USCIS guidance for filing online is available at <https://www.uscis.gov/file-online/tips-for-filing-forms-online>.

You may file your I-765 up to 90 days before, but no more than 60 days after, your program end date. However, you must file within 30 days of DSO recommendation in SEVIS, or USCIS will reject your application. **Please file as early as possible to allow for USCIS processing time.** Once your application is approved, USCIS will send your EAD card to you. **You may not begin working until the start date listed on your EAD card, AND you have received your EAD card.**

**\*\*Please complete the following steps to electronically file your Form I-765\*\***

**Step 1:** Create an account with USCIS at [https://myaccount.uscis.gov/users/sign\\_up](https://myaccount.uscis.gov/users/sign_up). You can securely and directly send messages to and receive messages from USCIS, track your case, upload your documents, and receive status notifications through your USCIS account.

**Step 2:** Select “File a Form Online.”

**Step 3:** Complete all sections of the I-765. USCIS may deny your form if you leave a field blank or if you do not sign your form. Be sure to list your eligibility category as (c)(3)(B) for Post-Completion OPT.

**Step 4:** Upload the following documents in either .jpg, .jpeg, .pdf, .TIF, or .TIFF format. Each file must be no more than 6MB in size. The passport photo must be 600 x 600 pixels. Be sure that each document you submit is clear and that all text is legible. Any document that is not written in English must also have an English translation. Do not encrypt or password protect your files. **Do not submit a document for which USCIS does not ask.**

- One 2" x 2" U.S. passport-style photograph of you taken within the last 6 months
- Copy of your valid passport (photocopy of bio page, renewal documentation if original has expired, and pages showing amendments such as name changes, corrections, etc.)
- Copy of your most recent Form I-94: current electronic version (<https://i94.cbp.dhs.gov/i94/#/home>) or front and back of paper card
- Copy of any previously issued EADs (front and back)
- Copy of your new I-20 with OPT recommendation
- Letter from the Registrar confirming your major, current degree level, and graduation semester
- All previously used SEVIS numbers (if applicable)
- Evidence of any previously authorized CPT and the academic level at which it was authorized

**Step 5:** Review and digitally sign your form. You can view, save, and print a PDF draft of your application.

**Step 6:** Pay your filing fee at <https://www.pay.gov>. You have the option to pay via ACH withdrawal (E-check) from a U.S. bank account or with a credit or debit card issued by a U.S. bank. **USCIS will consider your application "filed" once you pay your filing fee.**