

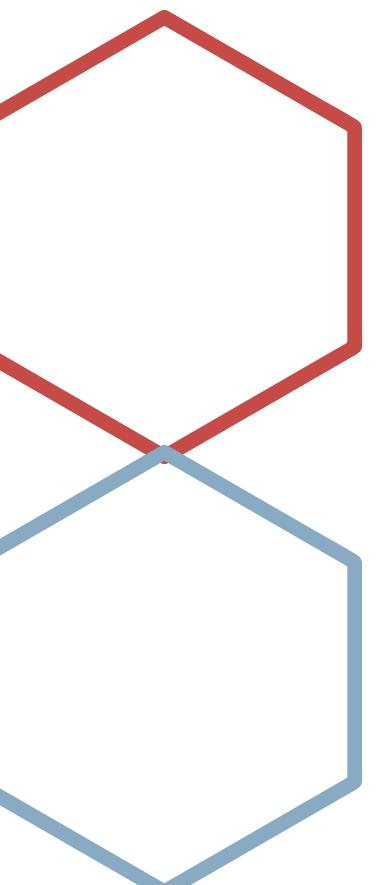
Optional Practical Training

Guide for Standard OPT Online Application

Disclaimer:

- This template is provided to you by our office as a courtesy, with the understanding that you are solely responsible for ensuring the accuracy and completeness of the information entered into your USCIS online application.
- Your responses may differ from those in the template based on your individual circumstances. Please review each slide carefully to ensure successful completion of the USCIS OPT online application.



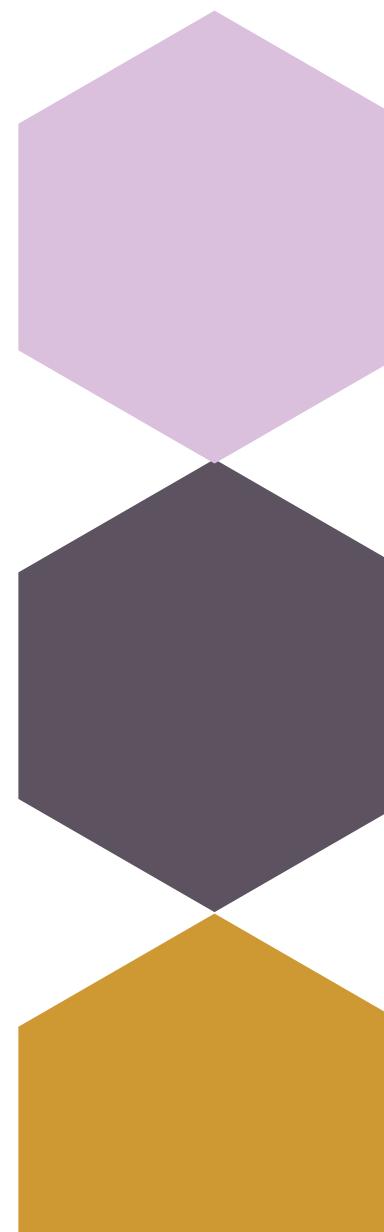


WHAT IS OPTIONAL PRACTICAL TRAINING?

Optional Practical Training (OPT) is **work permission available to F-1 students once they graduate**. The purpose is to give students more real-world experience in their major of study. While on OPT, a student remains in the United States on F-1 status and reports to the International Student Office at Ensign College.

WHO IS ELEGIBLE?

- Those who have not had OPT for the same education level previously.
- Those who have maintained lawful full-time F-1 status for one academic year (two semesters).
- Those who have not acquired more than one year of full-time CPT.
- Those who have applied for graduation the same semester of request.



WHEN TO APPLY?

OPT Applications must be submitted to USCIS no earlier than 90 days before and 60 days after the completion of program of study. USCIS must receive OPT Application no more than 30 days from the issued date on the OPT- Requested I-20. (See the date next the DSO's signature.)

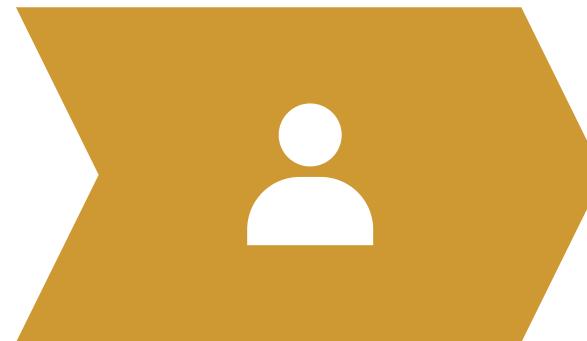


REQUEST TIMELINE

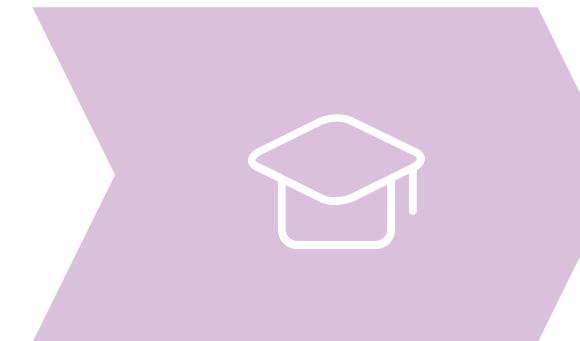
Optional Practical Training

The earliest you can start applying for OPT is 90 days before the last day of your last semester.

Plan ahead!



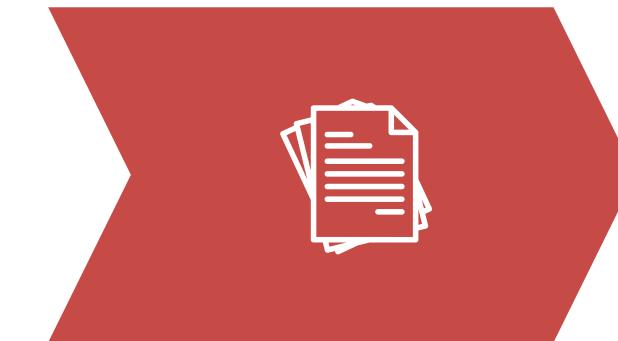
Meet with Academic Advisor



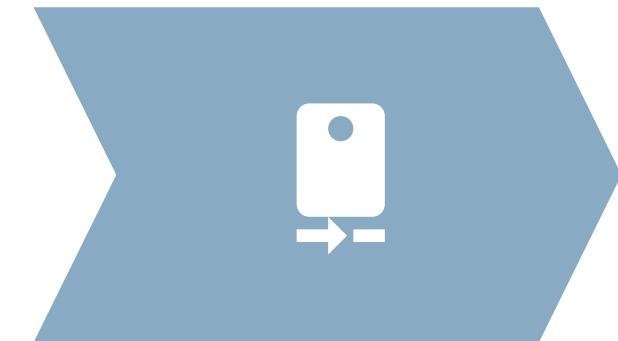
Apply for graduation



Fill out the OPT requested Form I-20 and submit it to the International Student Office



Receive Form I-20 with OPT requested



Complete Form I-765 online (instructions on next slide)

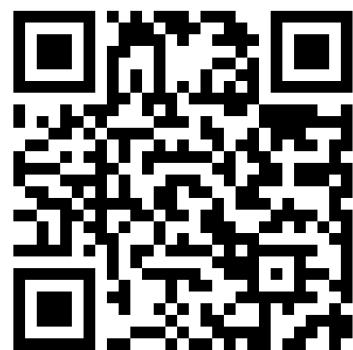
CAUTION

- Do NOT submit your application if you have not received a Form I-20 with OPT requested listed on page 2 .

Navigating USCIS



**FORM I-765 APPLICATION FOR
EMPLOYMENT AUTHORIZATION**
Once in the website, feel free to read
and learn more about the Form I-765
Application for Employment
Authorization. Then, click **Sign In** or
File Online.



QR code to the USCIS website



Search our site



Sign In ▾

Topics ▾ Forms ▾ Newsroom ▾ Citizenship ▾ Green Card ▾ Laws ▾ Tools ▾

[Home](#) > [Forms](#) > [All Forms](#) > Application for Employment Authorization

I-765, Application for Employment Authorization

Forms

All Forms

Explore my Options

Filing Guidance

Filing Fees

Forms Updates

Department of State (DS) Forms and Other Non-USCIS Forms

ALERT: On Dec. 13, 2024, the Department of Homeland Security published a [final rule](#) that permanently increases the automatic extension period for employment authorization and Employment Authorization Documents (EAD) available to certain EAD renewal applicants from up to 180 days to up to 540 days. The final rule will continue to help prevent eligible renewal EAD applicants from experiencing a lapse in employment authorization and/or the validity of their EAD due to lengthy processing times.

The final rule became effective on **Jan. 13, 2025**, and applies to certain timely filed renewal EAD applications pending on, or filed on or after May 4, 2022.

ALERT: Please remember that photos submitted to USCIS must be unmounted and unretouched. Unretouched means the photos must not be edited or digitally enhanced. The submission of any mounted or retouched images will delay the processing of your application and may prompt USCIS to require that you appear at an Applicant Support Center to verify your identity.

USCIS Account



SIGN IN OR CREATE AN ACCOUNT

If you don't have an account with USCIS, you will need to create one. Make sure you use an email you will still have access to once you graduate.



U.S. Citizenship and Immigration Services

Sign In

Email Address *

Password *

[Forgot Password?](#)

[Show Password](#)

[Sign In](#)

Don't have a USCIS online account?
[Create an account](#)

Verification Code



VERIFY YOUR ACCOUNT

You will receive a code to the email linked to your account.



U.S. Citizenship
and Immigration
Services

Sign Out

Verification Code

A verification code has been sent to [REDACTED]. Please enter the code that you received. If you do not receive the code in 10 minutes, [please request a new verification code](#).

Secure Verification Code *

Remember this browser i

Submit

[Try another verification method](#)

USCIS Account - Menu Option

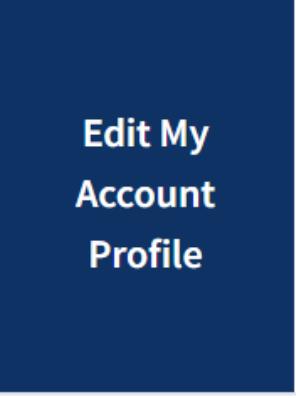


BE CAREFUL!

Sometimes, after logging in, you will be redirected (see image) to a menu with options. Click **myUSCIS**, it will take you to the main page of your account.

Welcome to your USCIS Account

Please select what you want to do.

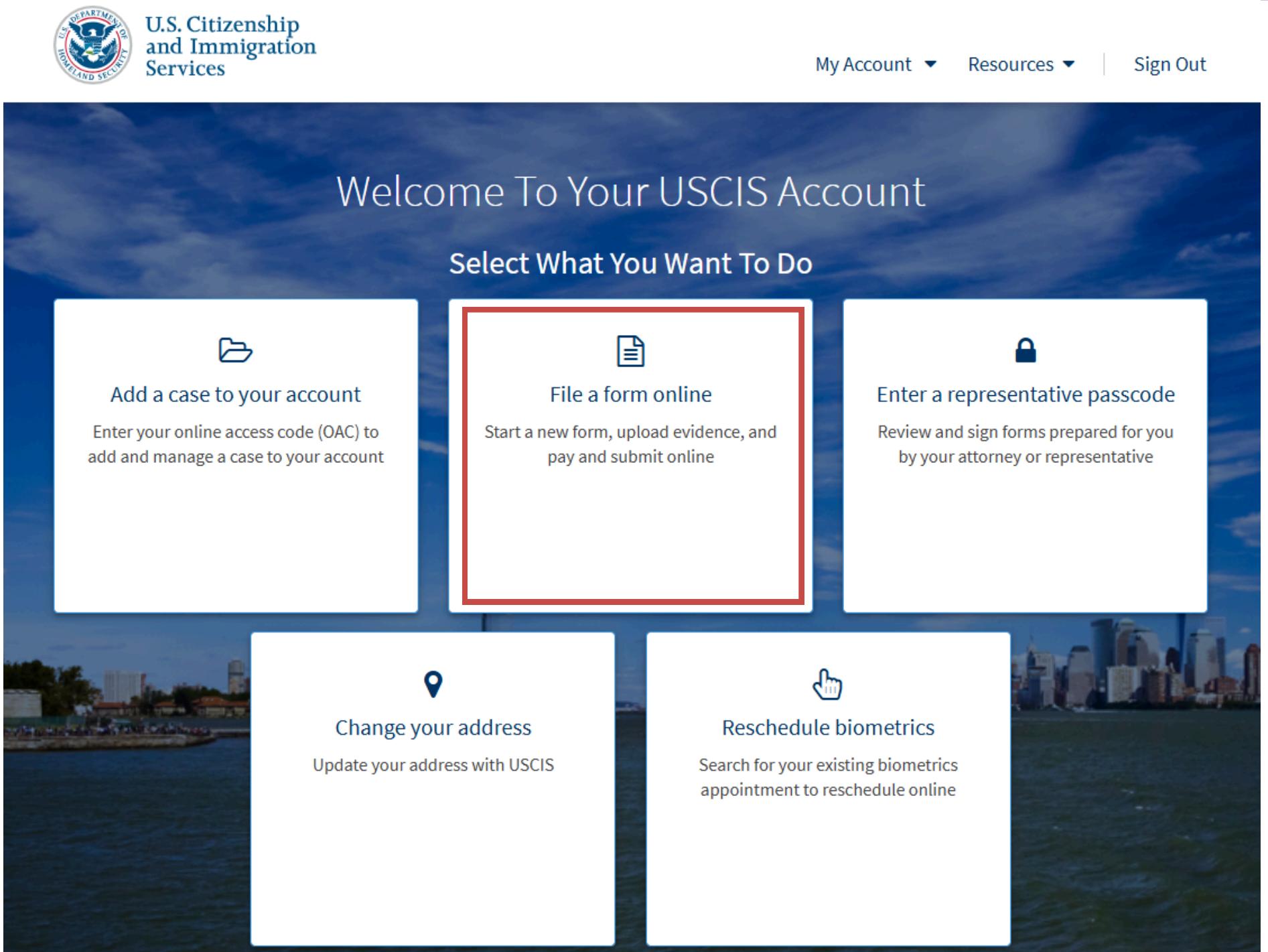
 Edit My Account Profile Editing your profile includes making changes to your email, password, phone number, security questions, or the two-step verification method and backup code. Edit My Account	 myUSCIS Apply for immigration benefits, find tools and resources to assist in preparation for naturalization, and search for doctors in your local community. Go to myUSCIS
 FIRST Submit, manage and receive Freedom of Information Act (FOIA) requests. Go to FIRST	 myE-Verify Confirm your records for employment eligibility, track E-Verify or Self-Check case status, and protect your identity by locking your Social Security Number (SSN) Go to myE-Verify
 E-Verify+ E-Verify+ is only for newly hired employees contacted by their employer to complete the Employment Eligibility Verification, Form I-9, as part of the E-Verify+ process. Go to E-Verify+	

Not sure what service you need? Start at uscis.gov 

USCIS Account - Home

YOU MADE IT!

After signing in, it will redirect you to the main page.
Click **File a form online** to start your application.



The image shows the homepage of the USCIS Account. At the top, there is a navigation bar with the USCIS logo, the text "U.S. Citizenship and Immigration Services", and links for "My Account", "Resources", and "Sign Out". The main content area has a blue background with a city skyline and water at the bottom. The title "Welcome To Your USCIS Account" is at the top, followed by the heading "Select What You Want To Do". There are five options: "Add a case to your account", "File a form online", "Enter a representative passcode", "Change your address", and "Reschedule biometrics". The "File a form online" option is highlighted with a red border. The "File a form online" box contains the sub-instruction "Start a new form, upload evidence, and pay and submit online".

U.S. Citizenship and Immigration Services

My Account | Resources | Sign Out

Welcome To Your USCIS Account

Select What You Want To Do

- Add a case to your account**
Enter your online access code (OAC) to add and manage a case to your account
- File a form online**
Start a new form, upload evidence, and pay and submit online
- Enter a representative passcode
Review and sign forms prepared for you by your attorney or representative
- Change your address
Update your address with USCIS
- Reschedule biometrics
Search for your existing biometrics appointment to reschedule online

Form I-765



U.S. Citizenship
and Immigration
Services

My Account

My Account ▾ Resources ▾ | Sign Out

FILE A FORM

Click **File a form online** to start your application.

Select:

I-765, Application for Employment

Authorization

And

(c)(3)(B) Student Post-Completion OPT

Then click on Start Form

File a Form

Select the form you want to file online. For some forms you will have the option to either fill out your form online or upload a completed form. Once you start, we will automatically save your information for 30 days, or from the last time you worked on the form.

Fee waiver: Fee waivers can be requested online only when submitting certain benefit requests using the PDF filing option. If your desired benefit request is not eligible for PDF filing, you must file a paper version of both the Form I-912, Request for Fee Waiver and the form for the specific benefit you are requesting. You can review the fee waiver guidance at www.uscis.gov/feewaiver.

Select the form you want to file online.

I-765, Application for Employment Authorization

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.

(c)(3)(B) Student Post-Completion OPT

Use this form to request employment authorization and an Employment Authorization Document (EAD) if your immigration status allows you to work in the United States.

Form I-765

PLEASE READ INFORMATION CAREFULLY.

AFTER you have read through this information, click the Next button at the bottom of the page.

I-765, Application For Employment Authorization

Certain foreign nationals who are in the United States may file Form I-765, Application for Employment Authorization, to request employment authorization and an Employment Authorization Document (EAD). Other foreign nationals whose immigration status authorizes them to work in the United States without restrictions may also use Form I-765 to apply for an EAD that shows such authorization.

Foreign nationals may also apply for a Social Security number and card on Form I-765.

If you are a lawful permanent resident, a conditional permanent resident, or a nonimmigrant only authorized for employment with a specific employer under 8 CFR 274a.12(b), do not use Form I-765.

Learn more about [employment authorization](#).



Before You Start Your Application

Eligibility

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.

Form I-765

**PLEASE READ THE INFORMATION ON
THIS PAGE SO YOU WILL UNDERSTAND
HOW TO PROCEED.**

Then, click the Start button at the bottom of the page. You may save your application as a draft if needed.

You may then reopen it to edit and make additions as needed before submission.



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 so we can best customize the rest of your online form experience.



Provide 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 next 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 left off.

Form I-765

QUICKER PROCESSING TIME OPTION

- You can expect that your application will be processed within 90-120 days (3-4 months).
- However, if you want your application processed sooner, you may choose to pay the **\$1,685** premium processing fee by selecting "Yes."
- Otherwise, select "No."
- Click Next at the bottom of the page.

Would you like to request Premium Processing Service?

Premium Processing Service guarantees that USCIS will take one of several possible actions (issue an approval notice, a denial notice, a notice of intent to deny, or a request for evidence or open an investigation for fraud or misrepresentation) on your Form I-765 within 30 days.

If you request premium processing, you will be asked to complete the Form I-907 after you sign your Form I-765. You will then be able to pay for and submit both forms at the same time.

Yes
 No

[Back](#)

[Next](#)

Form I-765

What is your reason for applying? *

- Initial permission to accept employment
- Replacement of lost, stolen, or damaged employer authorization document or correction of my employment authorization document NOT DUE to USCIS Citizenship and Immigration Services error
- Renewal of permission to accept employment

REASON FOR APPLYING

Choose Initial permission to accept employment.

Have you previously filed Form I-765?

- If this is your first time to use Form I-765, select "No."
- If you have filed Form I-765 for previous employment, please select "Yes."

Have you previously filed Form I-765?

- Yes
- No

Form I-765

PREPARER AND INTERPRETER INFORMATION

Select “No” unless you have hired someone to assist you in filling out the application.

Is someone assisting you with completing this application?

- Yes
- No

[Back](#)

[Next](#)

Form I-765



CURRENT LEGAL NAME

Enter your legal name as listed in your passport.

If you have used any other names since birth, answer "Yes."

If not, answer "No."

What is your current legal name?

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 nicknames here.

Given name (first name)

Middle name

Family name (last name) *

Have you used any other names since birth?

Other names used may include nicknames, aliases, and maiden names.

Yes

No

Form I-765

CONTACT INFORMATION

List your non-ensign.edu email address

How may we contact you?

Daytime telephone number

(801) 123-4567

Mobile telephone number (if any)

This is the same as my daytime telephone number.

(801) 123-4567

Email address

alanya.tanner@gmail.com

Form I-765

CURRENT U.S. MAILING ADDRESS

Use your current Physical Address.

If you want a more secure mailing address or plan on moving while your OPT application is pending, we encourage you to use the office's address as shown.

If you feel like your mailing address is secure, list your own address.

What is your 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.

In care of name (if any)

Ensign College International Student Office / ICO "your name"

Address line 1 *

95 N 300 W

Street number and name

Address line 2

Apartment, suite, unit, or floor

City or town *

Salt Lake City

State *

Utah

ZIP code *

84101

Provide a 5 or 9-digit ZIP code.

Form I-765



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

Yes

No

MAILING AND PHYSICAL ADDRESSES

If you used our Ensign College ISO office mailing address:

Select "No"

Provide your current residential address

Select "Next"

If you entered your physical address:

Select "Yes"

Where in the United States do you live?

Address line 1

Street number and name

Address line 2

Apartment, suite, unit, or floor

City or town

State

ZIP code

Back

Next

Form I-765



ENTER YOUR PERSONAL INFORMATION

What is your gender?

- Male
- Female

What is your marital status?

- Single
- Married
- Divorced
- Widowed

[Back](#)[Next](#)

Form I-765

ENTER WHERE AND WHEN YOU WERE BORN

What is your city, town, or village of birth?

What is your state or province of birth?

What is your country of birth?

What is your date of birth? *

Form I-765

YOUR IMMIGRATION INFORMATION

Your Form I-94 can be found at
i94.cbp.dhs.gov (QR code)

Select “**Get Most Recent I-94**” and fill
out the required information

The I-94 number can be found at the
top of your I-94 record

Save a copy of your I-94 as a PDF to
your computer since you will need to
upload it later.

What is your country of citizenship or nationality?

List all countries where you are currently a citizen or national.

+ Add country

What is your Form I-94 Arrival-Departure Record
Number (if any)?

Provide an 11 character I-94 Number.

Form I-765

CONTACT INFORMATION

Enter the status of your **last arrival, usually F-1**, unless you have received a change of status since you last entered. If so, choose your last arrival status and not F-1.

It is uncommon to have a travel document number. You would know if you have one from a previous application with USCIS.

When did you last arrive in the United States?

List your arrival date, place of arrival, and status at arrival.

Date of arrival (on or about)

Place of arrival

Status at last arrival

What is the passport number of your most recently issued passport?

What is your travel document number (if any)?

Form I-765

YOUR IMMIGRATION INFORMATION CONT.

Your SEVIS Number can be found at the top of your Form I-20. It starts with the letter N.

Department of Homeland Security U.S. Immigration and Customs Enforcement		I-20, Certificate of Eligibility for Nonimmigrant Student Status OMB NO. 1653-0038	
SEVIS ID: N0004720633			
SURNAME/PRIMARY NAME Sample	GIVEN NAME Student	Class of Admission	
PREFERRED NAME Student Sample, II	PASSPORT NAME	F-1	
COUNTRY OF BIRTH LAOS	COUNTRY OF CITIZENSHIP LAOS	ACADEMIC AND LANGUAGE	
DATE OF BIRTH 04 MAY 1995	ADMISSION NUMBER		
FORM ISSUE REASON CONTINUED ATTENDANCE	LEGACY NAME		

What is the expiration date of your passport or travel document?

MM/DD/YYYY

What country issued your passport or travel document?

▼

What is your current immigration status or category?

F1 - F1 - Student, Academic Or Language Program. ▼

What is your Student and Exchange Visitor Information System (SEVIS) Number (if any)?

Use the "Additional Information" section to include all previously used SEVIS numbers.

N-

Form I-765

OTHER INFORMATION

A-Number

If you have previously applied for an EAD, the A-Number is listed on your EAD card as USCIS#.

If you do not have an EAD card or do not know of an A-Number, check the box.

What is your A-Number?

I do not have or know my A-Number.

A-

Form I-765

OTHER INFORMATION

You will only have a USCIS Online Account Number if you have previously filed a form online. Your number will then automatically appear here.

If you do not have or know your my USCIS Online Account Number, please check the box.

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 [certain paper forms](#) 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.](#)

Form I-765

SOCIAL SECURITY CARD INFORMATION

If you have a Social Security Card:

- Select “Yes” for having been issued one
- Enter your SSN
- AND
- Select “No” to request a SS Card

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

Yes
 No

What is your Social Security number (if known)?

Do you want the SSA to issue you a Social Security card?

Yes
 No

Form I-765

SOCIAL SECURITY CARD INFORMATION

If you do not have a Social Security card:

- Select “No” for having been issued one.
- Select “Yes” to be issued a Social Security card.
- Complete the associated fields to apply for your card.

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

Yes
 No

Do you want the SSA to issue you a Social Security card?

Yes
 No

 You must agree to the Consent for Disclosure

If you answer “Yes”, you must also answer “Yes” to the Consent for Disclosure.

Form I-765

2 X 2 PHOTO OF YOU

Multiple community places provide passport pictures.

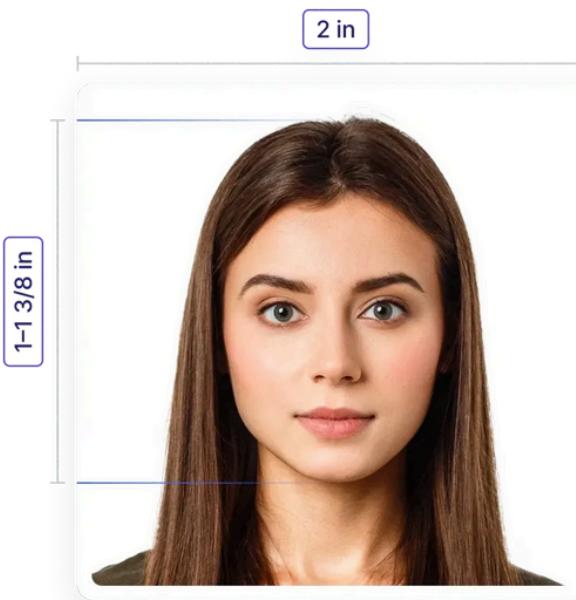
- Wallgreens
- CVS Pharmacy
- Walmart

Ask them to send you the scanned copy of these photos to upload in your application.

You may also try and take a selfie to see if it will be accepted when uploaded.



QR code to passport photo requirements



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 the Department of State's [photo composition tools](#). 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.
- Upload no more than one document at a time
- Accepted file name characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 12MB per file

Form I-765

FORM I-94 OR PASSPORT

UPLOAD:
I-94 record,
OR
Passport picture page.



U.S. Customs and Border Protection I-94 Website
Travel Record for U.S. Visitors

Home Apply Now Get Most Recent I-94 View Travel History

Get Most Recent I-94

Get your most recent I-94 form to prove your legal visitor status in the United States

Most Recent I-94

Note to employers, local, state or federal agency granting benefits:
Please visit the CBP I-94 Public Website and click on the tab for "Get Most Recent I-94" to perform a search for the applicant to confirm printout matches the "Get Most Recent I-94" returned results for this applicant. I-94 FAQs: (<https://i94.cbp.dhs.gov/i94/#/faq>)

Admission I-94 Record Number: 0000000000
Arrival/Issued Date: 2025 September 1
Class of Admission: F1
Admit Until Date: D/S

Details provided on the I-94 Information form:

Last/Surname: Husky
First (Given) Name: Dubs
Birth Date: 2004 January 1
Document Number: 1111111
Country of Citizenship: Utopia

Form I-94, Arrival And Departure Record Or Passport

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 [CBP website](#) 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. For specific information about fees applicable to this form, [see Form G-1055](#).

If you do not have and cannot get a required document, you must demonstrate this and provide secondary evidence. If secondary evidence does not exist or is unavailable, you must demonstrate both the unavailability of the required document and the relevant secondary evidence and submit two or more sworn affidavits by people not named on this application who have direct knowledge of the event and circumstances.

Form I-765

EMPLOYMENT AUTHORIZATION DOCUMENT (OPT CARD) OR GOVT. ID

Upload:

copy of any previously issued OPT EAD (OPT card) if you have received one,

OR

your passport page.

If you need a scanned copy, you may come to the International Student Office or use the scanner in the Ensign library.

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.

Form I-765

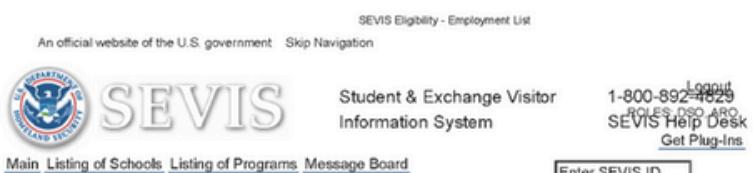
Previously Authorized CPT Or OPT

Upload evidence of any previously authorized CPT or OPT and the academic level at which it was authorized.

PREVIOUSLY AUTHORIZED CPT OR OPT

UPLOAD:

- **CPT screenshot** to document your CPT employment even if you have not participated in CPT.



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.
- Upload no more than five documents at a time
- Accepted file name characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 12MB per file

If you have a previous EAD (OPT Card),

- **Copy of your EAD**



Form I-765

I-20, Certificate Of Eligibility For Nonimmigrant Student Status

FORM I-20

Upload your new OPT Recommendation Form I-20 showing your OPT is requested on page 2.

EMPLOYMENT AUTHORIZATIONS

TYPE	FULL/PART-TIME	STATUS
CPT	FULL TIME	APPROVED
POST-COMPLETION OPT	FULL TIME	REQUESTED



Important information regarding your Form I-20

Do **NOT** submit this form until you receive a Form I-20 recommendation from your DSO. We will deny your application if you do not include your Form I-20 recommendation when you submit Form I-765. If you need to provide Form I-765 to your DSO, print or download this draft before you submit.

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.

Form I-765

CONTACT INFORMATION

Here you can add additional information for your application depending on your personal circumstances and anything that could affect your OPT.

For example, if you entered the U.S. on a previous passport or if your F-1 visa is in the previous passport, we recommend adding your previous passport here.

We recommend talking to the International Student Office about the information you want to put here; however, the majority of students do not need to put anything here.

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.

[+ Add a response](#)

Form I-765

REVIEW YOUR APPLICATION

Review the information in your application.

Edit any fields that may be needed.

If there are alerts or warnings, be sure to fix them.

Check your application before you submit

Please review your application and check it for accuracy and completeness before you submit it.

We encourage you to provide as many responses as you can throughout the application. Missing or incomplete information may 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



Your form filing fee is: \$470

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.

Alerts and warnings

Form I-765

YOUR STATEMENT

Please read this statement and check the box if you agree with it.

Applicant's statement

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.

[Back](#)[Next](#)

Form I-765

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.



Copies of any documents I have submitted are exact photocopies of unaltered, original documents, and I understand that USCIS may require that I submit original documents to USCIS at a 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 in 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 reaffirming that:

- 1) I reviewed and understood all of the information contained in, and submitted with, my application; and
- 2) All of this information was complete, true, and correct at the time of filing.

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

DECLARATION AND CERTIFICATION

Carefully read this information before checking the box and signing your application.

(See next slide)

Form I-765

YOUR SIGNATURE

Once you have agreed to the statement, be sure to type your full legal name as listed in your passport.

I have read and agree to the applicant's statement

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.

Form I-765

PAY AND SUBMIT

Please read this information to understand the payment process.

When you are ready to pay, click on the button at the bottom of the page.

Pay for and submit your application

The final step to submit your Form I-765, Application for Employment Authorization is to pay the required fee.

Your application fee is: \$470.00

Refund Policy: By continuing this transaction, you agree that you are paying for a government service and that the filing fee, biometric services fee and all related financial transactions are final and not refundable, regardless of any action USCIS takes on an application, petition or request, or how long USCIS takes to reach a decision. You must submit all fees in the exact amounts.



We will send you to Pay.gov — our safe and secure payment website — to pay your fees and submit your form online.

Here are the steps in the payment and submission process:

1. Provide your billing information on Pay.gov
2. Provide your credit card or U.S. bank account information
3. Submit your payment

When you have paid your fee, your form will be submitted.

Pay.gov will redirect you to a uscis.gov confirmation screen, which will include your receipt number. Please keep a copy of your receipt number for your records. You can track the status of your application through your USCIS online account.

Pay and submit

Form I-765

PAY AND SUBMIT

After you click on "Pay and submit," choose the method you would like to use to pay for your Form I-765 application and follow the instructions.

Use the billing address as your personal address.

USCIS I-765

Payment Information

Payment Amount \$470.00

I want to pay with my

- Bank account (ACH)
- Debit or credit card

[Continue](#)

[Cancel](#)

Form I-765

YOUR CASES

You can view the status of your application on the homepage of your USCIS account under Your Cases.

Your Cases

I-765 Application for Employment Authorization

Submitted on June 24, 2021 | Receipt # IOE9233226144

[View PDF](#) ▾

[Case status](#)

[Case history](#)

[Documents](#)

Form I-765

CONGRATULATIONS

Once you have paid, you will be shown a notice of your successful submission.



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](#)

Need Help?

If you have issues, reach out to the International Student Office at Ensign College. They can help you or guide you through.

international@ensign.edu
801-524-8142

Other resources:

- **Form I-765:** <https://www.uscis.gov/i-765>
- **General OPT/STEM OPT Info:** <https://studyinthestates.dhs.gov>
- **USCIS - Optional Practical Training:** <https://www.uscis.gov/working-in-the-united-states/students-and-exchange-visitors/optional-practical-training-opt>

MY APPLICATION IS APPROVED, NOW WHAT?

Optional Practical Training

Congratulations!

Inform the International Student Office

You will receive an email with more details

Graduate

Keep in mind that you will only start working from the start date listed on your EAD card

Start working



Send a picture or scan of your EAD Card

Set up SEVP portal

Yay!!!

Start looking for a job

Report in SEVP Portal

I RECEIVED A REQUEST FOR EVIDENCE, NOW WHAT?

Optional Practical Training

Inform the International Student Office



Send us a copy of the letter received

You will receive an email with more details

I

Don't

Yayy!!!

go home

Know

HAHAHA

byeeee



SEVP

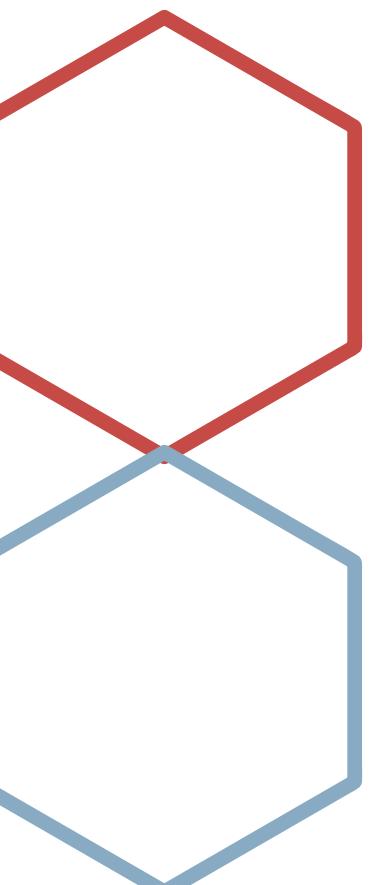
STUDENT AND EXCHANGE VISITOR PROGRAM

SEVP Portal Student Guide

Student and Exchange Visitor Program

Disclaimer:

- This template is provided to you by our office as a courtesy, with the understanding that you are solely responsible for ensuring the accuracy and completeness of the information entered into your student portal.
- Your responses may differ from those in the template based on your individual circumstances. Please review each slide carefully to ensure successful completion.



WHAT IS STUDENT AND EXCHANGE VISITOR PROGRAM?

The Student and Exchange Visitor Program (SEVP) Portal is an important tool that lets international students on post-completion optional practical training (OPT) and science, technology, engineering, and mathematics (STEM) OPT meet their legal reporting requirements. F-1 students can:

- Report their U.S. address
- Update employer information
- View details about their current OPT status

PRE-REQUISITES:

Before setting up your SEVP Portal account, make sure:

- Your Designated School Official (DSO) has recommended OPT in SEVIS.
- You've received your OPT/STEM EAD card.
- Your OPT request has been approved and is active in SEVIS.
- You received an email from **do-not-reply.sevp@ice.dhs.gov** with instructions and a link to set up your portal account.



Set Up Your SEVP Portal Account

1. Check Your Email: If your OPT has been approved and is active, check your email inbox for two email notices. One includes a link to the SEVP Portal registration pages and the other contains a temporary password. The only way to get to the portal registration pages is to use the link in the email.

Sender: ***do-not-reply.SEVP@ice.dhs.gov***

Subject line: ***Optional Practical Training Approval - Create an SEVP Portal account***

(check your spam/junk folder too)

Create a Portal Account

2. Click the link in the email. The initial Register page in the SEVP Portal registration process opens (see image).

3. Enter your SEVIS ID. You can find your **SEVIS ID** in the top left corner of your Form I-20, below the words "Department of Homeland Security." (Refer to the sample Form I-20.)

4. Click **Submit**. The next Register page opens to create your password.

U.S. Immigration and Customs Enforcement		OMB NO. 1653-0038
SEVIS ID: N0004720633		
SURNAME/PRIMARY NAME Sample	GIVEN NAME Student	Class of Admission F-1 ACADEMIC AND
PREFERRED NAME Student Sample, II	PASSPORT NAME	
COUNTRY OF BIRTH LAOS	COUNTRY OF CITIZENSHIP LAOS	ADMISSION NUMBER
DATE OF BIRTH 04 MAY 1995		

 An official website of the United States government

 **SEVP Portal | Student and Exchange Visitor Program Portal**

Register

SEVIS ID

Submit

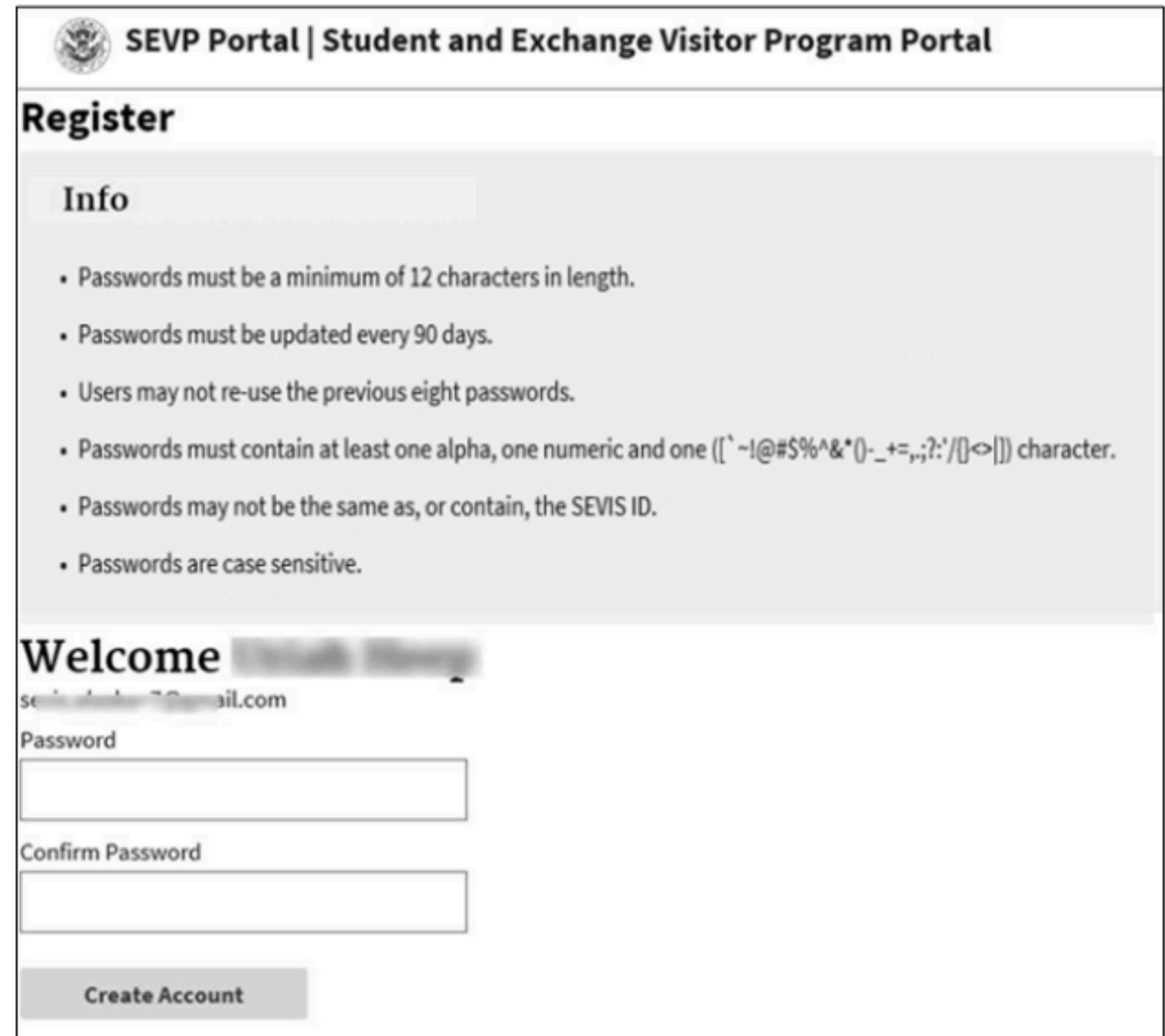
Set Up Your Password

5. Enter a password. The password must meet the criteria on the page.

6. Confirm the password.

7. Click Create Account. The portal opens the Login page and displays a success message.

Access to the portal is free. You should not get any emails from the portal asking you for money. The SEVP Portal Email Notices to Students article on the SEVIS Help Hub has the text for every email the portal sends to students.

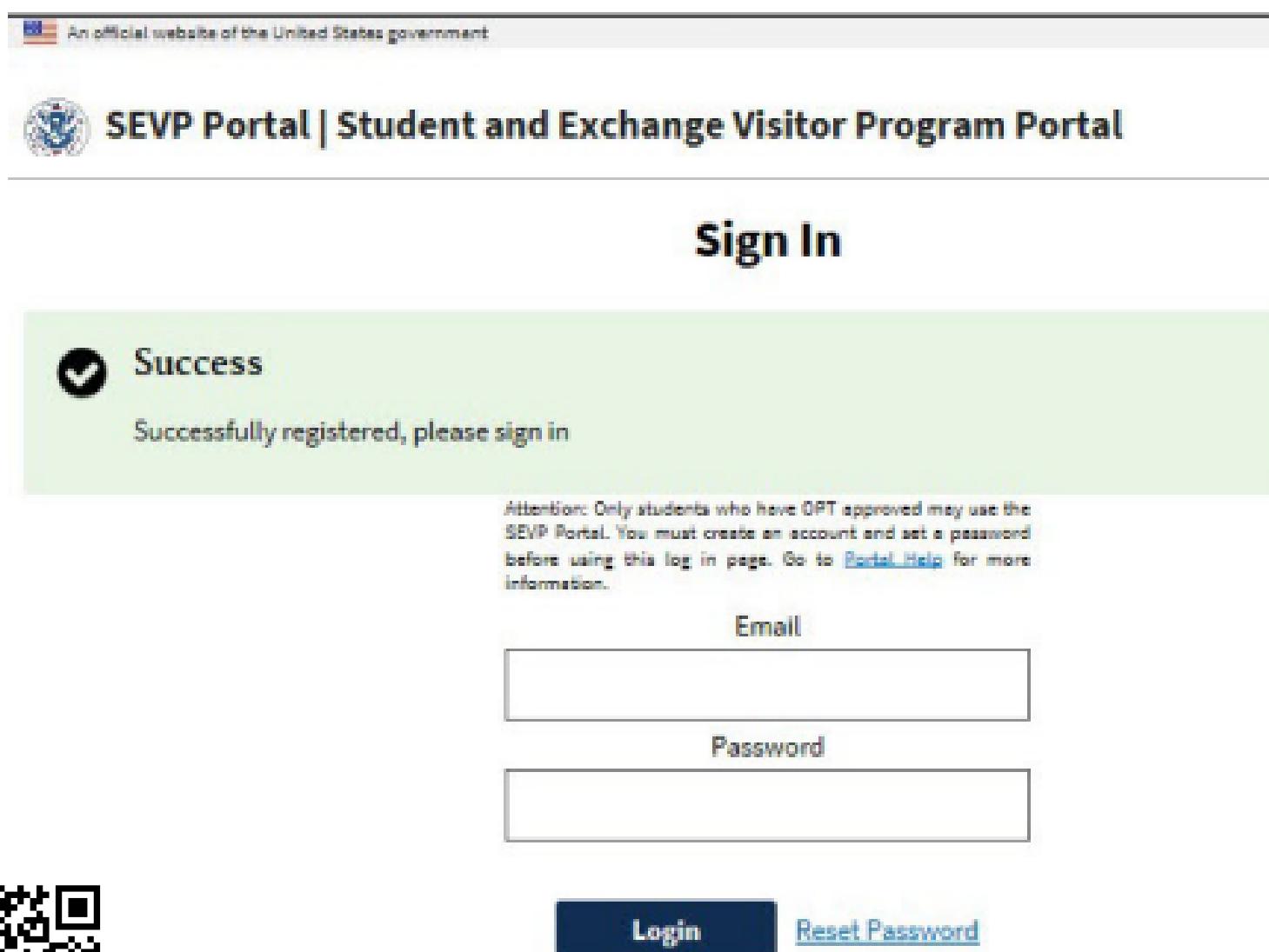


The image shows a screenshot of the SEVP Portal 'Register' page. At the top, there is a logo and the text 'SEVP Portal | Student and Exchange Visitor Program Portal'. Below this, the word 'Register' is displayed. A section titled 'Info' contains a bulleted list of password creation criteria:

- Passwords must be a minimum of 12 characters in length.
- Passwords must be updated every 90 days.
- Users may not re-use the previous eight passwords.
- Passwords must contain at least one alpha, one numeric and one ([`~!@#\$%^&*()_+=,.;?':/|`]) character.
- Passwords may not be the same as, or contain, the SEVIS ID.
- Passwords are case sensitive.

Below the criteria, there is a 'Welcome' message followed by input fields for 'Email' and 'Password'. The 'Email' field contains a blurred email address. The 'Password' field is a large empty input box. Below it is another input box for 'Confirm Password'. At the bottom of the form is a 'Create Account' button.

Create a Portal Account



An official website of the United States government

 SEVP Portal | Student and Exchange Visitor Program Portal

Sign In

 **Success**

Successfully registered, please sign in

Attention: Only students who have OPT approved may use the SEVP Portal. You must create an account and set a password before using this log in page. Go to [Portal Help](#) for more information.

Email

Password

[Login](#) [Reset Password](#)



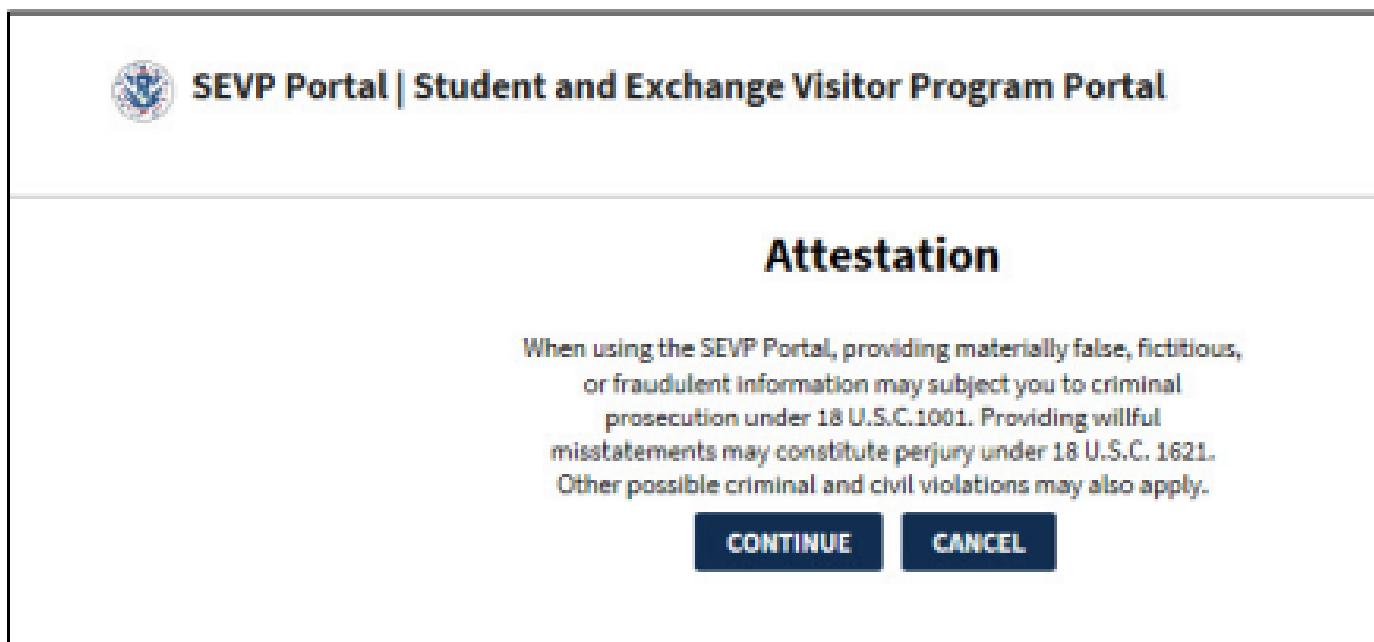
The portal will send you an email to confirm you successfully created your account.

The SEVP Portal will only send emails related to your portal account. The sender of the email is **do-not-reply.SEVP@ice.dhs.gov**.

Log In to the SEVP

To log in to the SEVP Portal:

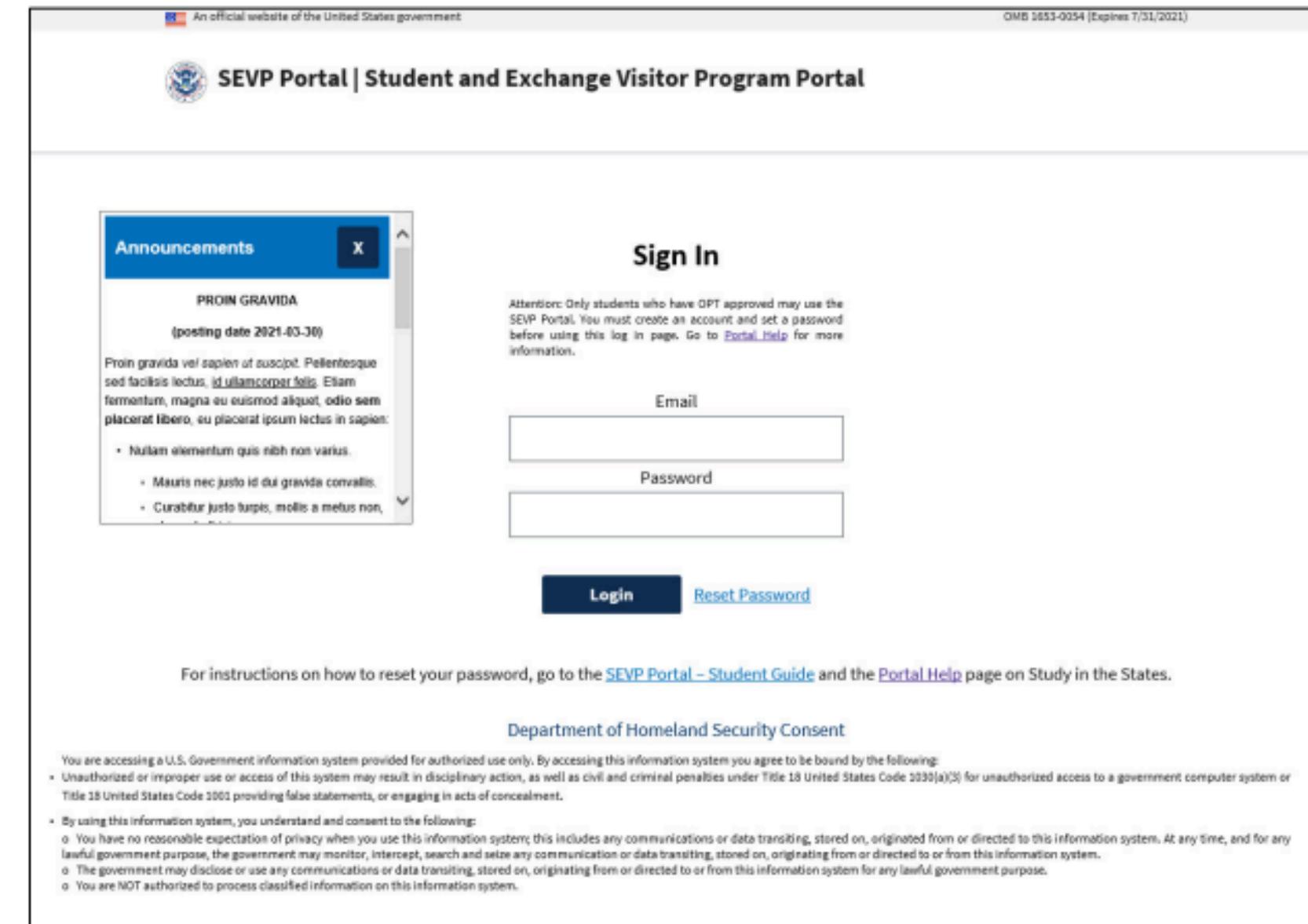
1. Go to the SEVP Portal Login page.
2. Enter your:
 - Email address
 - Password
3. Click Log In. The *Attestation* page opens.



The image shows the SEVP Portal Login page. At the top, there is a logo and the text "SEVP Portal | Student and Exchange Visitor Program Portal". Below this, a large "Attestation" heading is centered. A paragraph of text explains the legal consequences of providing false information. At the bottom, there are two buttons: "CONTINUE" and "CANCEL".

When using the SEVP Portal, providing materially false, fictitious, or fraudulent information may subject you to criminal prosecution under 18 U.S.C.1001. Providing willful misstatements may constitute perjury under 18 U.S.C. 1621. Other possible criminal and civil violations may also apply.

CONTINUE CANCEL



The image shows the SEVP Portal Attestation page. At the top, there is a logo and the text "SEVP Portal | Student and Exchange Visitor Program Portal". Below this, a sidebar titled "Announcements" displays a single item: "PROIN GRAVIDA" (posting date 2021-03-30) with a short text snippet. The main content area is titled "Sign In". It contains a message: "Attention: Only students who have OPT approved may use the SEVP Portal. You must create an account and set a password before using this log in page. Go to [Portal Help](#) for more information." Below this are "Email" and "Password" input fields, and "Login" and "Reset Password" buttons. At the bottom, there is a link to "SEVP Portal – Student Guide" and "Portal Help". A "Department of Homeland Security Consent" section contains a detailed list of legal terms and conditions.

PROIN GRAVIDA
(posting date 2021-03-30)

Proin gravida vel sapien et suscipit. Pellentesque sed facilis lectus, id ullamcorper felis. Etiam fermentum, magna eu euismod aliquet, odio sem placerat libero, eu placerat ipsum lectus in sapien:

- Nullam elementum quis nibh non varius.
- Mauris nec justo id dui gravida convallis.
- Curabitur justo turpis, mollis a metus non,

Sign In

Attention: Only students who have OPT approved may use the SEVP Portal. You must create an account and set a password before using this log in page. Go to [Portal Help](#) for more information.

Email

Password

Login Reset Password

For instructions on how to reset your password, go to the [SEVP Portal – Student Guide](#) and the [Portal Help](#) page on Study in the States.

Department of Homeland Security Consent

You are accessing a U.S. Government information system provided for authorized use only. By accessing this information system you agree to be bound by the following:

- Unauthorized or improper use or access of this system may result in disciplinary action, as well as civil and criminal penalties under Title 18 United States Code 2030(a)(3) for unauthorized access to a government computer system or Title 18 United States Code 1001 providing false statements, or engaging in acts of concealment.
- By using this information system, you understand and consent to the following:
 - You have no reasonable expectation of privacy when you use this information system; this includes any communications or data transmitting, stored on, originated from or directed to this information system. At any time, and for any lawful government purpose, the government may monitor, intercept, search and seize any communication or data transmitting, stored on, originating from or directed to or from this information system.
 - The government may disclose or use any communications or data transmitting, stored on, originating from or directed to or from this information system for any lawful government purpose.
 - You are NOT authorized to process classified information on this information system.

4. Click Cancel or Continue:
 - **Cancel:** Returns to the Portal Login page.
 - **Continue:** Opens the *Privacy Statement* page.

Privacy Statement

Click Cancel or Continue on the Privacy page:

- **Cancel:** Returns to the Portal Login page.
- **Continue:** Enters Profile page in the Portal.

Privacy Statement

Authority: U.S. Immigration and Customs Enforcement (ICE) is authorized to collect information by Section 641 of the Illegal Immigration Reform and Immigrant Responsibility Act (IIRIRA) of 1996 (codified at 8 U.S.C. 1372), Public Law 104-208; Public Law 107-56, U.S.A. PATRIOT Act; 8 U.S.C. 1372; Homeland Security Presidential Directive-2 (HSPD 2, Combating Terrorism Through Immigration Policies), as amended by HSPD-5, Management of Domestic Incidents, Compilation of HSPDs); 8 CFR 214.2(f)(10)-(12) and 8 CFR 274a.12(b)(6)(iv).

Purpose: Your information collected through the ICE Student and Exchange Visitor Program (SEVP) is used to assist with the administration of practical training. The designated school officials (DSO) may use your information to review and manage practical training opportunities for you.

Agency Disclosure of Information: Your information may be shared internally within the U.S. Department of Homeland Security (DHS), as well as with federal, state, local, tribal, territorial, and foreign law enforcement; other government agencies; and other parties for audit, enrollment, enforcement, investigatory, litigation, or other purposes.

If you become a United States Citizen or Lawful Permanent Resident, your information may be shared internally within the DHS, as well as with federal, state, local, tribal, territorial, and foreign law enforcement; other government agencies; and other parties for audit, enforcement, investigatory, litigation, or other purposes. This disclosure is in accordance with the Privacy Act of 1974, 5 U.S.C. § 552a(b), including pursuant to the routine uses published in the DHS/ICE-001 Student and Exchange Visitor Information System (SEVIS) System of Records, which can be viewed at <https://www.dhs.gov/topic/privacy>

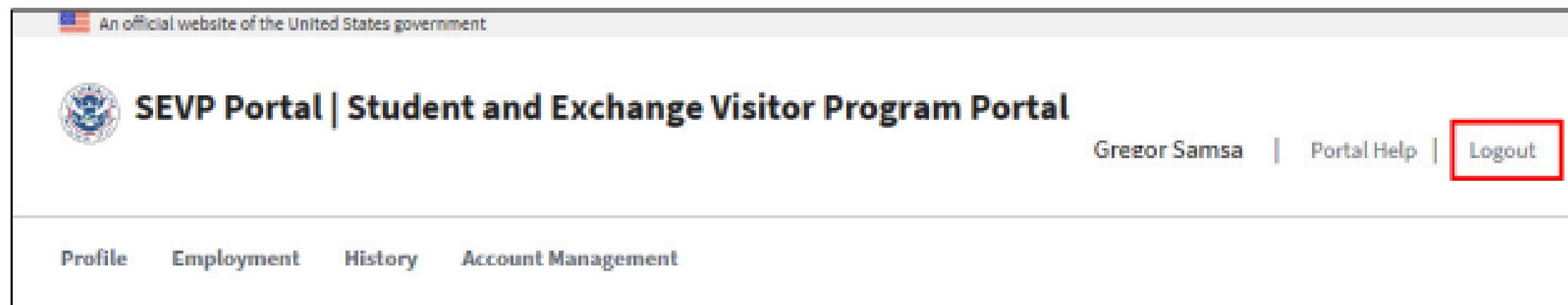
Providing Information to DHS: The information you provide is voluntary. However, failure to provide the information requested may delay or interfere with the approval or maintenance of your practical training. Failure to provide your information could also limit or terminate your practical training opportunity.

CONTINUE

CANCEL

Log Out of the SEVP

To log out of the portal, click the **Logout** link in the upper right-hand corner of the header

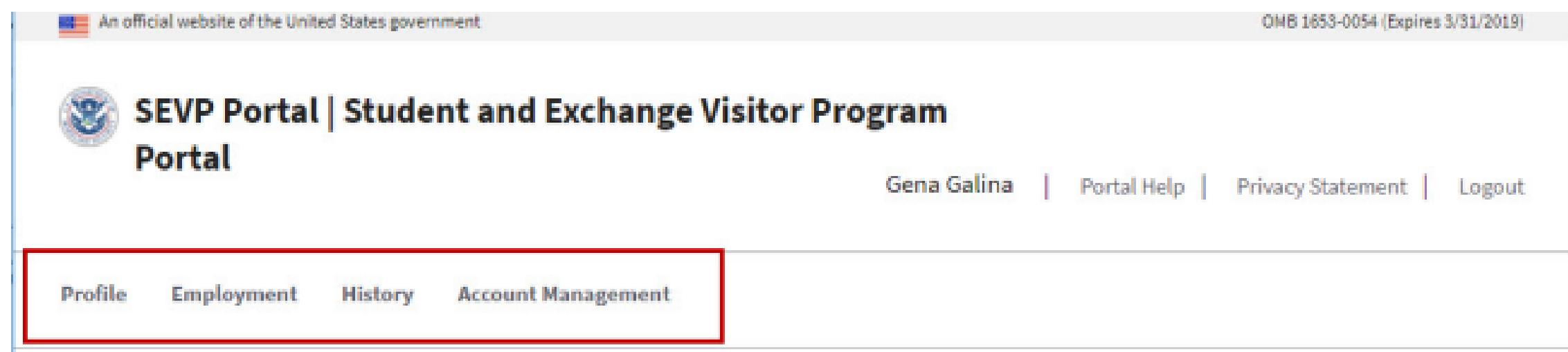


Access Portal Pages

The SEVP Portal has four pages:

- **Profile:** Use this page to view or update your contact information.
- **Employment:** Use this page to update your employment information.
- **History:** Use this page to see what has happened to your record.
- **Account Management:** Use this page to change your password.

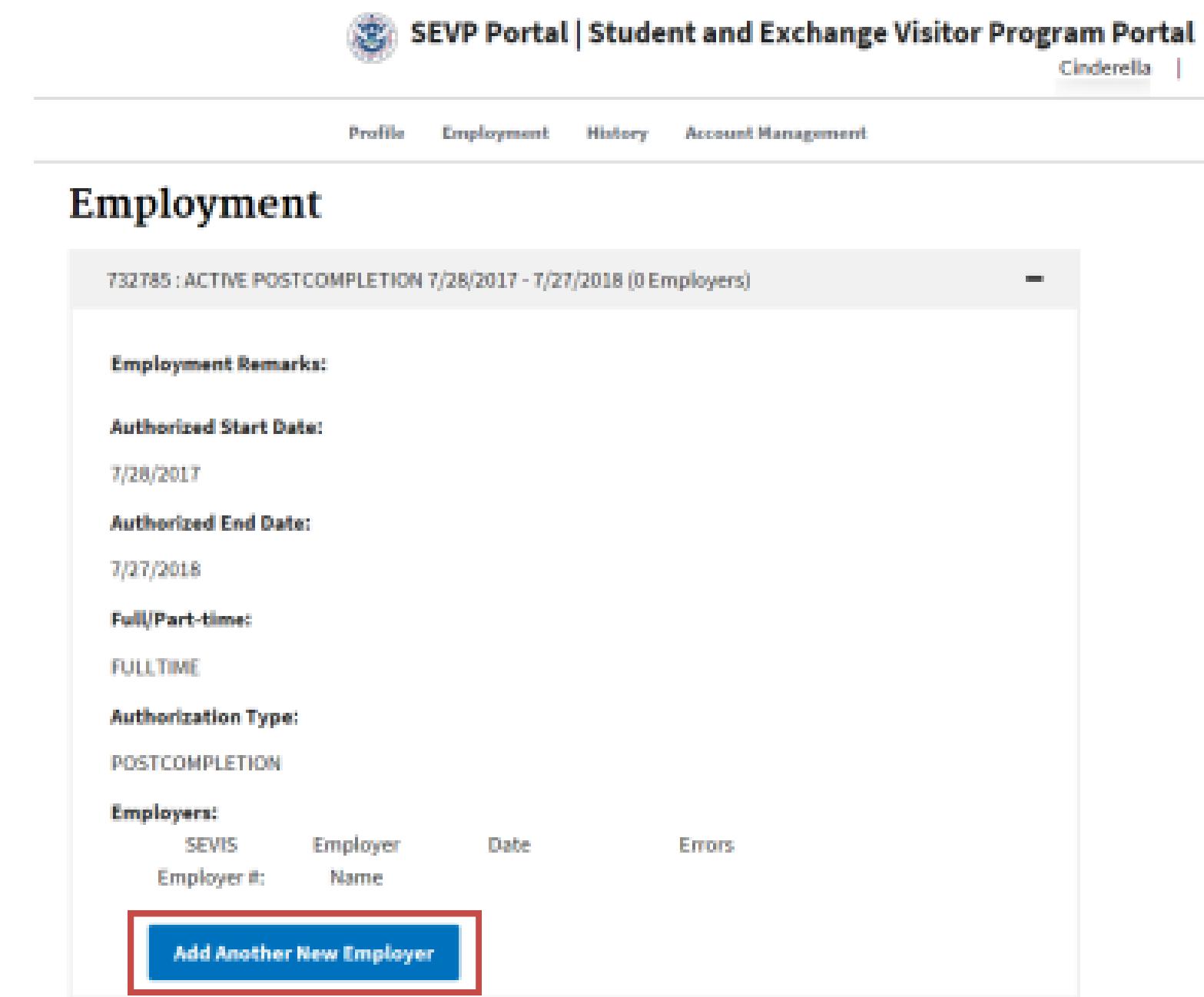
Click on the appropriate link to access the information you want to view or edit.



Access Portal Pages

To add an employer:

1. Go to the Employment page. Expand the authorization.
2. Click **Add Employer**. The Add Employer section displays the following employment information fields.



The screenshot shows the SEVP Portal Employment page. At the top, there is a header with the SEVP logo and the text "SEVP Portal | Student and Exchange Visitor Program Portal" and "Cinderella". Below the header, there are navigation links for "Profile", "Employment", "History", and "Account Management". The main content area is titled "Employment" and displays the following information:

732T85 : ACTIVE POSTCOMPLETION 7/28/2017 - 7/27/2018 (0 Employers)

Employment Remarks:

Authorized Start Date:
7/28/2017

Authorized End Date:
7/27/2018

Full/Part-time:
FULLTIME

Authorization Type:
POSTCOMPLETION

Employers:

SEVIS	Employer	Date	Errors
Employer #:	Name		

Add Another New Employer

Add Employer

Enter your employment information in the fields:

- **Self-Employed:** Click this checkbox if you work for yourself. The portal will enter your name in the Employer name section.
- **Employer Name:** Enter the name of the company that hired you. o This is a required field.
- **Employer Address:** Enter the address where you work:
- **Address:** Enter the street address.123 Main Street State. Enter the name of the state where you work.
- **Zip Code:** Enter the postal code where you work. (This is a required field).
- **Supervisor First Name:** Enter the first name of your boss at the company that hired you.
- **Supervisor Last Name:** Enter the last name of your boss at the company that hired you.
- **Supervisor Phone Number:** Enter the work telephone number for your boss. Format 1234567890
- **Supervisor Phone Number Ext:** Enter the extension number for your boss' work telephone number, if any.
- **Supervisor Email Address:** Enter the work email address for your boss.

Add Employer

- **Job Title:** Enter the title of your job at the company that hired you.
- **Full/Part-Time:** Select either Full-Time or Part-Time from the drop-down list to indicate whether your position with the company that hired you is full-time or part-time. (This is a required field).
- **Employment Start Date:** Enter the start date for your job with the company that hired you. (This is a required field).
- **Employment End Date:** Enter the date the job ends.
- **Relation to Field of Study:** Explain how the job relates to the degree that qualified you for this period of OPT. (This is a required field).

Add Employer

3. Click **Save**, when all required fields are entered. The portal will display a *Success* message.

After saving, the employer is:

- Added to the employer count.
- Listed in the Employer section of the page.
- Added to the back of your I-20.

4. Click **Add Employer** to repeat the process of adding an employer.

Edit Employer

To edit an employer:

1. Click Employment tab. The Employment page opens.
2. Click the plus (+) sign next to the employment authorization you want to edit. The section expands to reveal:
 - Read-only information about the authorization.
 - List of employers.
3. Locate the employer you want to edit.
4. Click the plus (+) sign next to the employer name. The portal expands the entry to show all available data fields.
5. Edit the data that needs to be changed.
6. Click **Save**.

Never edit an employer's information if you are changing employers. If you leave one job to work for another employer, edit the end date of your existing employer. Add the new employer to your record.

Portal Access after OPT Ends

You should be able to access your portal account the whole time your OPT is active. You will continue to have access for six months after your OPT ends. The portal will send you three email notices:

- On your OPT end date to let you know you have six months of portal access left.
- Five months after your OPT ends to let you know you have 30 days of access left.
- Six months after your OPT end to let you know your account is closed.

Need Help?

If you have issues, reach out to your DSO or the International Student Services office at your school. They can help you reset the portal or guide you through updates.

international@ensign.edu
801-524-8142

Other resources:

- **SEVP Portal Help Hub:** <https://studyinthestates.dhs.gov/sevp-portal-help>
- **General OPT/STEM OPT Info:** <https://studyinthestates.dhs.gov>