

Under “Select the form you want to file online”, select “**I-765, Application for Employment Authorization**”

Then, under “What is your eligibility category?” select the appropriate category:

What is your eligibility category?

If your eligibility category is not listed in the drop down menu, you can submit a paper form by mail.

(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
(c)(8) Pending Asylum and Withholding of Removal Applicants and Applicants for Asylum under the ABC Settlement Agreement
(c)(9) Adjustment Applicant under Section 245
(c)(11) Parole

Be sure to select the correct eligibility category.

- Basis of eligibility
 - c(3)(A) for Pre-Completion OPT;
 - **c(3)(B) for Post-Completion OPT;**
 - c(3)(C) for the STEM Extension.

Next, read the overview of the eligibility categories and information on concurrent filing. **Please read this page carefully.**

Select “Start form”.

You will be brought to a page with an overview of the online filing process, including eligibility requirements, required documents, payment details, and action items you may need to take after submitting Form I-765. **Please read this page carefully** and contact your assigned Kearney Center advisor if you have any questions.

Review the “Completing your Form Online” section carefully. Note that your responses will be automatically saved. If you log out, you may log back in and resume where you left off last time.

Step 4: Complete the form

Getting Started

Fill out all required questions in this section.

- **Basis of eligibility**
 - c(3)(A) for Pre-Completion OPT;
 - c(3)(B) for Post-Completion OPT;
 - c(3)(C) for the STEM Extension.
- **Would you like to request Premium Processing Service?**
 - Select “Yes” if you wish to add premium processing to your application. **Please note this will incur an extra cost to you**
 - Select “No” if you wish to proceed with regular processing times
- **Reason for applying**
 - Pre- or Post- Completion OPT applicants should select Initial permission to accept employment
 - STEM OPT Extension should select Renewal of permission to accept employment
- **Have you previously filed Form I-765?**
 - Select “No” if you *have not previously applied for work authorization with an I-765*
 - Select “Yes” if you *have previously filed an I-765* (you will be required to upload a copy of your last Employment Authorization Document in the “Evidence” section).
- **Is someone assisting you with completing this application?**
 - Select “no” unless someone (e.g., an interpreter) is assisting you with the application.

About You

Carefully fill out all required information in this section. The questions are mostly self-explanatory, but please take note of the following items:

- **Your immigration information**
 - Information about your Form I-94 can be found on the [CBP website](#)
 - Be sure to select the correct immigration status, as the list of available statuses is quite long (F1 Student, Academic, or Language Program).
 - Your SEVIS number can be found on the top left corner of your I-20.
- **Other information**
 - If you do not have a previous EAD, leave the A-Number field blank. If you have a previous EAD, your A-Number will be listed under USCIS# on your card.
 - If you have been issued a Social Security Number, please provide it (if known). If not, please select "Yes" under "Do you want the SSA to issue you a Social Security card?"

What is your eligibility category? *

⚠ You can file your request online only for certain eligibility categories
If your eligibility category does not appear on the drop-down list, you must file a paper [Form I-765](#). If you submit online and are not eligible for one of the listed categories, your application may be denied.

- (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

Evidence

Carefully scan and upload copies of all the required documents and photos in this section.

- **2 x 2 photo**
 - Be sure to review the guidelines for taking and uploading a photo. Selfies are not acceptable, and the picture must be taken on a plain white or off-white background. Upload your photo to the Photo Tool on the Department of State's Passport Photos page to create an acceptable passport style photo. Your application will not be approved without a photo.

- **Form I-94**



In this evidence section you will upload multiple documents

- Upload a copy of your I-94. Label the document by choosing I-94 from the dropdown menu. Refer to the [CBP website](#) to obtain a copy of this form.
- Upload a copy of your passport. Choose PASSPORT OR TRAVEL DOCUMENT from the dropdown menu.



If you have more than one passport number, upload copies of BOTH your old and new passport!

- Upload a copy of your visa. Choose PASSPORT OR TRAVEL DOCUMENT from the dropdown menu.
- **Employment Authorization Document**
 - Upload a copy of any previous EAD cards you received from USCIS (*leave this evidence section empty if you never had an EAD card from USCIS*).
- **Previously authorized CPT and OPT**
 - In this section you will upload multiple documents.
 - If you were authorized for CPT during your current degree program: Upload all I-20s with CPT work authorization on Page 2 of the I-20 (*leave this evidence section empty if you were never authorized for CPT during your current degree program*).
 - Upload a copy of your CPT Employment History. The Kearney International Center will provide this document (*leave this evidence section empty if you were never authorized for CPT during your current degree program*).
- **Form I-20**
 - In this section you will upload multiple documents. You first need to meet with your KIC Advisor before receiving your OPT I-20 and SEVIS Event History pages.
 - Upload a copy of the I-20 with requested OPT employment dates on Page 2. ***Sign your new I-20 at the bottom of page 1.***
 - Upload a copy of the SEVIS Event History. The Kearney International Center will provide this document.



Before going to the next section, check that you have uploaded the correct evidence files by clicking on the file name and downloading a copy

Additional Information

Use this section to provide any additional information that you could not fit into the previous sections.

Example #1: If you have a job offer letter from an employer to begin OPT employment:

- **Section:** Select "Getting Started";
- **Page:** Select "Basis of Eligibility";
- **Question:** Select "What is your eligibility category?"
- **Additional information:** Enter the employment information. For example:
 - Employer name: Taylor Corporation
 - Title: Data Analyst
 - Projected Start Date: January 1, 2022
 - Write a short statement requesting the USCIS to expedite your application so that you can start your employment on time.



*After you submit your I-765, there will be an option for you to attach **UNSOLICITED EVIDENCE** to your application. You can attach your offer letter of employment at that time.*

Example #2: If you have a previous SEVIS number:

- **Section:** Select "About You";
- **Page:** Select "Your immigration information";
- **Question:** Select "What is your Student and Exchange Visitor Information System (SEVIS) Number (if any)?"
- **Additional information:** Enter your previous SEVIS ID number, the name of the institution, degree level, and program start date. For example:
 - N00000000000
University of Minnesota, Twin Cities
Bachelor's
8/15/2016 – 5/20/2020

Example #3: If you have a previous CPT authorization:

- **Section:** Select "Evidence";
- **Page:** "Previously authorized CPT or OPT";
- **Question:** "Previously authorized CPT or OPT";

- **Additional information:** Enter the type of authorization, employer, full- or part-time status, dates, degree level, and SEVIS ID. For example:
 - Employment Type: Part time CPT
 - Employer: Target
 - Location: Minneapolis, MN
 - Dates: 5/31/2018 – 9/1/2018 →
 - Degree Level: Master’s

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.

Section *

Evidence

Page *

Previously authorized CPT or OPT

Question *

Previously authorized CPT or OPT

Additional information *

CPT, Amazon, Part-time
5/31/2018 - 9/1/2018
Master's
N00123456789

Example #4: If you have received Severe Economic Hardship Work Authorization:

- **Section:** Select “Evidence”;
- **Page:** “Employment Authorization Document”;
- **Additional information:** Enter the type of authorization and name of your employers, etc. For example:
 - Employment Type: Severe Economic Hardship
 - Employer: Wis-Park Inc.
 - Location: Mankato, MN
 - Dates: 8/1/2020 – 5/31/2021
 - Degree Level: Bachelor’s

Step 5: Review Form with Your Kearney Center Advisor

Before submitting your I-765, you will need to meet with your Kearney Center Advisor to review your application. Schedule a Zoom meeting with your Kearney Center Immigration Advisor via [MavCONNECT](#). During the meeting, you will share your screen with your advisor so that your advisor can confirm your application has been completed correctly.



Do not continue to the next section without reviewing your application with your Kearney Center Advisor first!