



OPT Application Review

Reviewed 11/16/2020

Overview

Please use this guided review along with the OIS Guidelines for Completing the I-765 to complete your application materials.

Ultimately, it is your responsibility to carefully review the I-765 form and instructions and to properly complete and file your application.

The purpose of this review is to provide general guidance and examples for your initial OPT application; it is not a guarantee of acceptance or approval.

OIS staff are not able to predict USCIS adjudication decisions or eliminate all variability or unknowns in USCIS processing.

Please note that this guidance is for initial 12-month OPT applications only. There are differences for STEM OPT applications. Please refer to the USCIS I-765 instructions, the OIS Guidelines for Completing I-765, and the STEM OPT webpage for further instructions about STEM applications.

These are all of the documents needed for a complete OPT application:

1. G-1145
2. I-765 (you must include all 7 pages, even if some are not applicable to you)
3. Payment (check or money order) - Stapled to page 1 of I-765
4. Passport-style photos - Paper-clipped to page of I-765
5. Copy of most recent I-94
6. Copy of front and back of any previously issued EAD (if any)
7. Copy of most recently issued passport bio page
 - a. If your visa is in a previously expired passport you do NOT need to include your old passport bio page
8. Copy of visa page (expired visa is OK and you don't have to include a copy of your passport page with the admission stamp)
9. Copy of I-20 with OPT recommendation
10. Copies of other I-20s showing OPT or CPT.

1. G-1145

The purpose of this form is to give USCIS permission to update you electronically (text or email) about your application.

The text/email doesn't confer any immigration status or benefit. It just provides information earlier than you would receive the paper notice.

OIS strongly recommends you include this form in your application.

OIS recommends you fill out the form by typing rather than handwriting to ensure your contact information is legible.

2. I-765

Make sure you're using the most recent version of the I-765 which can be found at www.uscis.gov/i-765.

OIS strongly recommends you type in your answers rather than writing by hand. But, if you choose to write in by hand, you must use black ink.

Note: Some fields are limited in character length or will not accept certain types of characters. It is OK to type all the other fields and then complete by hand those sections that the form won't let you type.

Don't forget to sign and date the I-765 after you print!!

I-765 and non-applicable fields

The I-765 form instructions state: Answer all questions fully and accurately. If a question does not apply to you (for example, if you have never been married and the question asks, “Provide the name of your current spouse”), type or print “N/A” unless otherwise directed.

OIS recommends that you follow these directions throughout the I-765. Follow the directions within the form if it says to skip fields.

If your pdf editor does not allow you to type N/A in a field, you can handwrite it in black ink afterwards.

For entire pages that do not apply to you can write a large N/A over the whole page (examples are later in the presentation).

I-765 Page 1: Reason for Applying

Initial 12 months of OPT:

Box 1.a. Initial permission to accept employment.

▶ **START HERE** - Type or print in black ink.

Part 1. Reason for Applying

I am applying for (select **only one** box):

1.a. Initial permission to accept employment.

1.b. Replacement of lost, stolen, or damaged employment authorization document, or correction of my employment authorization document **NOT DUE** to U.S. Citizenship and Immigration Services (USCIS) error.

NOTE: Replacement (correction) of an employment authorization document due to USCIS error does not require a new Form I-765 and filing fee. Refer to **Replacement for Card Error in the What is the Filing Fee** section of the Form I-765 Instructions for further details.

1.c. Renewal of my permission to accept employment. (Attach a copy of your previous employment authorization document.)

Even if you have applied for OPT before at a previous degree level, still check box 1.a.

I-765 Page 1: Names

1.a.-1.c. Type or print your full legal name as it appears on your I-20 and/or passport.

Part 2. Information About You	
<i>Your Full Legal Name</i>	
1.a. Family Name (Last Name)	<input type="text"/>
1.b. Given Name (First Name)	<input type="text"/>
1.c. Middle Name	<input type="text"/>

Items 2.a – 4.c. Type or print all other names you have ever used, such as a maiden name, “FNU,” previous legal names, etc.

I-765 Page 2: Mailing Address

Your U.S. Mailing Address: This is where USCIS will send all paper notices and the EAD.

Make sure you can access this address for the next 5 months.

If you are not registered to receive mail at the address you list as your mailing address (i.e. you're using a friend or family member's address and you don't actually live there and receive all your mail there), enter the name of the person who is in 5.a.

“In Care Of Name” means “this person has my permission to receive my mail.”

Part 2. Information About You (continued)

Your U.S. Mailing Address

5.a. In Care Of Name (if any)

5.b. Street Number and Name

5.c. Apt. Ste. Flr.

5.d. City or Town

5.e. State 5.f. ZIP Code
([USPS ZIP Code Lookup](#))

6. Is your current mailing address the same as your physical address? Yes No

NOTE: If you answered “No” to Item Number 6., provide your physical address below.

I-765 Mailing Address

At this time, we have a reduced ability to collect and distribute mail from USCIS in a timely manner and cannot guarantee there will not be an interruption to our mail service. Therefore, you cannot use OIS as your mailing address.

If you do not think your own address will be reliable for the next 5 months, we suggest you use a friend's address.

Example: Using your own mailing address (where you actually live and receive all your mail)

Correct format, with apartment

Your U.S. Mailing Address

5.a. In Care Of Name (if any)

5.b. Street Number and Name

5.c. Apt. Ste. Flr.

5.d. City or Town

5.e. State 5.f. ZIP Code
[\(USPS ZIP Code Lookup\)](#)

6. Is your current mailing address the same as your physical address?
 Yes No

NOTE: If you answered "No" to **Item Number 6.**, provide your physical address below.

Correct format, no apartment

Your U.S. Mailing Address

5.a. In Care Of Name (if any)

5.b. Street Number and Name

5.c. Apt. Ste. Flr.

5.d. City or Town

5.e. State 5.f. ZIP Code
[\(USPS ZIP Code Lookup\)](#)

6. Is your current mailing address the same as your physical address?
 Yes No

NOTE: If you answered "No" to **Item Number 6.**, provide your physical address below.

INCORRECT U.S. Address Formatting

Your U.S. Mailing Address

5.a. In Care Of Name (if any)

5.b. Street Number and Name

5.c. Apt. Ste. Flr.

5.d. City or Town

5.e. State 5.f. ZIP Code
[\(USPS ZIP Code Lookup\)](#)

6. Is your current mailing address the same as your physical address?
 Yes No



Your U.S. Mailing Address

5.a. In Care Of Name (if any)

5.b. Street Number and Name

5.c. Apt. Ste. Flr.

5.d. City or Town

5.e. State 5.f. ZIP Code
[\(USPS ZIP Code Lookup\)](#)

6. Is your current mailing address the same as your physical address?
 Yes No



- **Line 1 format:** Street number followed by street name; NO commas.
- If you only have one number in your address, it is your street number.
- If you are unsure, ask your property manager how to correctly format your address.

Example: Using a friend's address

Your U.S. Mailing Address

5.a. In Care Of Name (if any)

5.b. Street Number and Name

5.c. Apt. Ste. Flr.

5.d. City or Town

5.e. State 5.f. ZIP Code
[\(USPS ZIP Code Lookup\)](#)

6. Is your current mailing address the same as your physical address?
 Yes No

NOTE: If you answered "No" to **Item Number 6.**, provide your physical address below.

I-765 Page 2: Physical Address

U.S. Physical Address

7.a. Street Number and Name

7.b. Apt. Ste. Flr.

7.c. City or Town

7.d. State 7.e. ZIP Code

U.S. Physical Address: Complete this if you answered “no” to Question #6. It must match your SEVIS Local address in MyPack at time of application. If you move while your application is still pending with USCIS, do not contact USCIS to update your physical address. Rather, update it using SEVIS Local Address in MyPack.

I-765 Page 2: Other Information

8. The Alien Registration Number is only applicable if you were previously issued an EAD. If you do not have one, write N/A or none.

9. If you do not have a USCIS online account number, write N/A or none (most likely, you do not have a USCIS online account number).

10-11. Self Explanatory

12. If you answer “yes” to question 12 provide an explanation on page 7 and include copies of any previously issued EAD(s) with your application.

Other Information

8. Alien Registration Number (A-Number) (if any)
 ▶ A-

9. USCIS Online Account Number (if any)
 ▶

10. Gender Male Female

11. Marital Status
 Single Married Divorced Widowed

12. Have you previously filed Form I-765?
 Yes No

13.a. Has the Social Security Administration (SSA) ever officially issued a Social Security card to you?
 Yes No

NOTE: If you answered “No” to Item Number 13.a., skip to Item Number 14. If you answered “Yes” to Item Number 13.a., provide the information requested in Item Number 13.b.

I-765 Page 2: Other Information (SSN)

If you answered “yes” to question 13.a.:

- Fill in your social security number in 13.b.
- Answer “no” to question 14
- Skip to Part 2, Item Number 18.a.

If you answered “no” to question 13.a. (that you have never been issued a social security card) choose one of the following options (example on next slides):

- **OPTION 1: Apply for SSN on I-765**
 - Answer “yes” to questions 14-15
 - Complete questions 16.a -17.b.
- **OPTION 2: Apply for SSN after you receive EAD**
 - Answer “no” to question 14
 - Skip to Part 2, Item Number 18.a.

13.b. Provide your Social Security number (SSN) (if known).
 ▶

14. Do you want the SSA to issue you a Social Security card?
 (You must also answer “Yes” to Item Number 15.,
 Consent for Disclosure, to receive a card.)
 Yes No

NOTE: If you answered “No” to Item Number 14., skip to Part 2, Item Number 18.a. If you answered “Yes” to Item Number 14., you must also answer “Yes” to Item Number 15.

15. **Consent for Disclosure:** I authorize disclosure of information from this application to the SSA as required for the purpose of assigning me an SSN and issuing me a Social Security card.
 Yes No

NOTE: If you answered “Yes” to Item Numbers 14. - 15., provide the information requested in Item Numbers 16.a. - 17.b.

Father's Name
 Provide your father's birth name.

16.a. Family Name (Last Name)

16.b. Given Name (First Name)

Mother's Name
 Provide your mother's birth name.

17.a. Family Name (Last Name)

17.b. Given Name (First Name)

SSN Option 1: Apply for SSN on I-765

OPTION 1: Apply for SSN on I-765

- Answer “yes” to questions 14-15
- Complete questions 16.a -17.b.

13.b. Provide your Social Security number (SSN) (if known).

▶

14. Do you want the SSA to issue you a Social Security card? (You must also answer “Yes” to **Item Number 15.**, **Consent for Disclosure**, to receive a card.)

Yes No

NOTE: If you answered “No” to **Item Number 14.**, skip to **Part 2., Item Number 18.a.** If you answered “Yes” to **Item Number 14.**, you must also answer “Yes” to **Item Number 15.**

15. **Consent for Disclosure:** I authorize disclosure of information from this application to the SSA as required for the purpose of assigning me an SSN and issuing me a Social Security card.

Yes No

NOTE: If you answered “Yes” to **Item Numbers 14. - 15.**, provide the information requested in **Item Numbers 16.a. - 17.b.**

Father's Name

Provide your father's birth name.

16.a. Family Name (Last Name)

16.b. Given Name (First Name)

Mother's Name

Provide your mother's birth name.

17.a. Family Name (Last Name)

17.b. Given Name (First Name)

SSN Option 2: Apply for SSN after you receive EAD

OPTION 2: Apply for SSN after you receive EAD

- Answer “no” to question 14
- Skip to Part 2, Item #18.a.

13.b. Provide your Social Security number (SSN) (if known).
 ▶

14. Do you want the SSA to issue you a Social Security card?
 (You must also answer “Yes” to **Item Number 15.**,
Consent for Disclosure, to receive a card.)
 Yes No

NOTE: If you answered “No” to **Item Number 14.**, skip to **Part 2.**, **Item Number 18.a.** If you answered “Yes” to **Item Number 14.**, you must also answer “Yes” to **Item Number 15.**

15. **Consent for Disclosure:** I authorize disclosure of information from this application to the SSA as required for the purpose of assigning me an SSN and issuing me a Social Security card.
 Yes No

NOTE: If you answered “Yes” to **Item Numbers 14. - 15.**, provide the information requested in **Item Numbers 16.a. - 17.b.**

Father's Name
 Provide your father's birth name.

16.a. Family Name (Last Name)

16.b. Given Name (First Name)

Mother's Name
 Provide your mother's birth name.

17.a. Family Name (Last Name)

17.b. Given Name (First Name)

I-765 Page 3: Birth Information

List your date of birth in the following order:
Month/Day/Year.

For example, if you were born on April 10th 1994, you would write 04/10/1994.

Part 2. Information About You (continued)	
<i>Place of Birth</i>	
List the city/town/village, state/province, and country where you were born.	
19.a. City/Town/Village of Birth	<input type="text"/>
19.b. State/Province of Birth	<input type="text"/>
19.c. Country of Birth	<input type="text"/>
20. Date of Birth (mm/dd/yyyy)	<input type="text"/>

I-765 Page 3: Arrival Information

Your I-94 & Travel History will help you complete this section. Download them at i94.cbp.dhs.gov.

23. Place of last arrival (where you went through U.S. Customs)

- There are several valid ways to list your place of last arrival including:
 - Airport code
 - City
 - City and state
- If you have a non-U.S. place (such as Abu Dhabi) listed as your port of entry, it is OK to put that for #23.

Information About Your Last Arrival in the United States

21.a. Form I-94 Arrival-Departure Record Number (if any)

21.b. Passport Number of Your Most Recently Issued Passport

21.c. Travel Document Number (if any)

21.d. Country That Issued Your Passport or Travel Document

21.e. Expiration Date for Passport or Travel Document (mm/dd/yyyy)

22. Date of Your Last Arrival Into the United States, On or About (mm/dd/yyyy)

23. Place of Your Last Arrival Into the United States

24. Immigration Status at Your Last Arrival (for example, B-2 visitor, F-1 student, or no status)

25. Your Current Immigration Status or Category (for example, B-2 visitor, F-1 student, parolee, deferred action, or no status or category)

26. Student and Exchange Visitor Information System (SEVIS) Number (if any)

I-765 Page 3: Arrival Information continued

26. **SEVIS Number.** Your SEVIS number is at the top left of your I-20. It begins with “N” followed by 10 numbers. Enter the numbers only in the box.

Refer to OIS’s I-765 Guidelines for complete information on how to answer these questions.

Information About Your Last Arrival in the United States

21.a. Form I-94 Arrival-Departure Record Number (if any)

21.b. Passport Number of Your Most Recently Issued Passport

21.c. Travel Document Number (if any)

21.d. Country That Issued Your Passport or Travel Document

21.e. Expiration Date for Passport or Travel Document (mm/dd/yyyy)

22. Date of Your Last Arrival Into the United States, On or About (mm/dd/yyyy)

23. Place of Your Last Arrival Into the United States

24. Immigration Status at Your Last Arrival (for example, B-2 visitor, F-1 student, or no status)

25. Your Current Immigration Status or Category (for example, B-2 visitor, F-1 student, parolee, deferred action, or no status or category)

26. Student and Exchange Visitor Information System (SEVIS) Number (if any)
 ▶ N-

Example Arrival Information

Information About Your Last Arrival in the United States

21.a. Form I-94 Arrival-Departure Record Number (if any)
 ▶ 1 2 3 4 5 6 7 8 9 A 0

21.b. Passport Number of Your Most Recently Issued Passport
 ABC12345

21.c. Travel Document Number (if any)
 N/A

21.d. Country That Issued Your Passport or Travel Document
 USA

21.e. Expiration Date for Passport or Travel Document (mm/dd/yyyy)
 12/31/2025

22. Date of Your Last Arrival Into the United States, On or About (mm/dd/yyyy)
 08/01/2018

23. Place of Your Last Arrival Into the United States
 Raleigh NC

24. Immigration Status at Your Last Arrival (for example, B-2 visitor, F-1 student, or no status)
 F-1 Student

25. Your Current Immigration Status or Category (for example, B-2 visitor, F-1 student, parolee, deferred action, or no status or category)
 F-1 Student

26. Student and Exchange Visitor Information System (SEVIS) Number (if any)
 ▶ N- 0012345678

FAQs about Arrival Information

- Something about my I-94 is incorrect. What do I do?
 - Contact us at ois@ncsu.edu and we can help you get it corrected. We recommend you wait until it is corrected to submit your OPT application.
- My visa is in a different passport than my current one. What do I do?
 - You need to put the passport number of your most recently issued passport in question 21.b. It is okay if this is different from the passport your visa is in and the passport you used when you last entered. You do not need to submit a copy of your old passport either.

I-765 Page 3: Eligibility Category

Information About Your Eligibility Category

- 27. Eligibility Category.** Refer to the **Who May File Form I-765** section of the Form I-765 Instructions to determine the appropriate eligibility category for this application. Enter the appropriate letter and number for your eligibility category below (for example, (a)(8), (c)(17)(iii)).

() () ()

For students applying for the initial 12 months of post-completion OPT, the eligibility code is (c)(3)(B).

I-765 Page 4: Applicant Statement

Example:

Applicant's Statement

NOTE: Select the box for either **Item Number 1.a.** or **1.b.** If applicable, select the box for **Item Number 2.**

1.a. I can read and understand English, and I have read and understand every question and instruction on this application and my answer to every question.

1.b. The interpreter named in **Part 4.** read to me every question and instruction on this application and my answer to every question in
,
 a language in which I am fluent, and I understood everything.

2. At my request, the preparer named in **Part 5.**,
,
 prepared this application for me based only upon information I provided or authorized.

I-765 Page 4: Applicant Contact Info

Example:

Applicant's Contact Information

3. Applicant's Daytime Telephone Number

4. Applicant's Mobile Telephone Number (if any)

5. Applicant's Email Address (if any)

You will still have access to your ncsu.edu email address throughout your time on OPT if you wish to use it.

I-765 Page 4: Signature and Date

Applicant's Signature

7.a. Applicant's Signature

➔

7.b. Date of Signature (mm/dd/yyyy)

NOTE TO ALL APPLICANTS: If you do not completely fill out this application or fail to submit required documents listed in the Instructions, USCIS may deny your application.

Don't forget to sign in black ink! Write or type the date in black ink in Month/Day/Year format.

I-765 Page 5-6: Not Applicable

Part 4. Interpreter's Contact Information, Certification, and Signature

Interpreter's Mailing Address

3.a. Street Number and Name

3.b. Apt. Ste. Flr.

3.c. City or Town

3.d. State 3.e. ZIP Code

3.f. Province

3.g. Postal Code

3.h. Country

Interpreter's Contact Information

4. Interpreter's Daytime Telephone Number

5. Interpreter's Mobile Telephone Number (if any)

6. Interpreter's Email Address (if any)

Interpreter's Certification

I certify, under penalty of perjury, that:
 I am fluent in English and
 which is the same language specified in Part 3, Item Number 1.b. and I have read to this applicant in the identified language every question and instruction on this application and his or her answer to every question. The applicant informed me that he or she understands every instruction, question, and answer on the application, including the Applicant's Declaration and Certification, and has verified the accuracy of every answer.

Interpreter's Signature

7.a. Interpreter's Signature

7.b. Date of Signature (mm/dd/yyyy)

Form I-765 05/31/18 Page 5 of 7

Part 5. Contact Information, Declaration, and Signature of the Person Preparing this Application, If Other Than the Applicant (continued)

Preparer's Statement

7.a. I am not an attorney or accredited representative but have prepared this application on behalf of the applicant and with the applicant's consent.

7.b. I am an attorney or accredited representative and my representation of the applicant in this case extends does not extend beyond the preparation of this application.

NOTE: If you are an attorney or accredited agent, you need to submit a completed Form G-28, Notice of Entry of Appearance as Attorney or Accredited Representative, with this application.

Preparer's Certification

By my signature, I certify, under penalty of perjury, that I prepared this application at the request of the applicant. The applicant then reviewed this completed application and informed me that he or she understands all of the information contained in, and submitted with, his or her application, including the Applicant's Declaration and Certification, and that all of this information is complete, true, and correct. I completed this application based only on information that the applicant provided to me or authorized me to obtain or use.

Preparer's Signature

8.a. Preparer's Signature

8.b. Date of Signature (mm/dd/yyyy)

Form I-765 05/31/18 Page 6 of 7

You may choose to write N/A in each field, or write N/A large over the page as shown.

I-765 Page 7

You need to fill out this page if the following applies to you:

- You have been authorized for CPT (Part time or Full time)
- You have filed for OPT before (including filing for OPT and withdrawing)
- You have had a previous SEVIS ID number.

Complete instructions and examples for this page are available in the Guidelines for Completing the I-765.

Sign and date in black ink in the bottom right corner of the page.

Part 6. Additional Information			5.a. Page Number	5.b. Part Number	5.c. Item Number	
<p>If you need extra space to provide any additional information within this application, use the space below. If you need more space than what is provided, you may make copies of this page to complete and file with this application or attach a separate sheet of paper. Type or print your name and A-Number (if any) at the top of each sheet; indicate the Page Number, Part Number, and Item Number to which your answer refers; and sign and date each sheet.</p>			3	2	26	
<p>1.a. Family Name (Last Name) <input type="text" value="Traveler"/></p> <p>1.b. Given Name (First Name) <input type="text" value="Happy"/></p> <p>1.c. Middle Name <input type="text" value="N/A"/></p> <p>2. A-Number (if any) ▶ A- <input type="text" value="N/A"/></p> <p>3.a. Page Number <input type="text" value="3"/> 3.b. Part Number <input type="text" value="2"/> 3.c. Item Number <input type="text" value="27"/></p> <p>3.d. CPT authorization: full-time; 06/15/2015-0814/2018; Bachelor's; N0000012345</p>						<p>5.d. Previous SEVIS ID: N0000054321; 08/02/2012-01/07/2014; Bachelor's</p>
<p>4.a. Page Number <input type="text" value="3"/> 4.b. Part Number <input type="text" value="2"/> 4.c. Item Number <input type="text" value="27"/></p> <p>4.d. Post-Completion OPT authorization: full-time: 09/18/2017-09/17/2018; Master's: N0000012345</p>						<p>6.a. Page Number <input type="text" value="N/A"/> 6.b. Part Number <input type="text" value="N/A"/> 6.c. Item Number <input type="text" value="N/A"/></p> <p>6.d. N/A</p>
<p>7.a. Page Number <input type="text" value="N/A"/> 7.b. Part Number <input type="text" value="N/A"/> 7.c. Item Number <input type="text" value="N/A"/></p> <p>7.d. N/A</p>						
<p>Happy Traveler 07-01-2020</p>						

Page 7 FAQs

- I have done multiple CPTs. Do I have to put each individually?
 - Generally yes, put one CPT instance per section when the CPTs aren't continuous dates or don't have the same full or part-time status
 - Example of non-continuous dates (list each in different section): 5/20/2019 - 8/10/2019 and 1/6/2020 - 5/1/2020
 - Example of continuous dates but different full/part time status (list each in a different section). 6/1/2019 - 8/15/2019 Full time; 8/16/2019 - 12/10/2019 part time
- I have extended my CPT. How do I write that?
 - If the dates are continuous and both CPTs were the same part time or full time status, you can put down the dates for the entire length of your extended CPT period in one section. You do not need to split it into two sections. Include copies of both I-20s issued for that CPT.
- You can include multiples copies of page 7 if you need more spaces. Sign and date each additional copy of page 7 as well.

3. I-765 Fee

Check USCIS's [website](#) for the I-765 to make sure you are using the correct edition and the correct fee amount for the date your application will be postmarked,

- Expand the "Edition Date" and "Filing Fee" sections. Print out this page on the day of mailing. Make sure it shows the date. Include this print out with your fee in your application.

Make payable to U.S. Department of Homeland Security.

Staple the fee to page 1 of the I-765.

I-765 Fee

Options:

- Money Order (you can get it from a grocery store or gas station) - include your current address & sign the front; do not sign the back.
- Cashier's Check (you can get from your bank - you give them money and they write the check from the bank's account).
- Personal check (only use if you have a checking account with an actual checkbook); Do not use a starter check.

Do NOT sign the back of any of the above forms of payment (only the entity or person receiving the funds signs the back)!

I-765 Fee



Detach the receipt portion of the money order for your records.

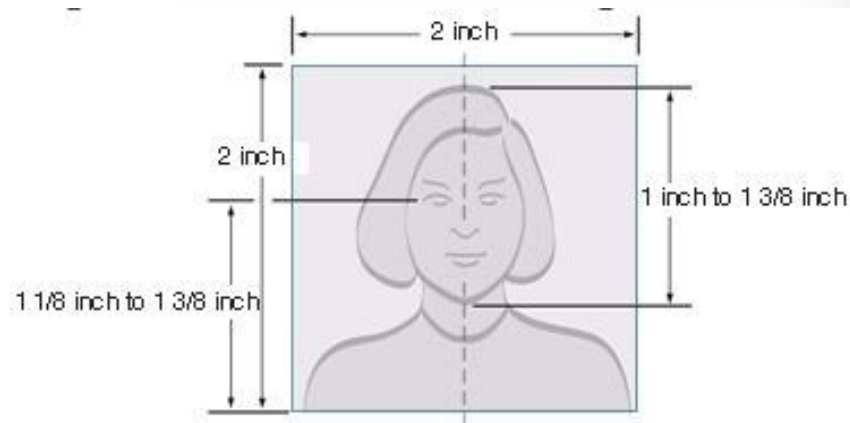


Starter checks are often issued as 3 or 4 checks on a single sheet. Do NOT use this to pay the fee because USCIS has difficulty electronically processing them and if unsuccessful, your application will be rejected.

4. Photos

Photo guidelines:

- Two identical color passport-style photos of yourself taken within last 30 days
- Full face, frontal view, on a white to off-white background.
- No glasses; your head must be bare unless you are wearing headwear as required by a religious denomination of which you are a member.
- Printed on thin paper with a glossy finish, unmounted and unretouched.



Using a pencil or felt pen, print the following on the back of each photo:

- Name
- SEVIS # or I-94 #

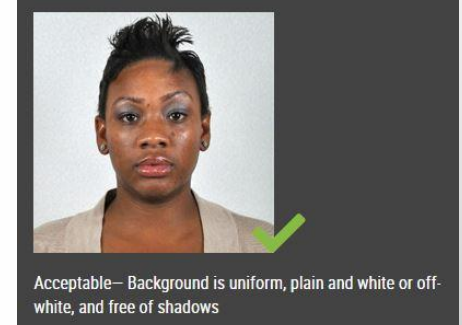
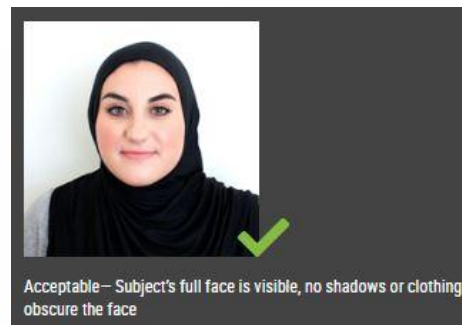
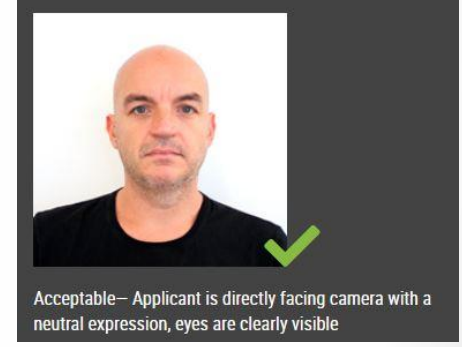
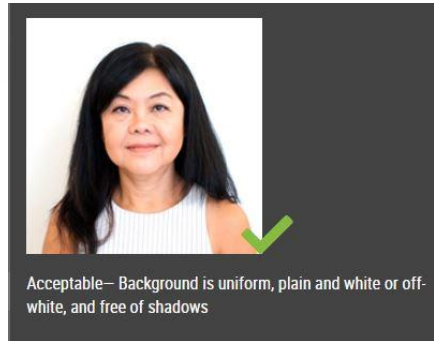
Photo Examples

Visit this page for examples of acceptable and unacceptable photos:

<https://travel.state.gov/content/travel/en/passports/how-apply/photos.html>

Only use this page for examples of acceptable/unacceptable photos. For photo guidelines, refer to USCIS instructions, especially regarding how recently photo has been taken

Examples of acceptable photos



Assemble all of your materials in this order:

1. G-1145
2. I-765 - include all pages, even if they are not applicable to you (check stapled to page 1; photos paper clipped to page 1)
3. Copy of I-94
4. Copy of front and back of any previously issued EAD (if any)
5. Copy of most recently issued passport bio page
6. Copy of visa page (expired visa is OK and you don't have to include a copy of your passport page with the admission stamp)
7. Copy of I-20 with OPT recommendation
8. Copies of other I-20s showing OPT or CPT. (No other I-20s are necessary)

Application Tips

- Make sure your documents (especially scans of documents) are clear, legible, and not too dark or blurry.
 - If you aren't sure, show it to a friend and ask if they can read it clearly. If they can't, consider making a clearer copy
- You only need to staple the payment to your I-765 and paperclip the photos to the I-765. Any other staples and paperclips are not required. If you've already stapled documents, it's fine to leave them stapled.

Reminders

- USCIS must *receive* application within 30 days of date OIS issued OPT I-20 (refer to date of OIS staff signature on page 1 of the I-20).
 - Note: You do NOT have to receive the paper receipt notice back from USCIS within 30 days, rather, your application just needs to arrive at and be accepted by USCIS within 30 days of I-20 issuance.
- If you are unable to mail your application to arrive at and be accepted by USCIS within 30 days, contact OIS for a new OPT recommendation I-20.
- Make a copy of your entire application before mailing it.
- Mail your application to the proper filing location (refer to first page of Mailing & Responsibilities).
- Do not leave U.S. until you receive the paper receipt notice.
- Check your receipt notice for accuracy when it arrives.

Issues

- If you do not receive your receipt notice within 30 days, contact OIS.
- If you think there may be an issue with your application after you have already mailed it (such as you forgot to include a support document or sign I-765), **contact OIS immediately to speak with an advisor before doing anything else.**
- If you think there may be an issue with your application, do NOT try to intercept delivery of your application or resolve the issue through USCIS until you have discussed your case with an OIS advisor.
- If you receive a Request for Evidence (RFE), a denial, or if the entire application is returned to you, **contact OIS immediately to speak with an advisor before doing anything else.** In some cases, you may need a new I-20 from OIS in order to have your case approved.

Questions?

Attend one of our Virtual Q&A sessions.
Details are on the OPT page on our website.