FORT HAYS STATE UNIVERSITY
GLOBAL AFFAIRS AND INTERNATIONAL STUDENT SERVICES

Recommended Steps for Completing the I-765 Application Online

1. Create your online USCIS account at https://myaccount.uscis.gov/sign-in
2. Gather the following documents:
    a. An electronic copy of your passport photograph ID page
    b. An electronic copy of your Visa page
    c. An electronic copy of the front and back of any previous EAD cards (if applicable)
    d. An electronic copy of any previous I-20s with CPT or OPT information (if available)
    e. An electronic copy of your I-20 with an OPT recommendation (***do not submit OPT application without this***)
        i. Must be issued within the last 30 days for post-completion OPT and within the last 60 days for STEM extension OPT. You MUST submit internal documents to the International Office to receive a new I-20 before filing for your OPT online.
        ii. The I-20 must be signed by an International Student Services PDSO/DSO and by you. You can use a digital or handwritten signature.
    f. Your most recent form I-94 Arrival/Departure record https://i94.cbp.dhs.gov/I94/#/home
        i. Select "Get Most Recent Form I-94"
    g. A credit card with which you can pay the filing fee
3. File a form online
    a. Application for Employment Authorization (I-765)
    b. **Post-completion OPT**, Category C3B
    c. Getting Started
        i. Basis of eligibility
        ii. Select **C3B**
    d. **Reason for applying:** Select *Initial permission to accept employment*
    e. **Have you previously filed Form I-765?**
        i. **Check No**--if you have not previously applied for work authorization with an I-765
        ii. **Check Yes**--if you have previously filed an I-765 (provide evidence)
    f. **Is someone assisting you with completing this application?** Check No
4. About You
    a. **Your Name**:
        i. What is your current legal name? Have you used any other names since birth?
    b. **Your contact information:**
        i. How may we contact you?
        ii. Daytime telephone number
        iii. Email address
        iv. What is your current U.S. mailing address?
            1. Use our office address:
            600 Park St., GAISS MU014
            Hays, KS 67701

v. Is your current mailing address the same as your physical address?

c. **Describe yourself:**
    i. What is your gender?
    ii. What is your marital status?
    iii. When and where you were born
    iv. What is your city, town or village of birth?
    v. What is your state or province of birth?
    vi. What is your country of birth?
    vii. What is your date of birth?
d. **Your immigration information**
    i. What is your country of citizenship or nationality?
    ii. What is your Form I-94 Arrival-Departure Record Number?
        1. When did you last arrive in the United States?
        2. Date of Arrival
        3. Place of arrival (airport)
        4. Status at last arrival
e. Select F-1 unless you changed your status after your most recent arrival
f. What is the passport number of your most recently issued passport?
g. What is your travel document number (if any)? <u>likely leave this section blank</u>
h. What is the expiration date of your passport or travel document?
i. What country issued your passport or travel document?
j. What is your current immigration status or category?: **Select F-1**
k. What is your Student and Exchange Visitor Information System (SEVIS) Number?
l. Take a look at the top left of your most recent I-20. Your SEVIS ID is listed there.

5. **Other Information**
    a. What is your A-number? <u>Check "I do not have or know my A-Number."</u>
    b. **What is your USCIS Online Account Number?** <u>Check "I do not have or know my USCIS Online Account Number."</u>
6. **Has the Social Security Administration (SSA) ever officially issued a Social Security Card to you? Do you want the SSA to issue you a Social Security card?**
    a. If you do not have a social security number or do not have your card, you should check "yes." You will need to complete the required information so that the SSA can issue you a social security card.
7. **Evidence**
    a. Form I-94 https://i94.cbp.dhs.gov/I94/#/home
    b. Previous Employment Authorization Document if applicable.
    c. If you do not have a former EAD, you should upload a copy of the photo page of your passport here.
    d. I-20s with former CPT or OPT details, if applicable. You should include previous degree level CPT and OPT here if available. If you do not have these document available, see "Additional Information" below.
    e. Form I-20
        i. This is the I-20 you will receive from ISS **<u>after</u>** submitting your OPT I-20 Request Form. **<u>DO NOT</u>** upload a previous I-20 without an OPT recommendation from the last 30 days on page 2.

ii. The I-20 must be signed by an ISS advisor and by you. You can use a digital or handwritten signature.

8. **Additional Information**
    a. If you have previously authorized CPT or OPT and do not have former I-20s with these details, you should do the following:
    b. **Section: Evidence**
        i. Page: Post-completion CPT or OPT
        ii. Question: Post-completion CPT or OPT
9. **Additional Information:**
    a. Type of previously authorized practical training (CPT, OPT, etc.)
    b. Dates of previously authorized practical training
    c. Application status (approved, denied, or withdrawn)
    d. Degree Level (bachelors, masters, PhD, etc.)
    e. Receipt or Card Number if known
10. **Review and Submit**
    a. Review your application
    b. Read and agree to the “applicant’s statement”
    c. Digitally sign
    d. Pay the application fee
    e. Make sure ***EVERYTHING REQUIRED IS UPLOADED BEFORE*** submitting your application
    f. Submit your OPT application