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

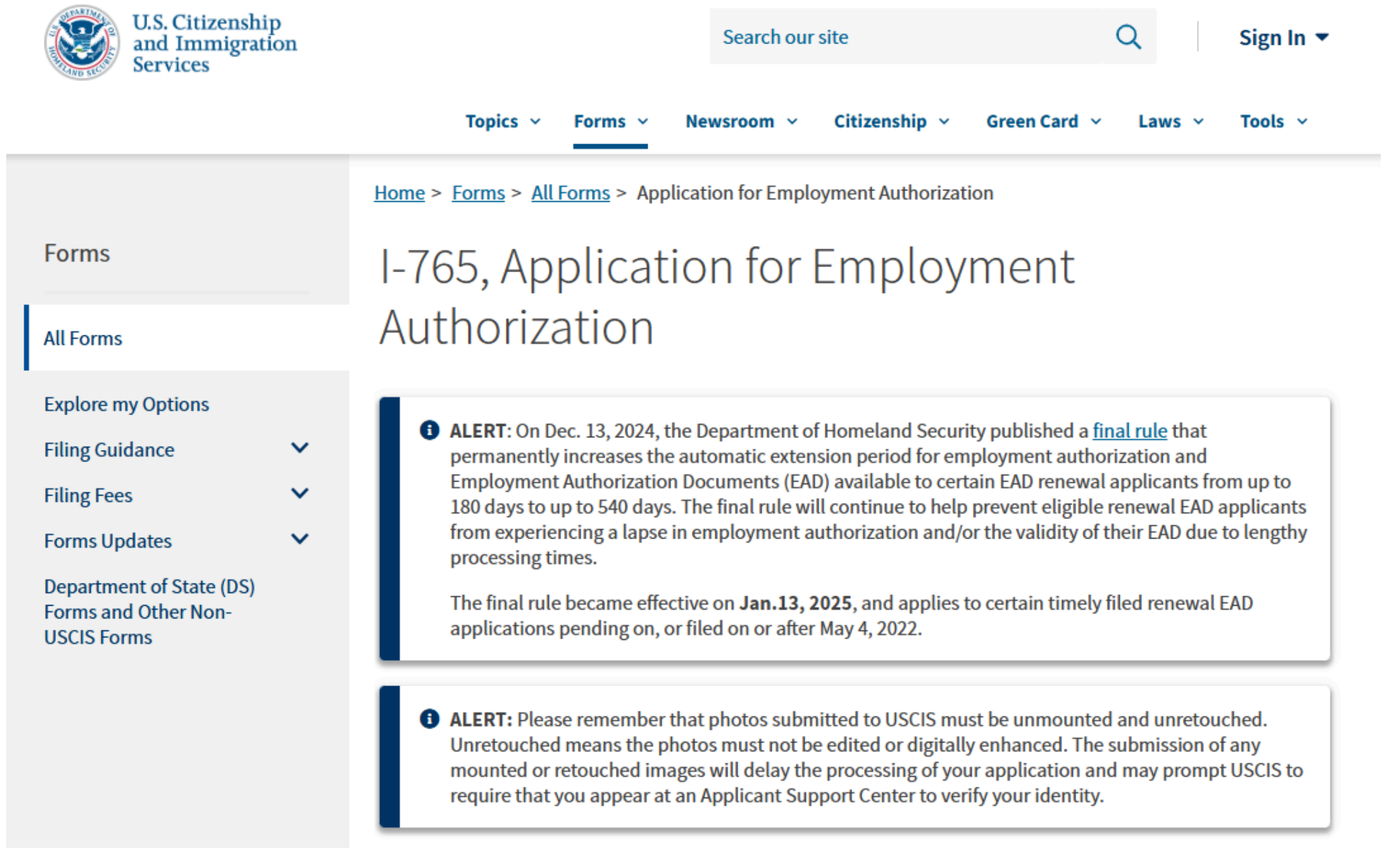
- Do NOT submit your application if you have not received a Form I-20 with OPT requested listed on page 2 .

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**.

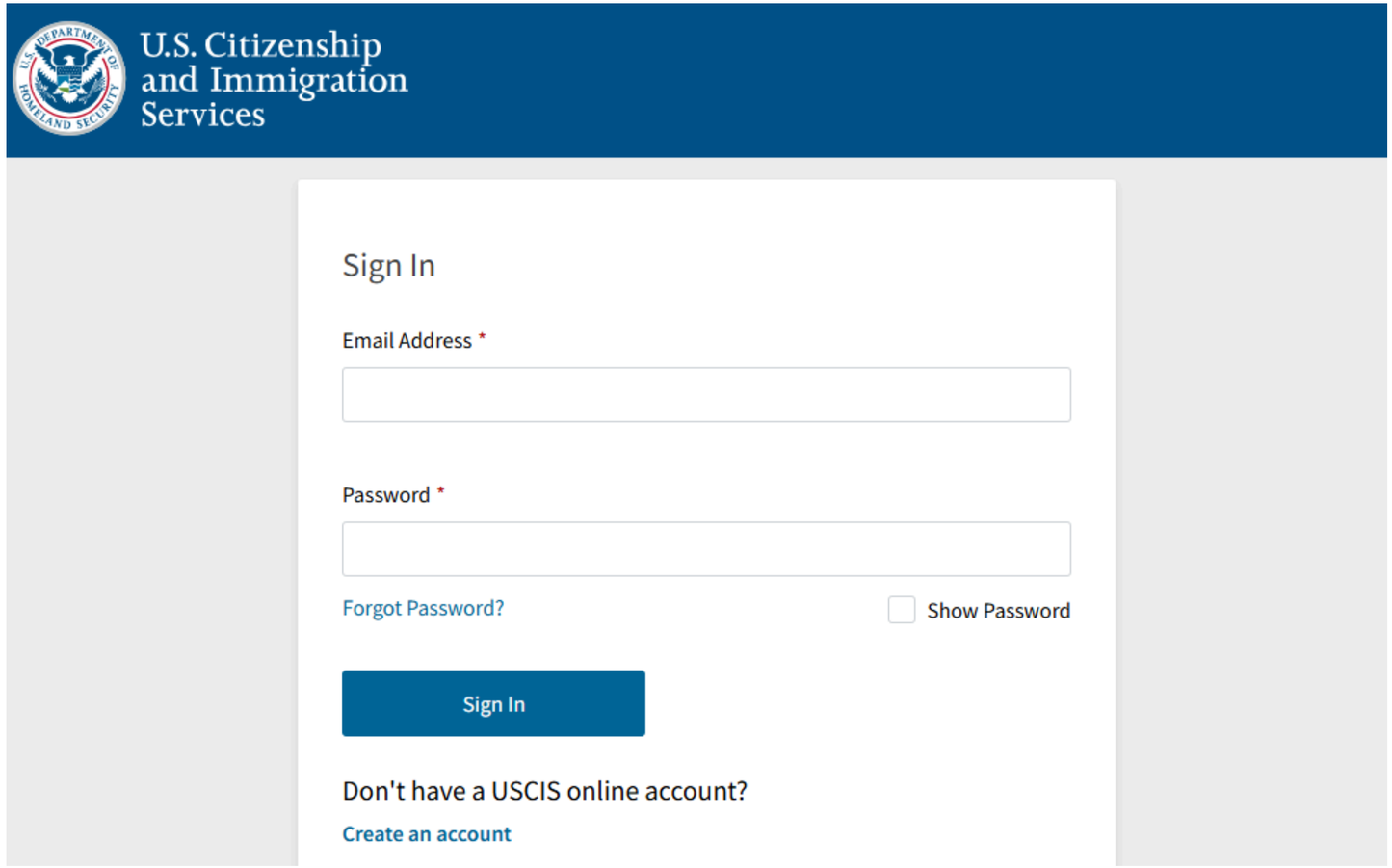
QR code to the USCIS website



USCIS Account

SIGN IN OR CREATE AN ACCOUNT

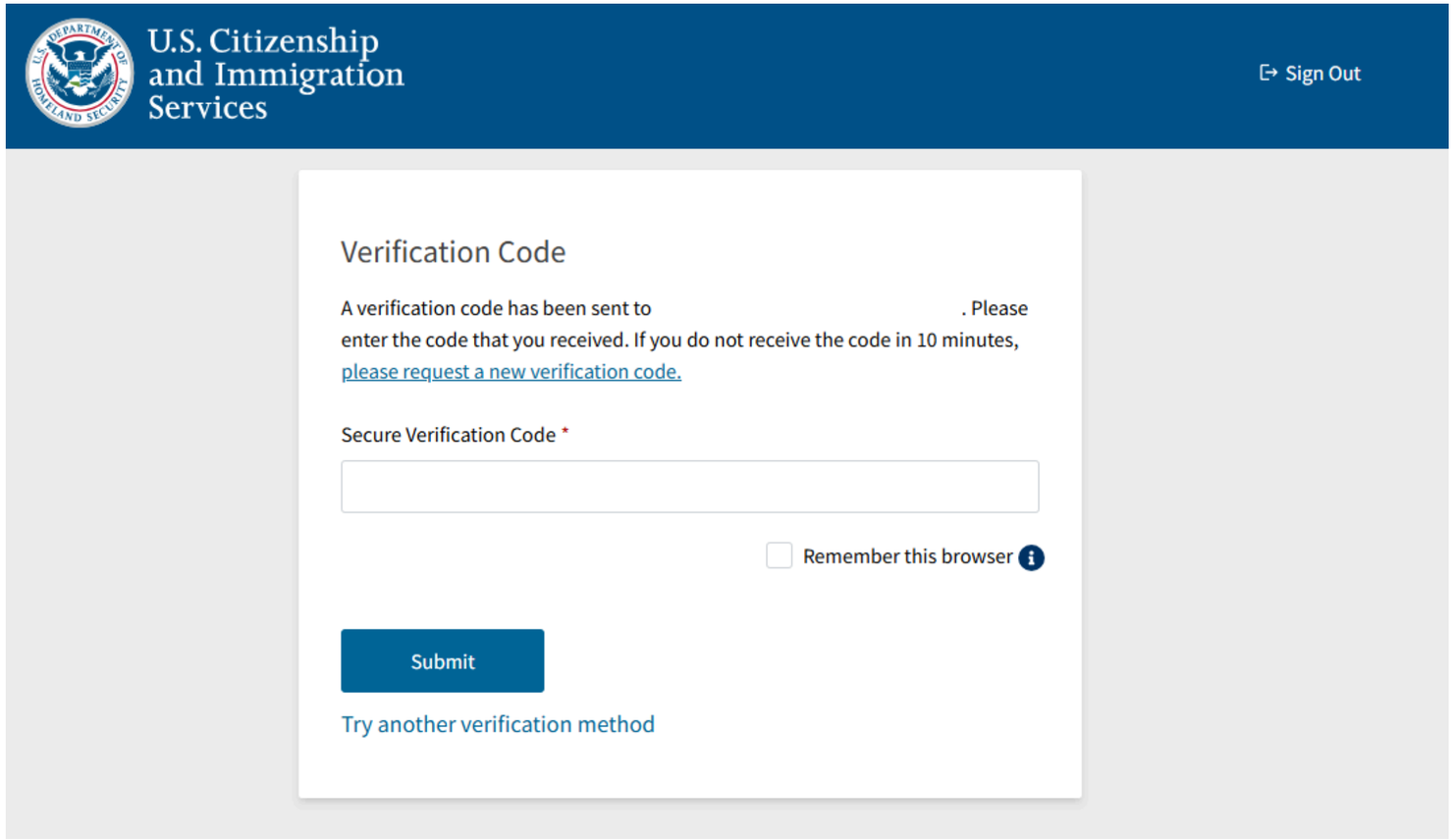
If you don’t have an account with USCIS, you will need to create one. Make sure you use an email you will still have access to once you graduate.



Verification Code

VERIFY YOUR ACCOUNT

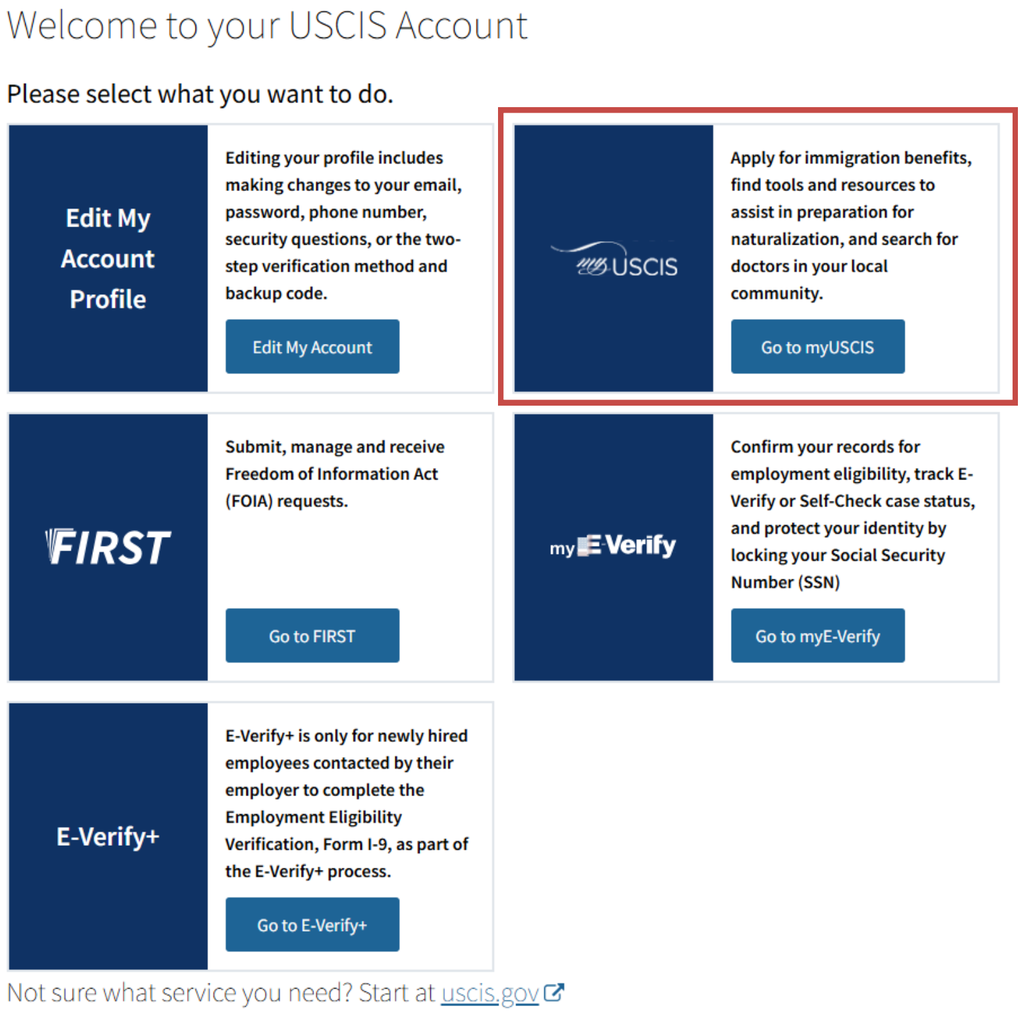
You will receive a code to the email linked to your account.



USCIS Account - Menu Option

BE CAREFUL!

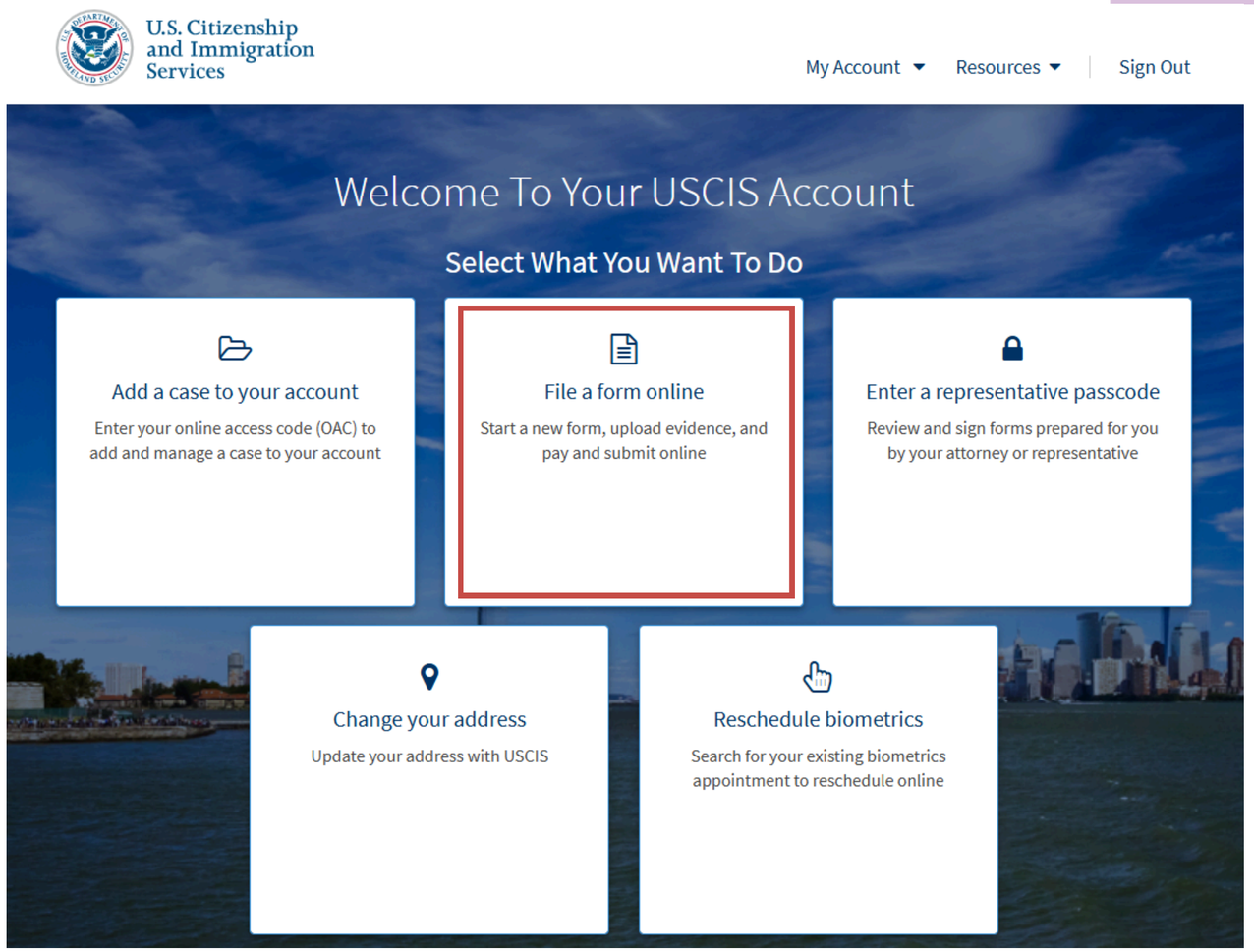
Sometimes, after logging in, you will be redirected (see image) to a menu with options. Click **myUSCIS**, it will take you to the main page of your account.



USCIS Account - Home

YOU MADE IT!

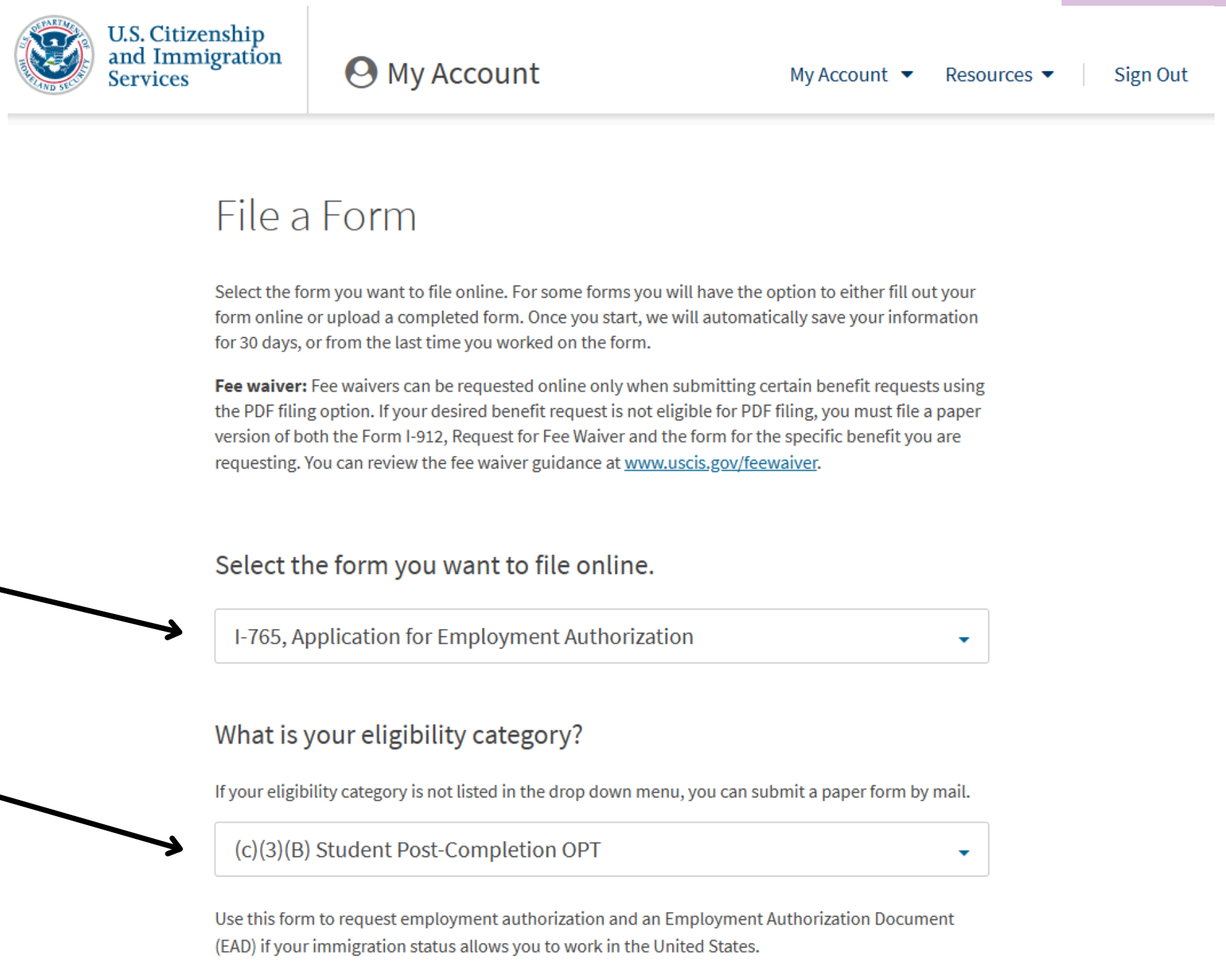
After signing in, it will redirect you to the main page.
Click **File a form online** to start your application.



Form I-765

FILE A FORM

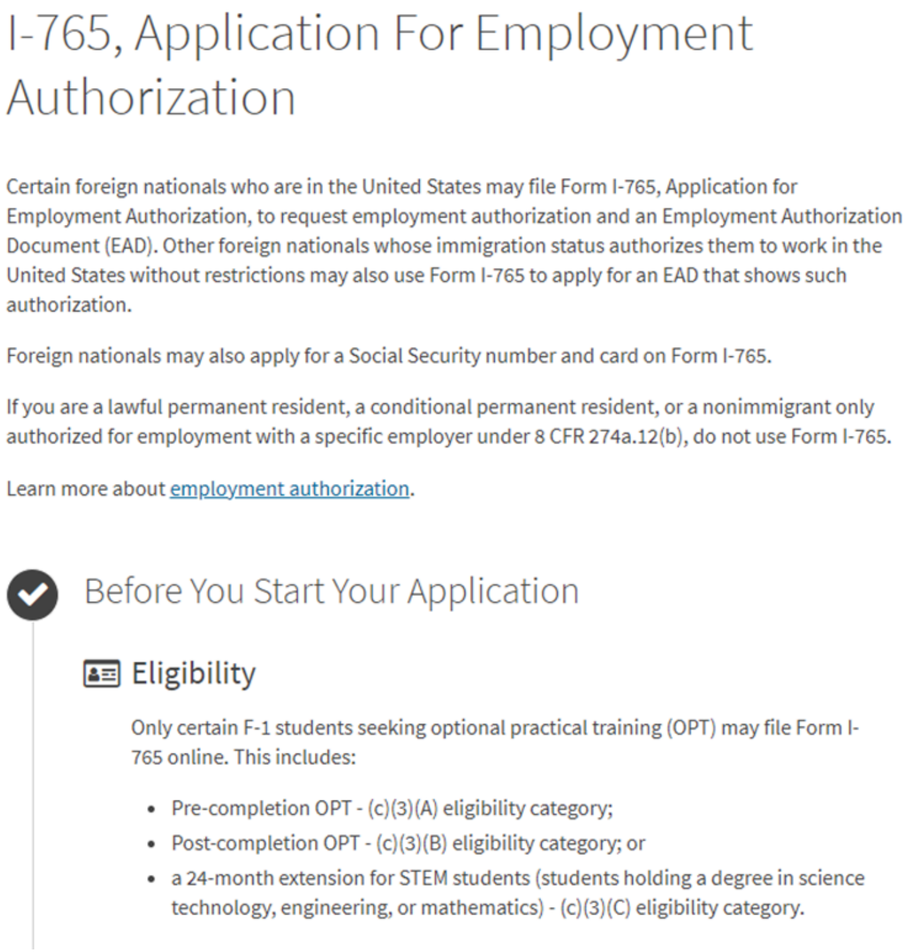
Click **File a form online** to start your application.
Select:
I-765, Application for Employment Authorization
And
(c)(3)(B) Student Post-Completion OPT
Then click on Start Form



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

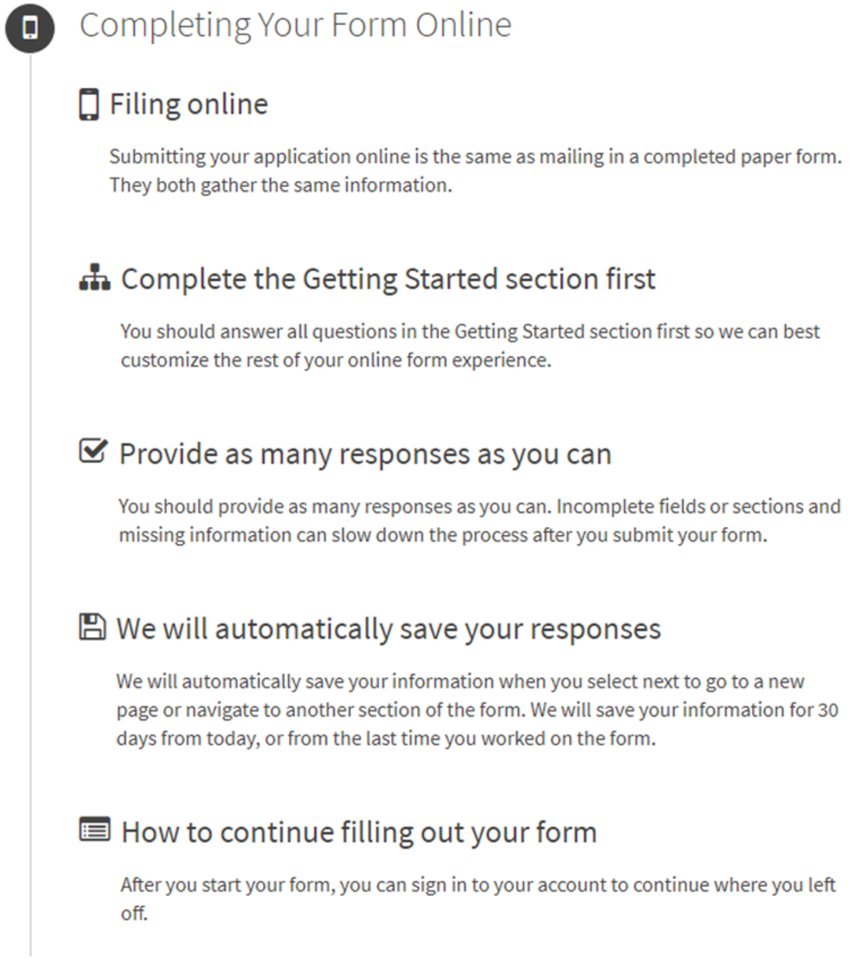
Only certain F-1 students seeking optional practical training (OPT) may file Form I-765 online. This includes:

- 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.

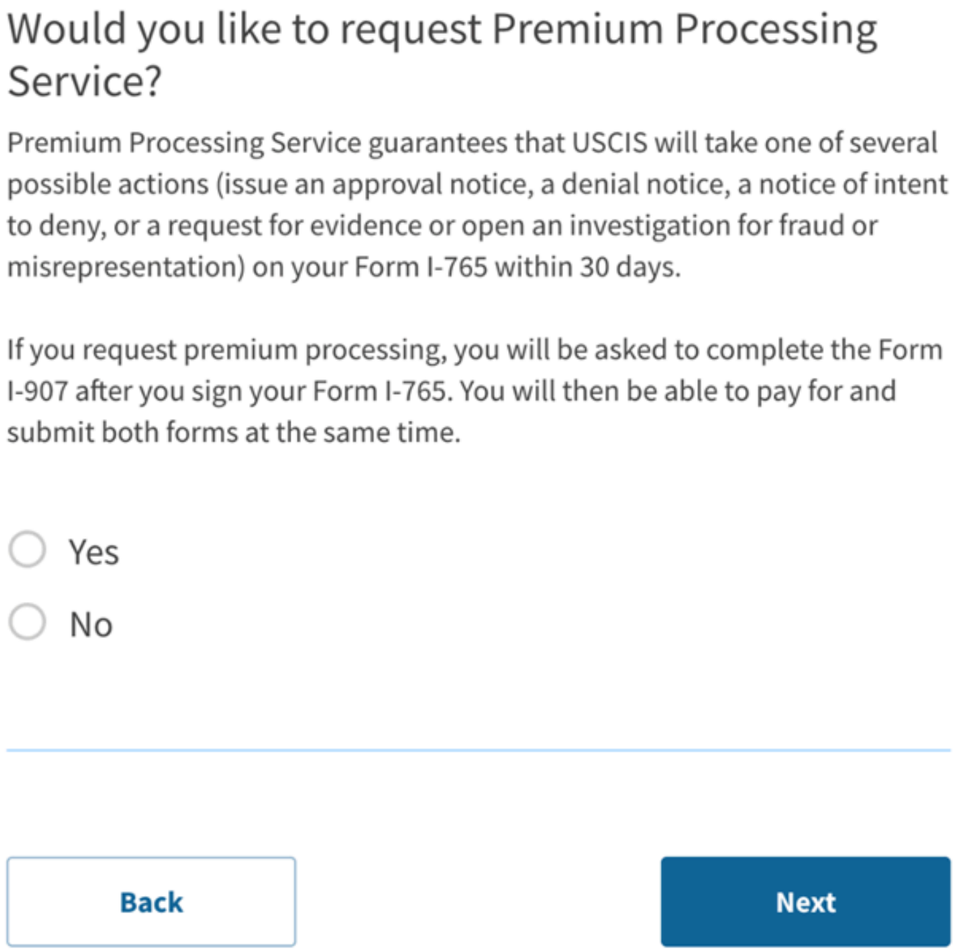
How to continue filling out your form

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

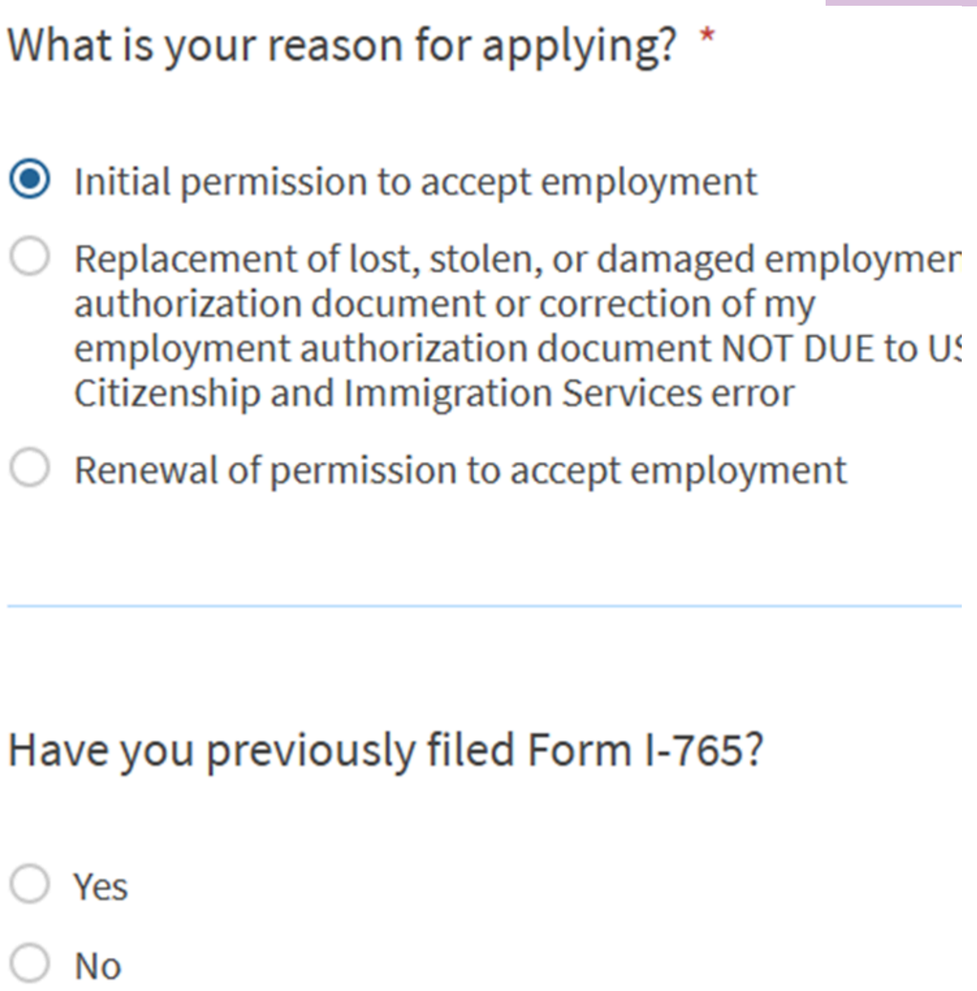
- You can expect that your application will be processed within 90-120 days (3-4 months).
- However, if you want your application processed sooner, you may choose to pay the **$1,685** premium processing fee by selecting "Yes."
- Otherwise, select "No."
- Click Next at the bottom of the page.



Form I-765

REASON FOR APPLYING

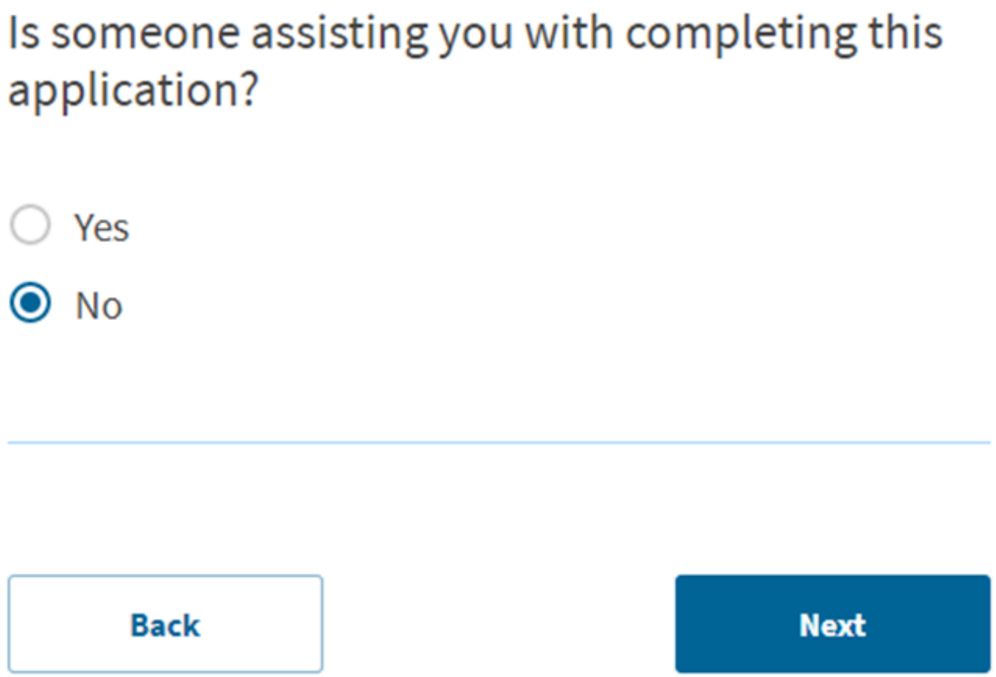
Choose Initial permission to accept employment.
Have you previously filed Form I-765?
•If this is your first time to use Form I-765, select “No.”
•If you have filed Form I-765 for previous employment, please select “Yes.”



Form I-765

PREPARER AND INTERPRETER INFORMATION

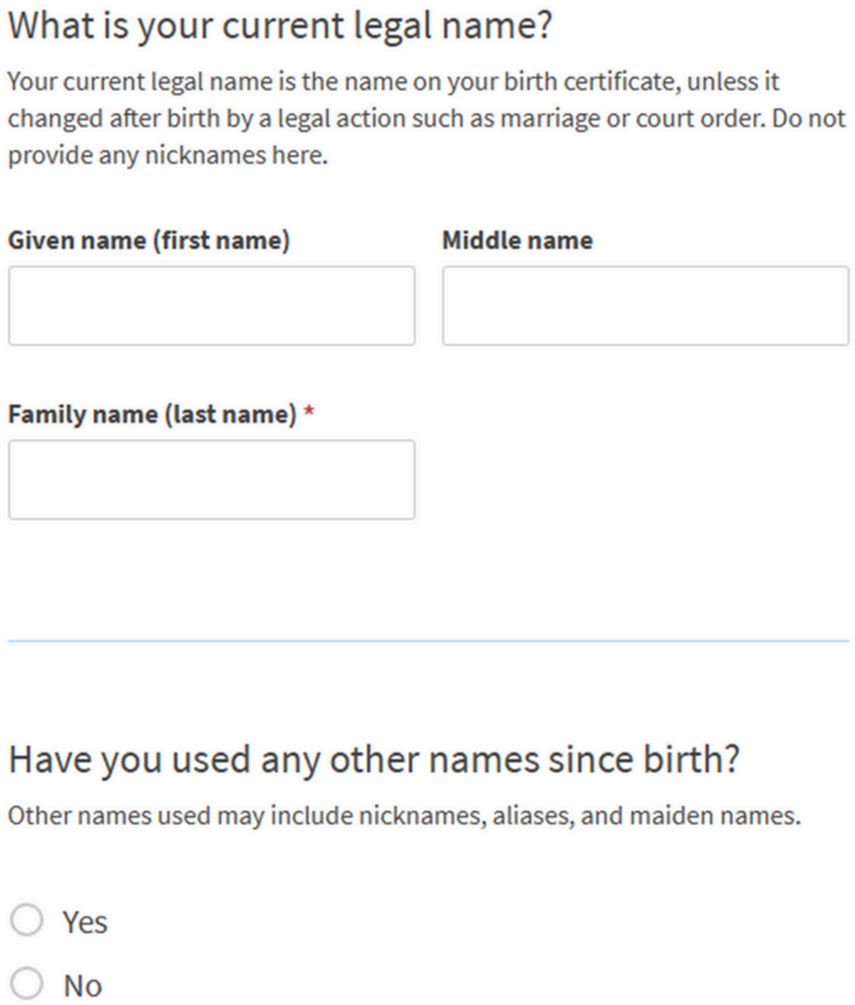
Select “No” unless you have hired someone to assist you in filling out the application.



Form I-765

CURRENT LEGAL NAME

Enter your legal name as listed in your passport.

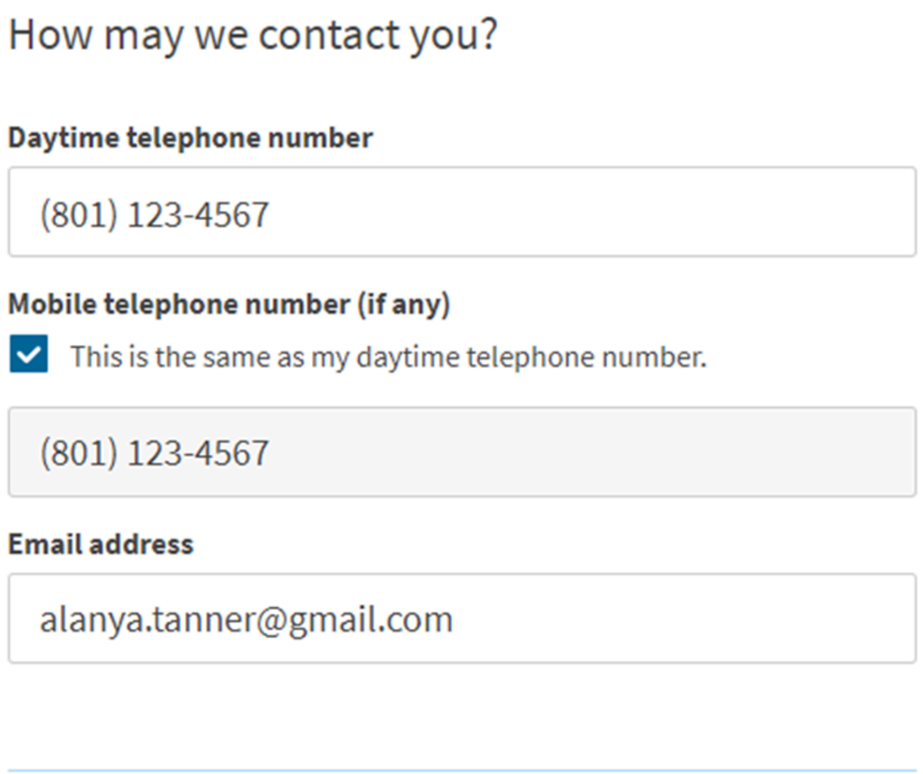


If you have used any other names since birth, answer “Yes.”
If not, answer “No.”

Form I-765

CONTACT INFORMATION

List your non-ensign.edu email address



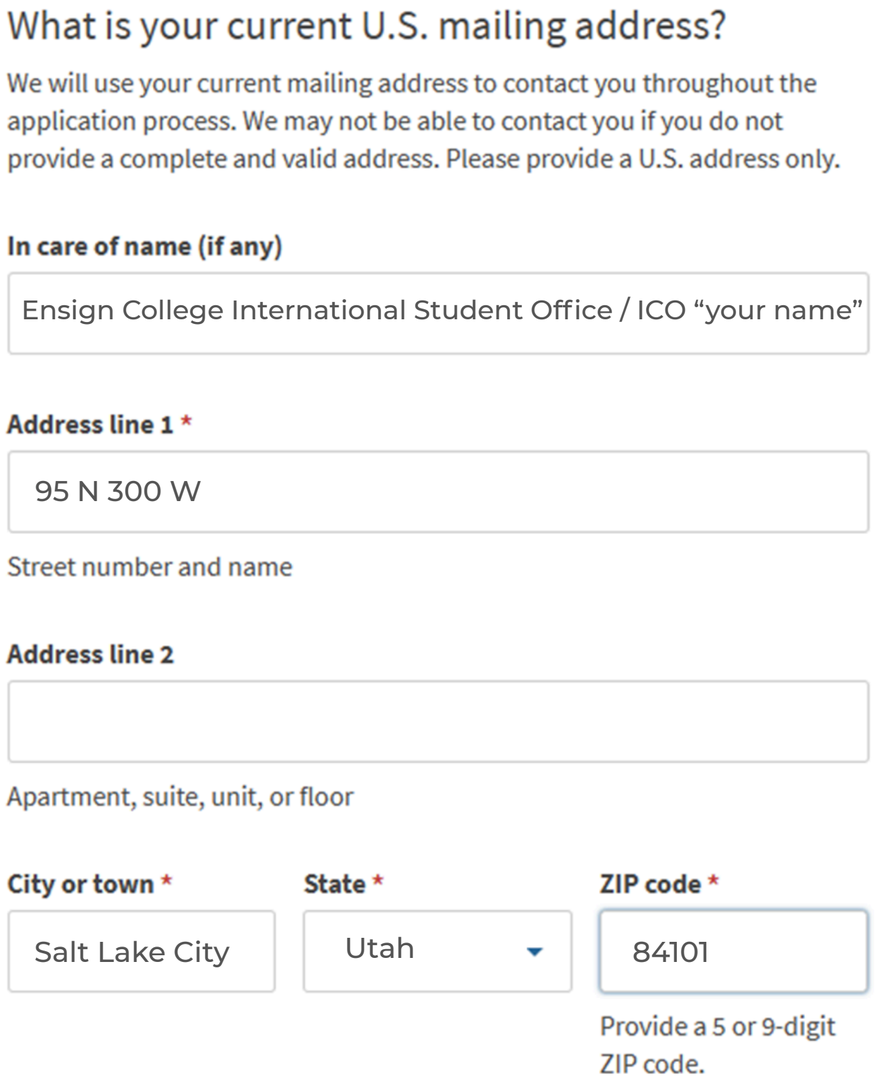
Form I-765

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.

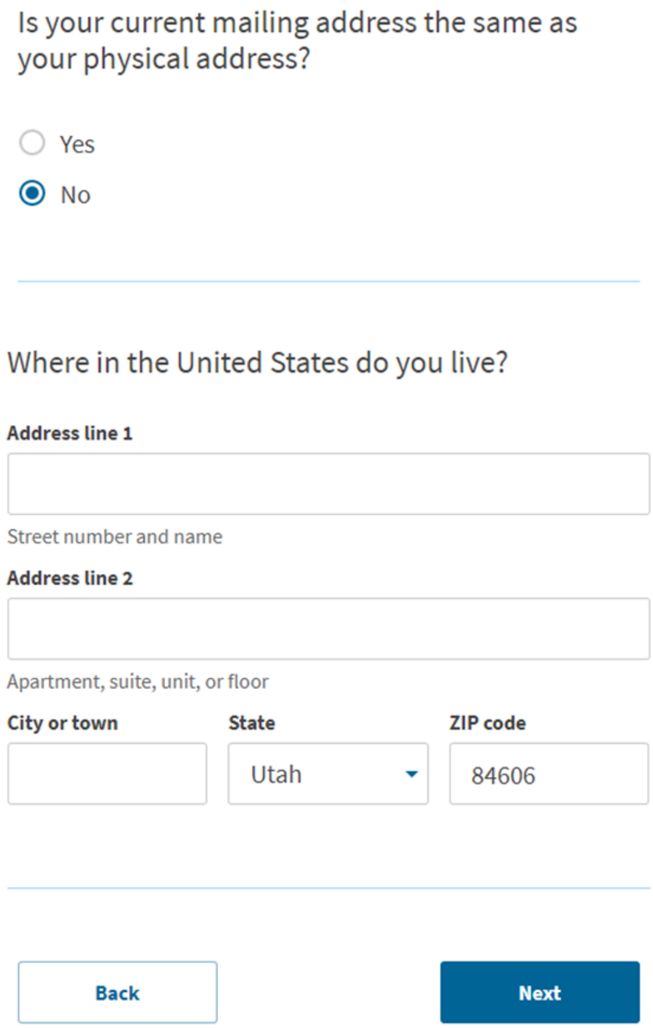
If you feel like your mailing address is secure, list your own address.



Form I-765

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”



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?

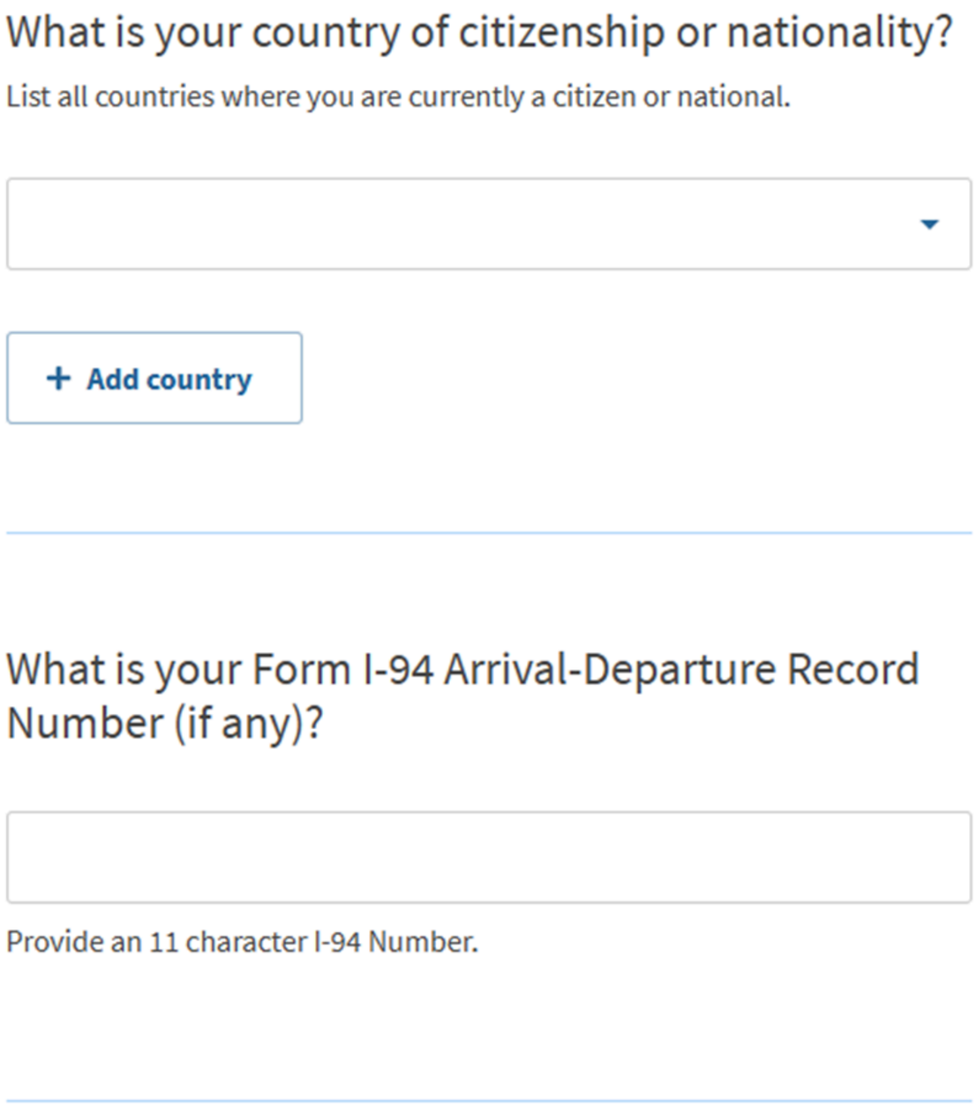
What is your date of birth? *

MM/DD/YYYY

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.



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)

MM/DD/YYYY

Place of arrival

Status at last arrival

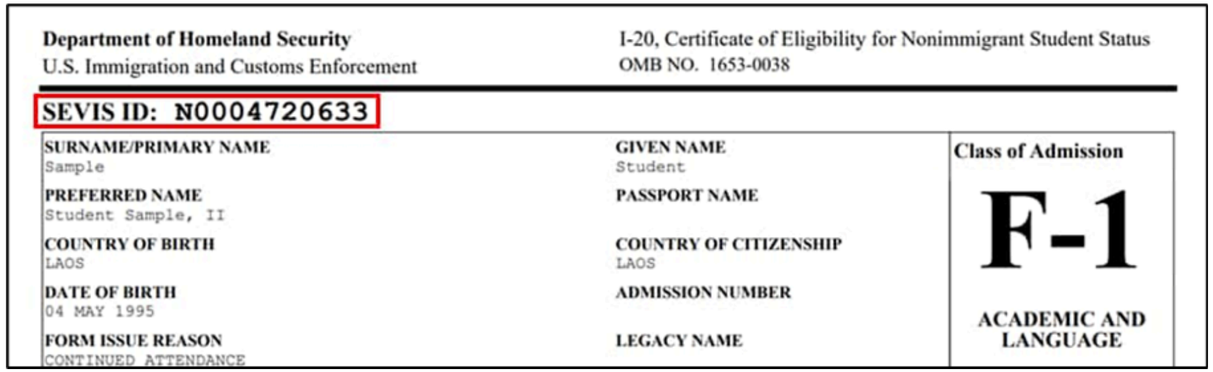
What is the passport number of your most recently issued passport?

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** **F-1**
PREFERRED NAME Student Sample, II	**PASSPORT NAME**	
COUNTRY OF BIRTH LAOS	**COUNTRY OF CITIZENSHIP** LAOS	
DATE OF BIRTH 04 MAY 1995	**ADMISSION NUMBER**	**ACADEMIC AND LANGUAGE**
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-

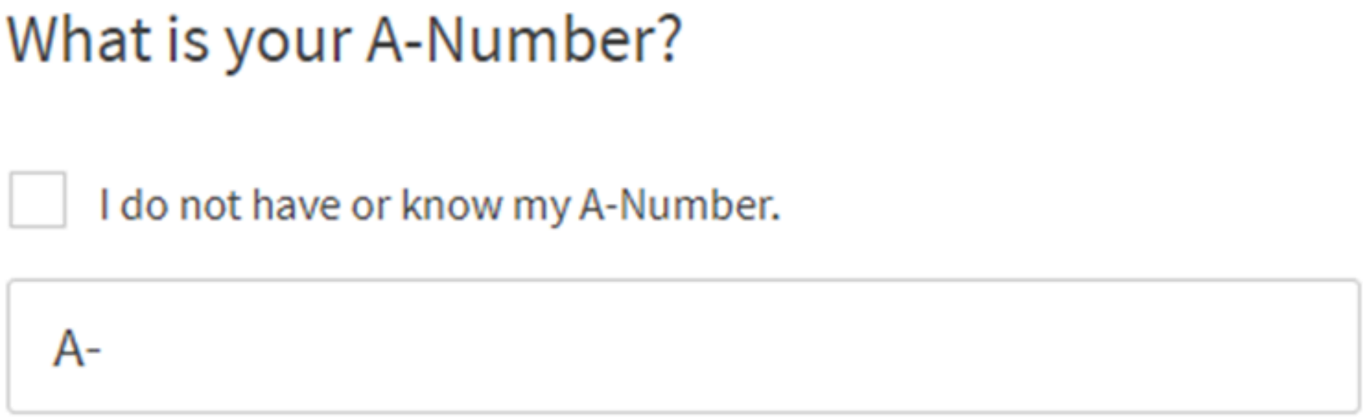
Form I-765

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.

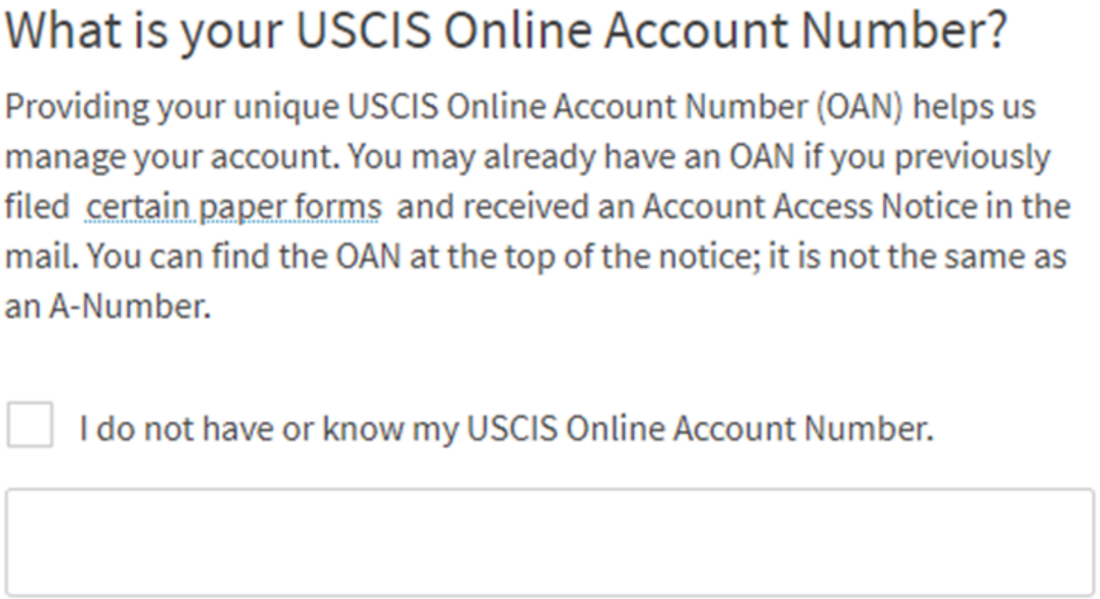


Form I-765

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.

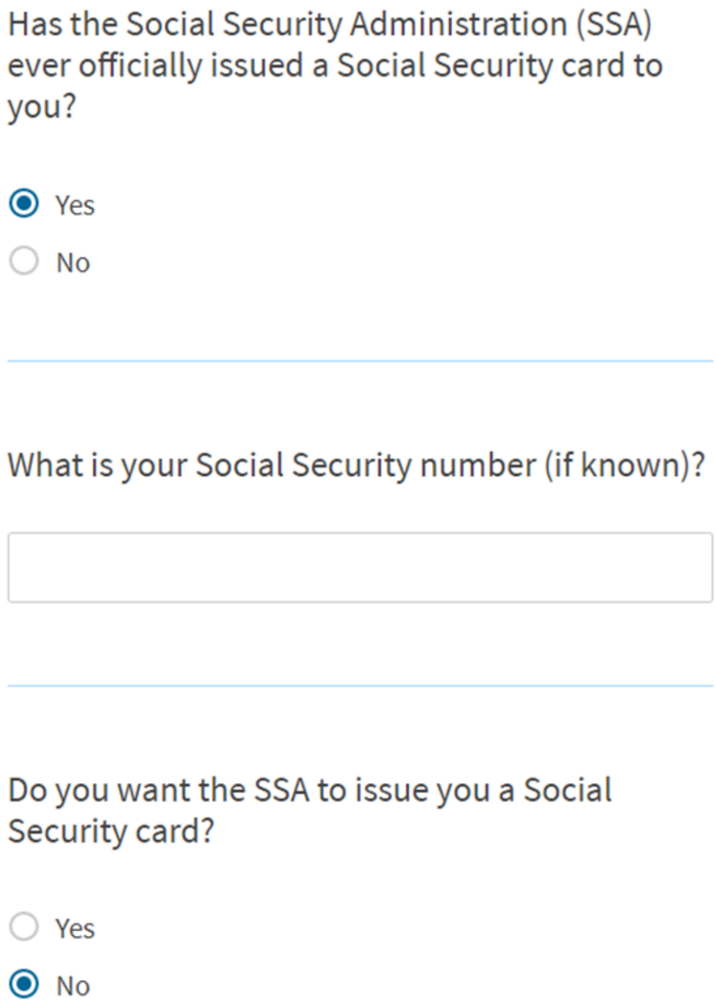


Form I-765

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

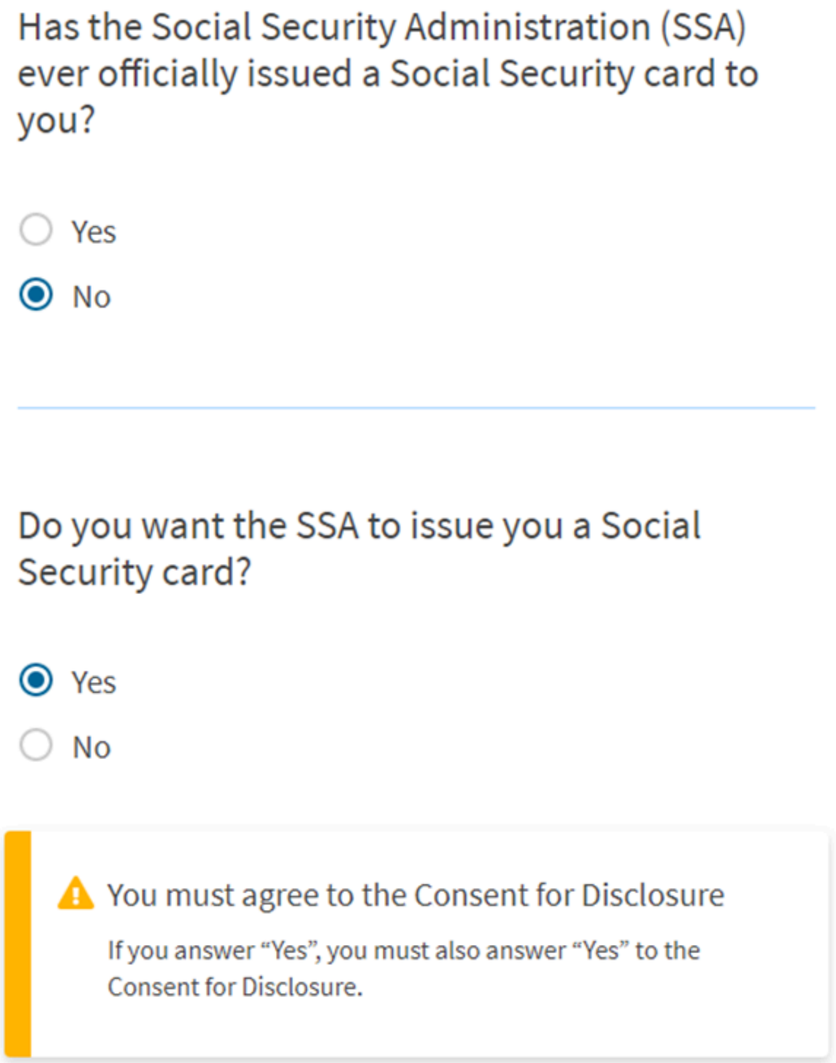


Form I-765

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.



Form I-765

2 X 2 PHOTO OF YOU

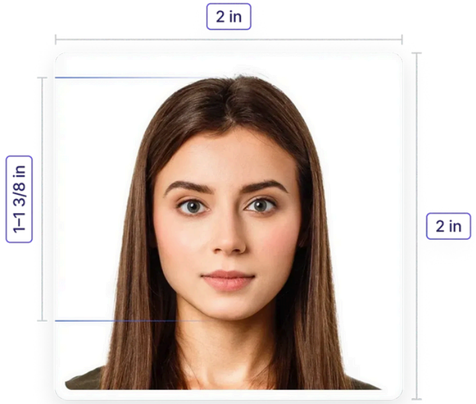
Multiple community places provide passport pictures.

- 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

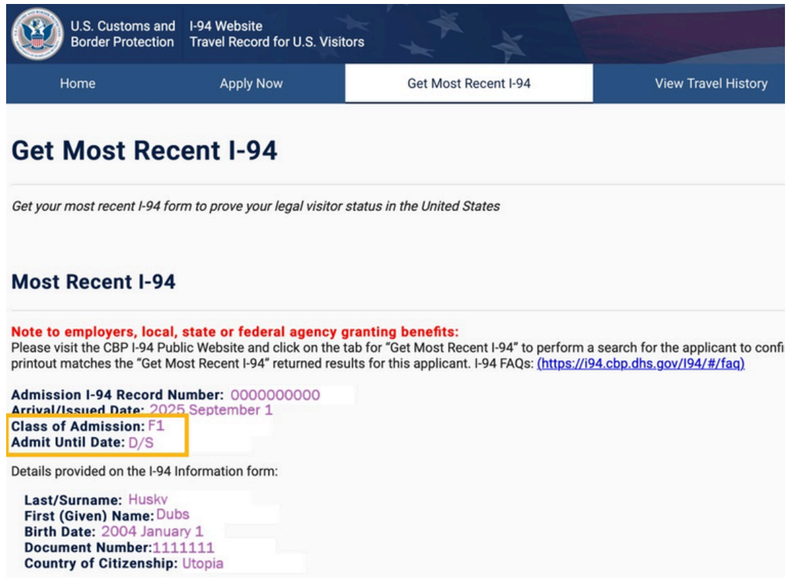
FORM I-94 OR PASSPORT

UPLOAD:

I-94 record,

OR

Passport picture page.



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

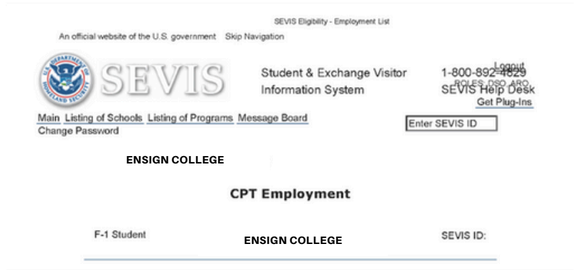
Upload a copy of your last Employment Authorization document (EAD) (front and back). If you were not previously issued an EAD, you must upload a copy of a government-issued identity document (such as a passport) showing your picture, name, and date of birth; a birth certificate with photo ID; a visa 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:

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



If you have a previous EAD (OPT Card),

- **Copy of your EAD**

Previously Authorized CPT Or OPT

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

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

Form I-765

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

I-20, Certificate Of Eligibility For Nonimmigrant Student Status

Important information regarding your Form I-20

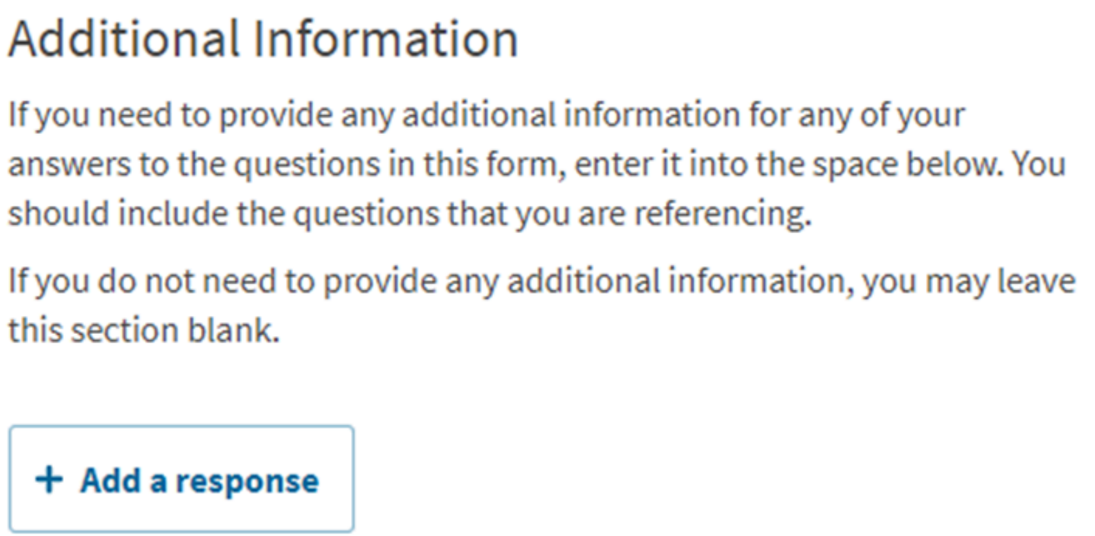
Do **NOT** submit this form until you receive a Form I-20 recommendation from your DSO. We will deny your application if you do not include your Form I-20 recommendation when you submit Form I-765. If you need to provide Form I-765 to your DSO, print or download this draft before you submit.

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

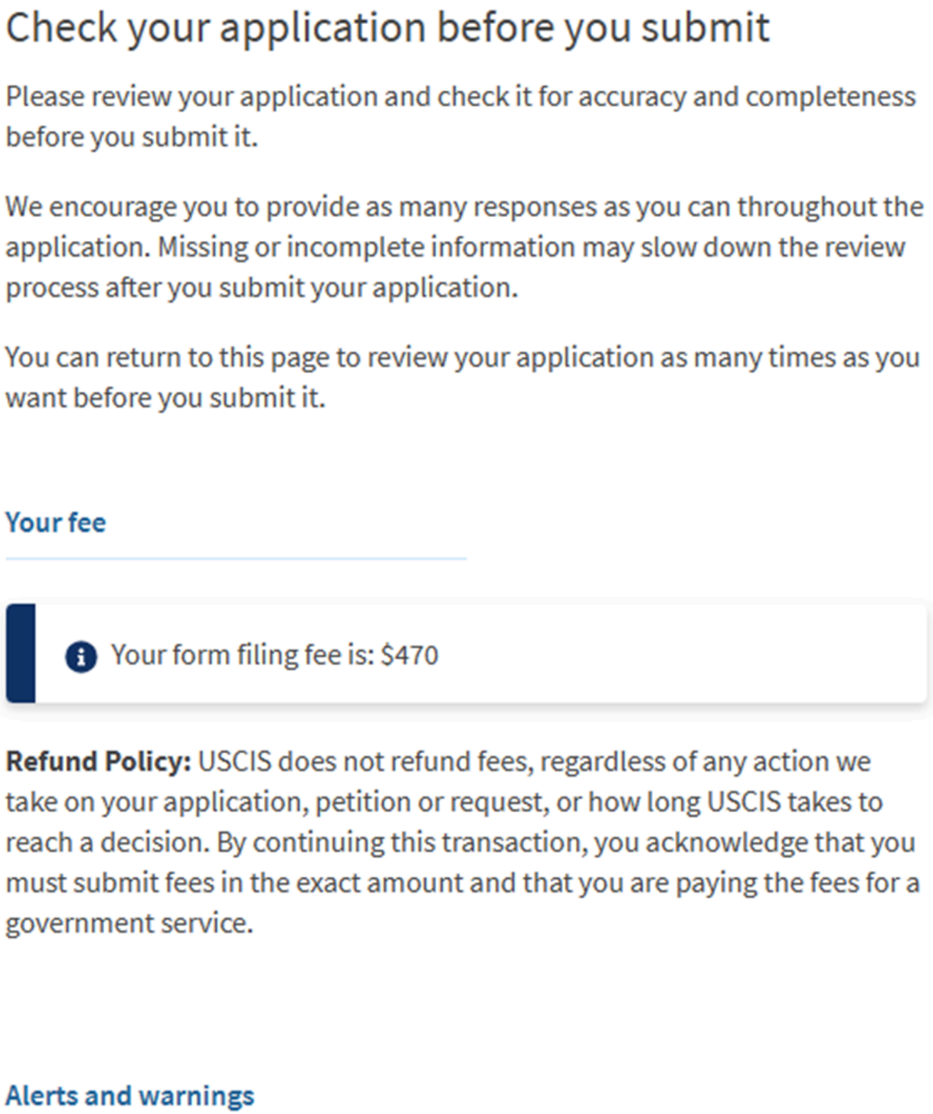
Here you can add additional information for your application depending on your personal circumstances and anything that could affect your OPT.
For example, if you entered the U.S. on a previous passport or if your F-1 visa is in the previous passport, we recommend adding your previous passport here.
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.



Form I-765

REVIEW YOUR APPLICATION

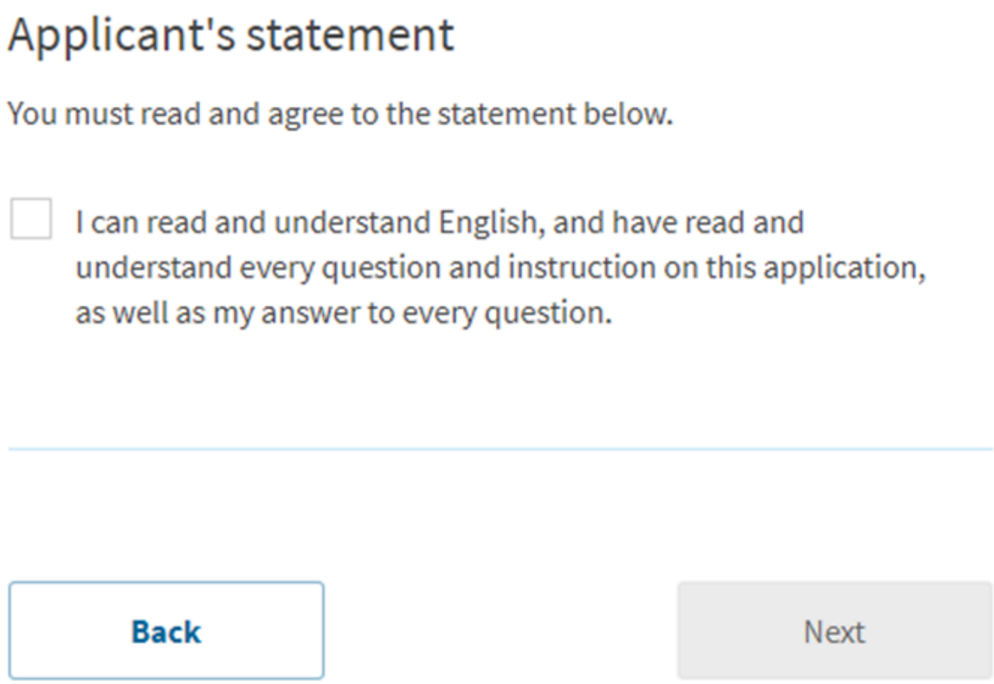
Review the information in your application.
Edit any fields that may be needed.
If there are alerts or warnings, be sure to fix them.



Form I-765

YOUR STATEMENT

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

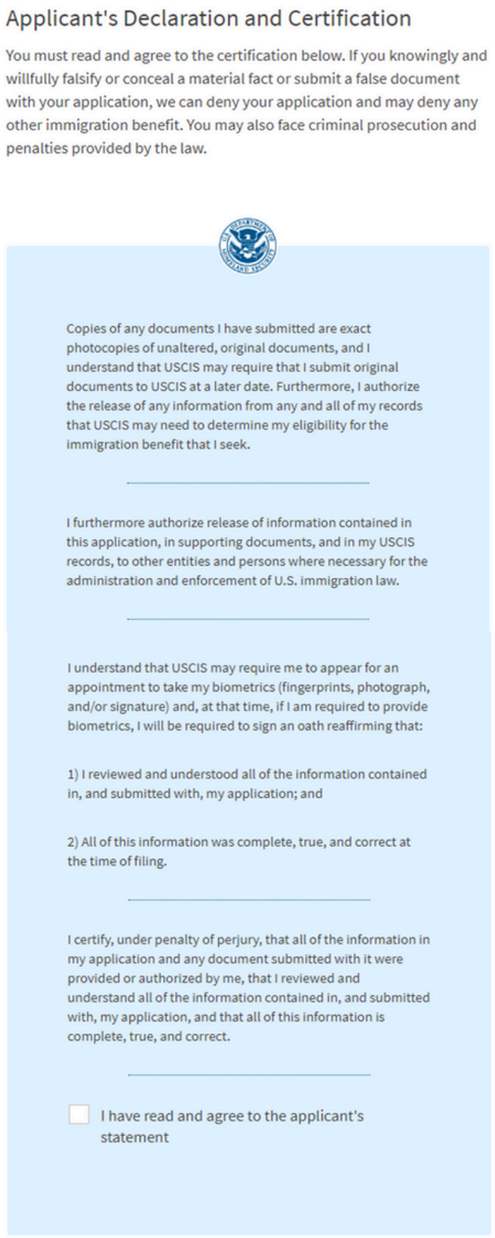


Form I-765

DECLARATION AND CERTIFICATION

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

(See next slide)



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.

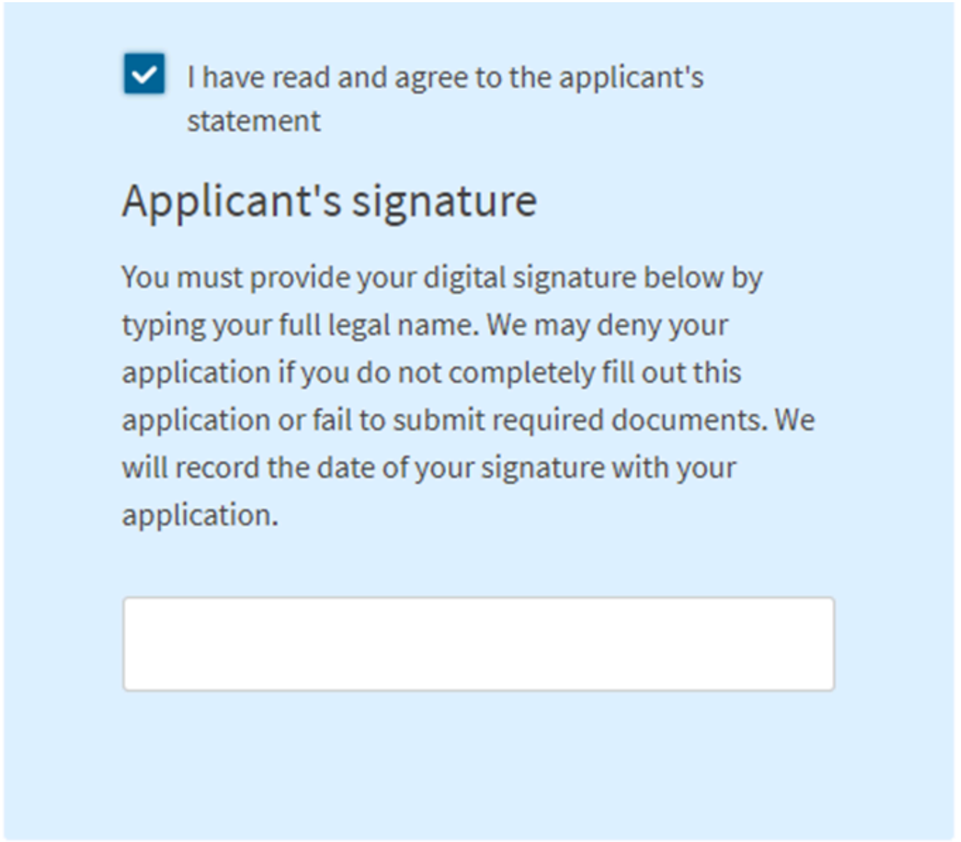
I certify, under penalty of perjury, that all of the information in my application and any document submitted with it were provided or authorized by me, that I reviewed and understand all of the information contained in, and submitted with, my application, and that all of this information is complete, true, and correct.

☐ I have read and agree to the applicant's statement

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.

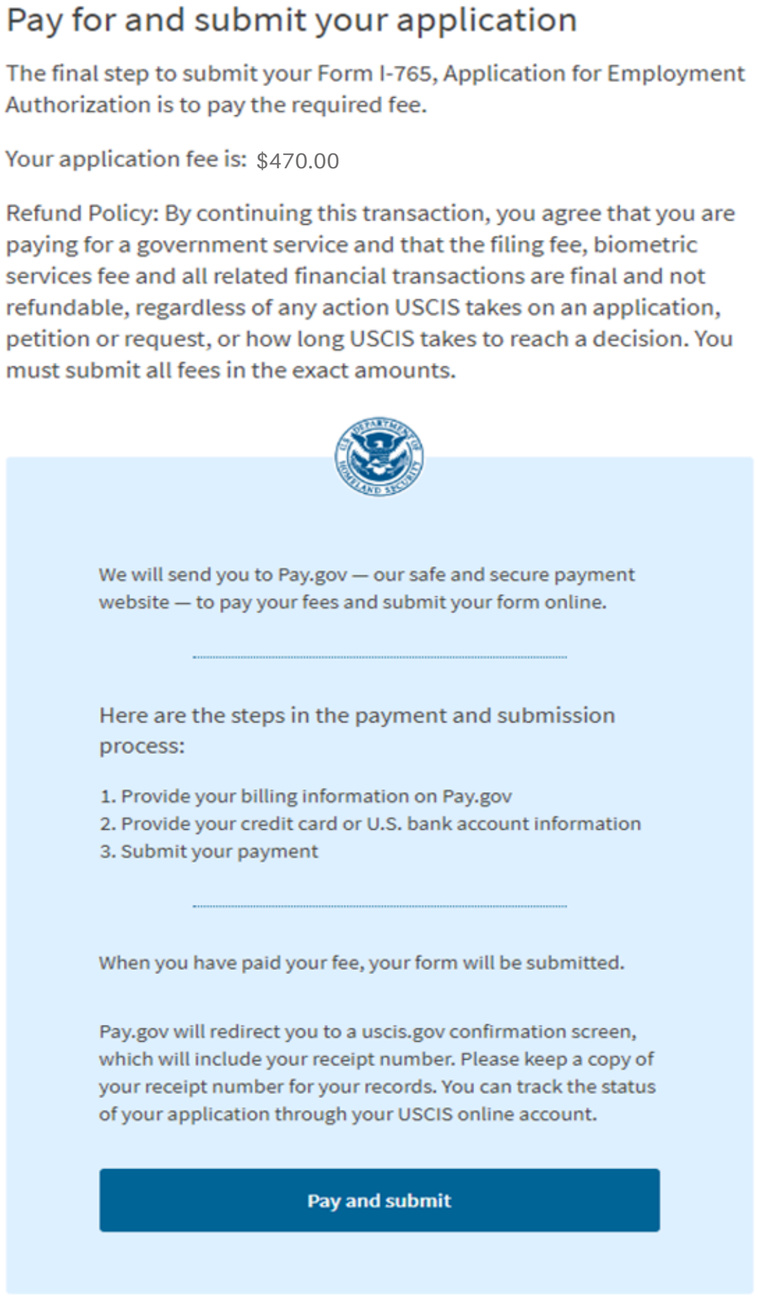


Form I-765

PAY AND SUBMIT

Please read this information to understand the payment process.

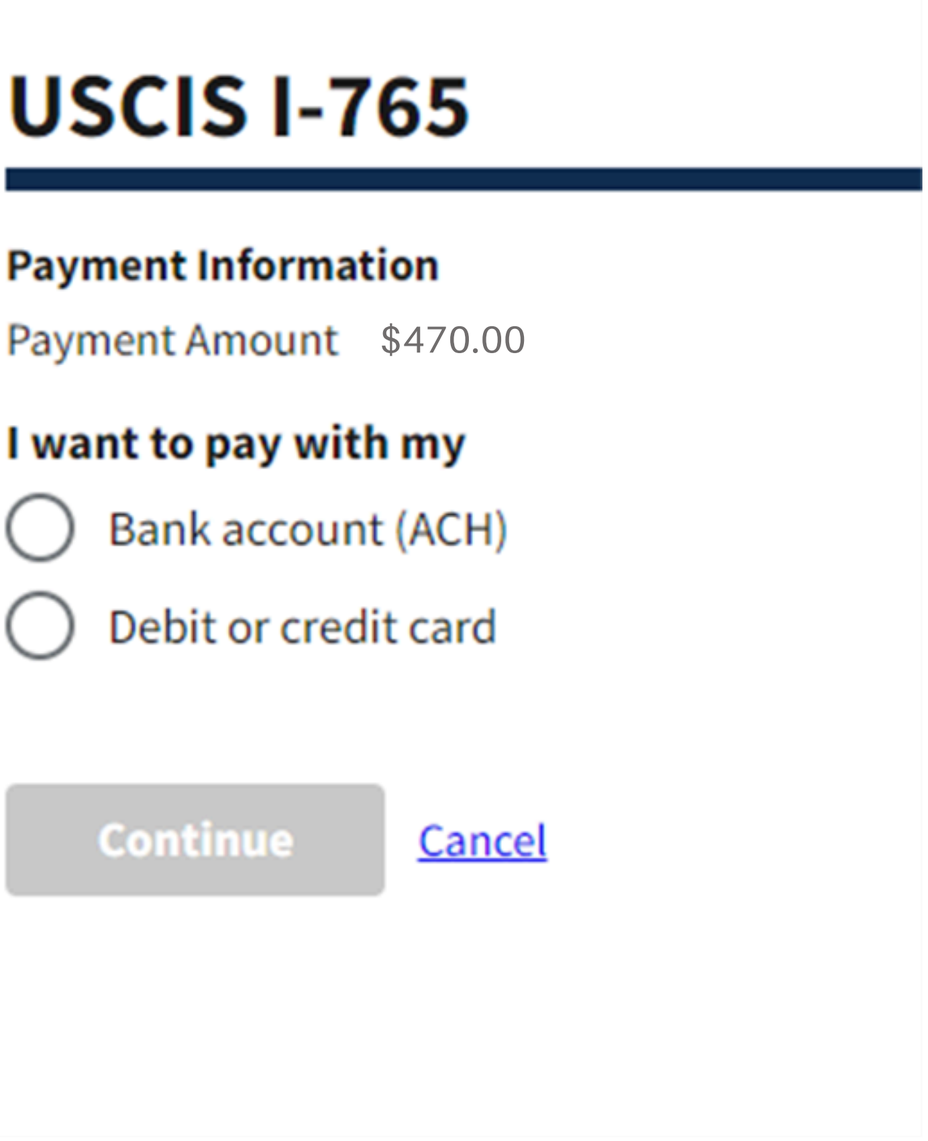
When you are ready to pay, click on the button at the bottom of the page.



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.



Form I-765

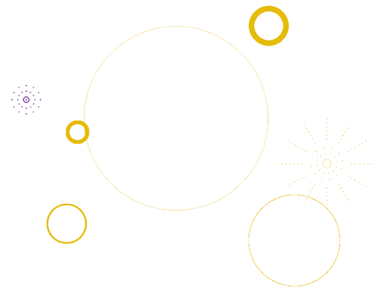
YOUR CASES

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

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

Send a picture or scan of your EAD Card

You will receive an email with more details

Set up SEVP portal

Graduate

Yayy!!!

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

Start looking for a job

Start working

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

byeeeee

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***

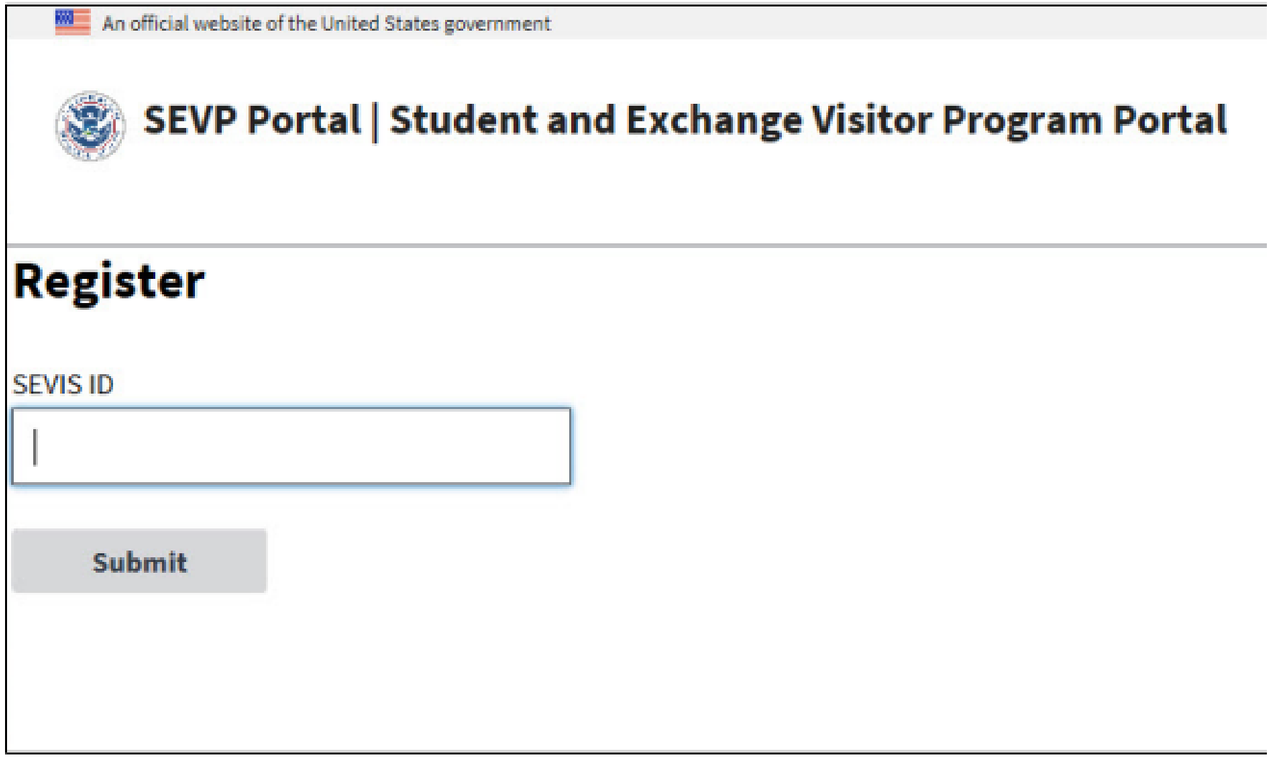
(check your spam/junk folder too)

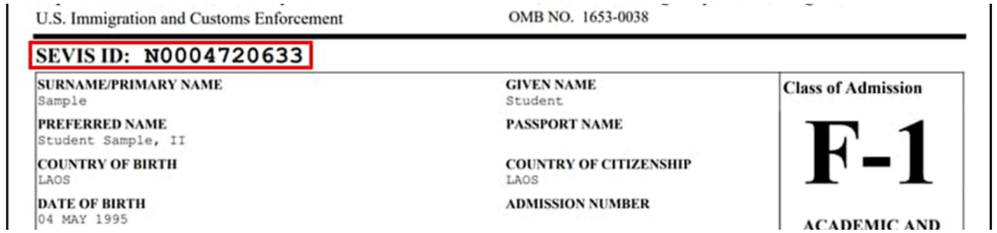
Create a Portal Account

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	GIVEN NAME	Class of Admission
Sample	Student	F-1
PREFERRED NAME	PASSPORT NAME	
Student Sample, II		
COUNTRY OF BIRTH	COUNTRY OF CITIZENSHIP	
LAOS	LAOS	
DATE OF BIRTH	ADMISSION NUMBER	
04 MAY 1995		

ACADEMIC AND

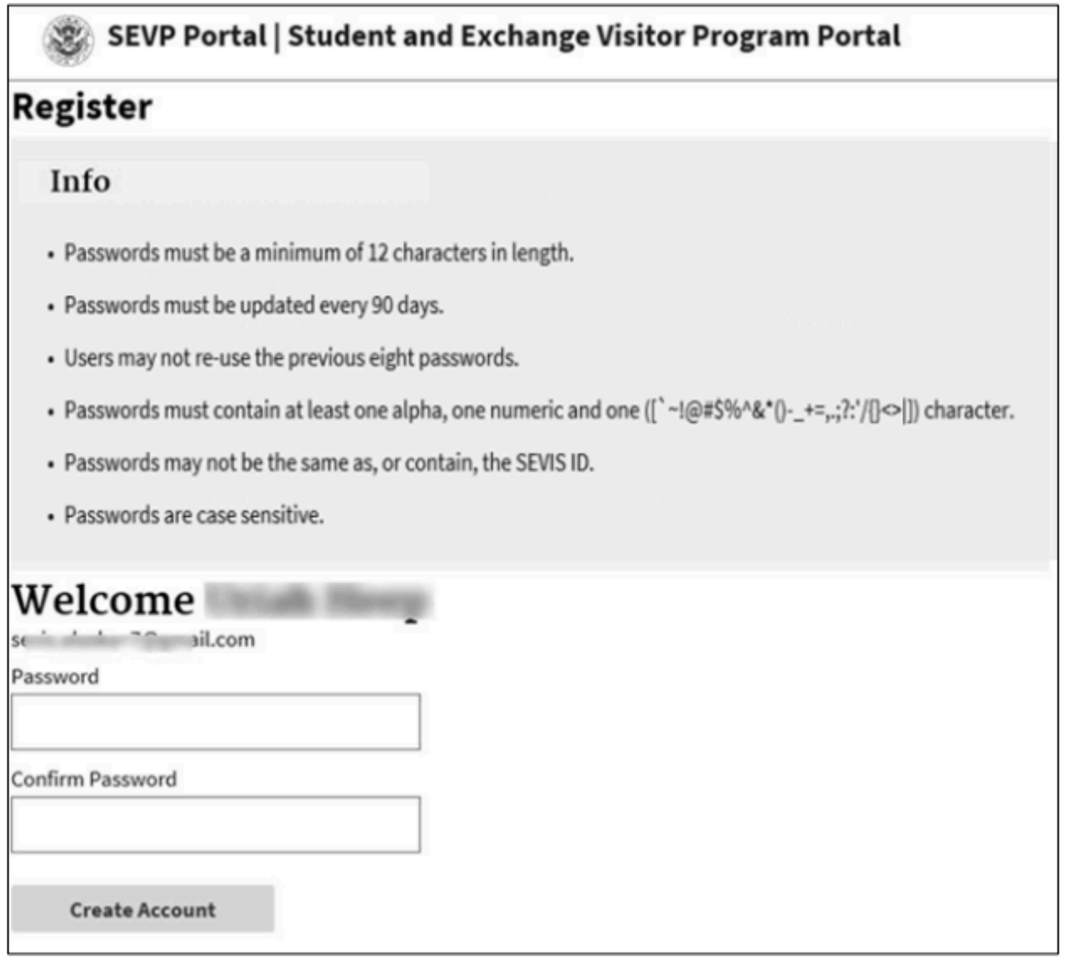
Set Up Your Password

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

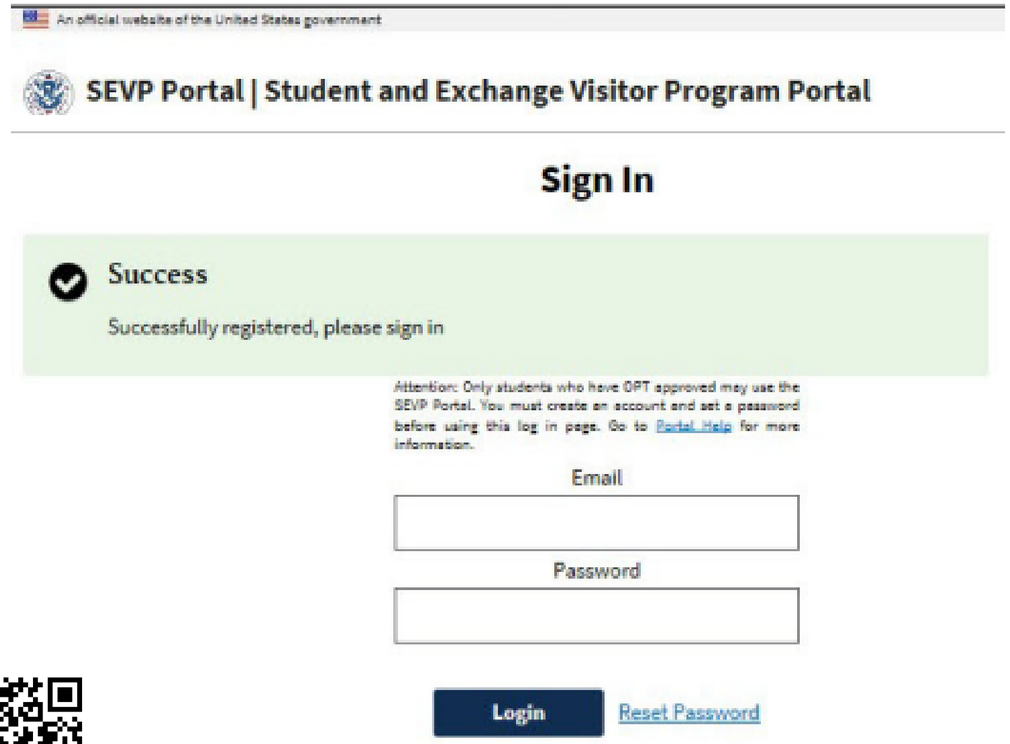
6. Confirm the password.

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.



Create a Portal Account



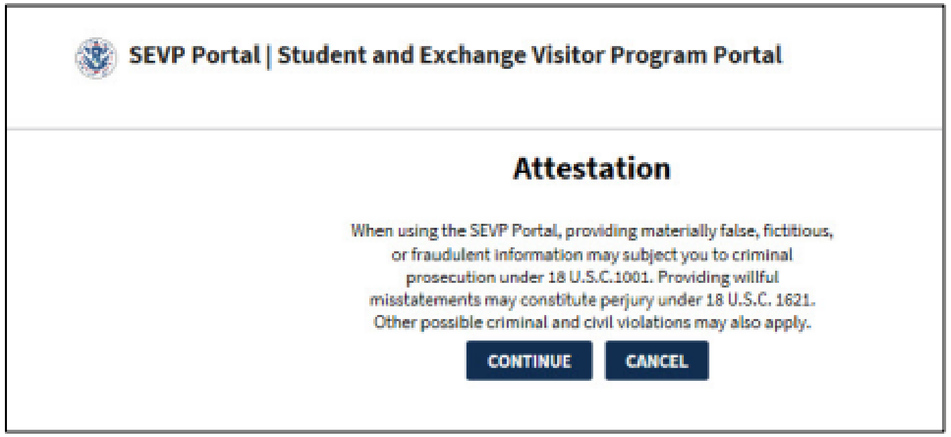
The portal will send you an email to confirm you successfully created your account.
The SEVP Portal will only send emails related to your portal account. The sender of the email is **do-not-reply.SEVP@ice.dhs.gov**.

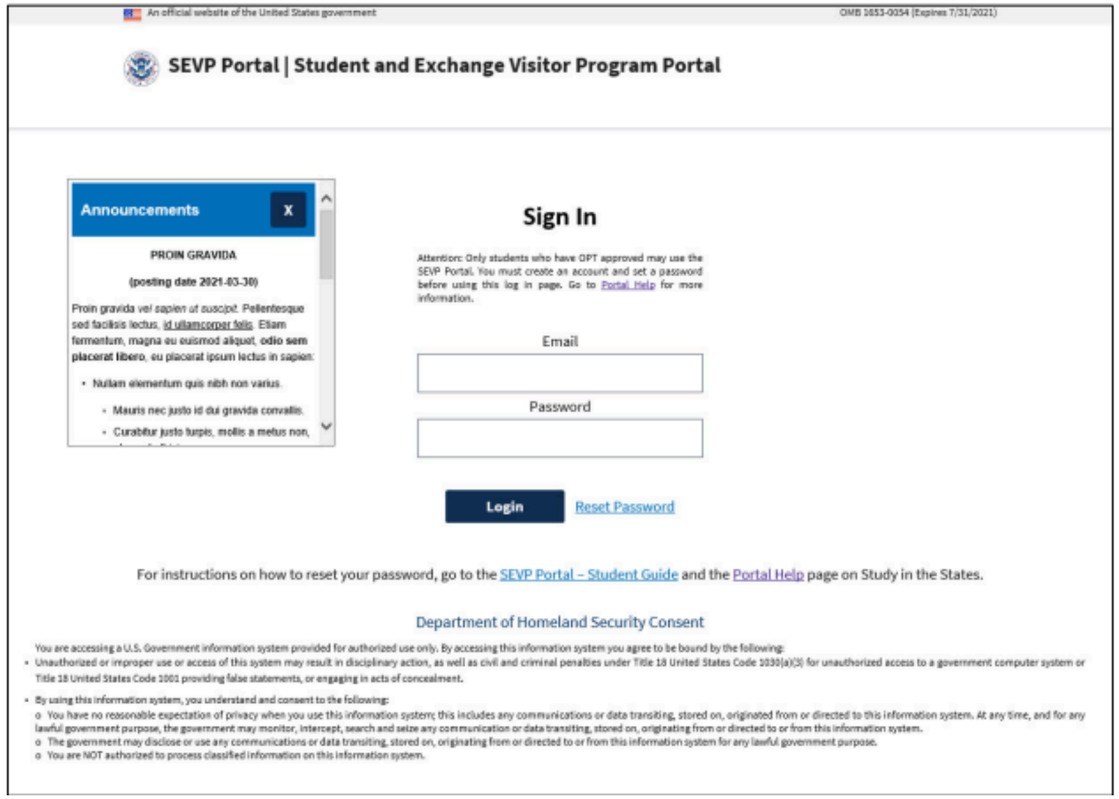
Log In to the SEVP

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.



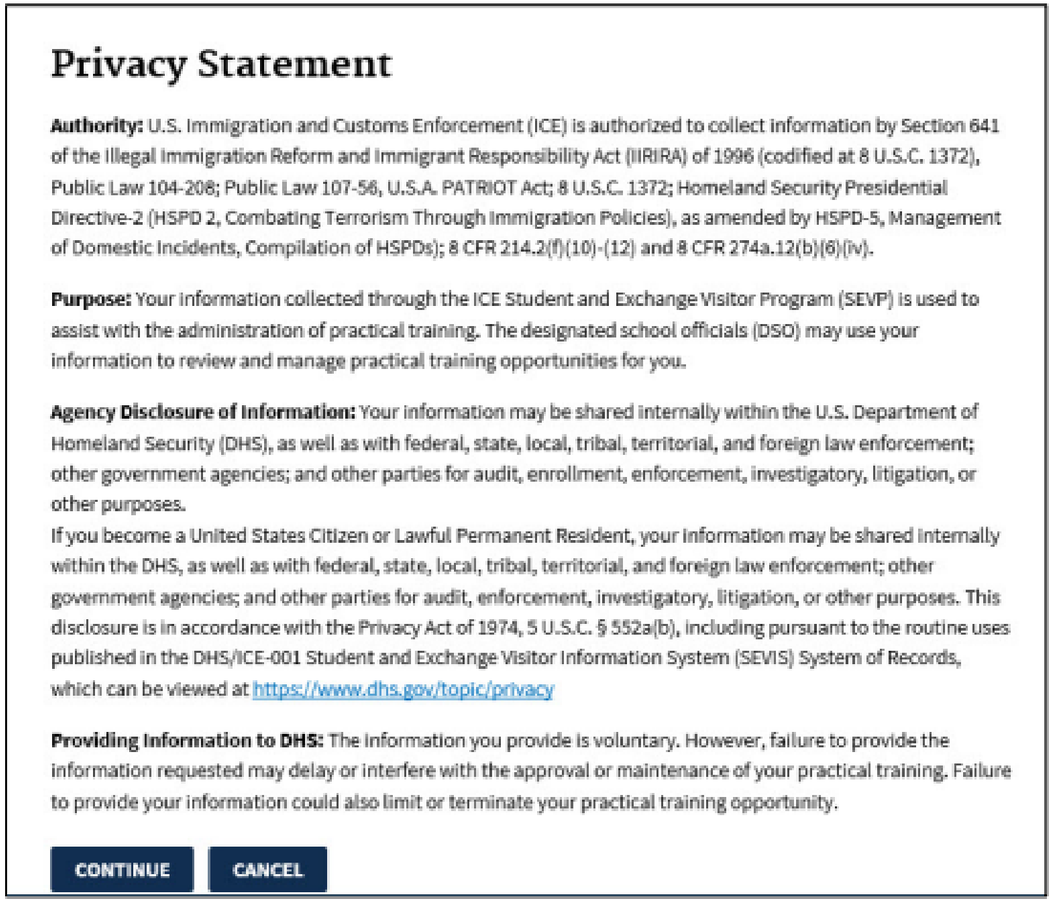


4. Click Cancel or Continue:
- **Cancel**: Returns to the Portal Login page.
- **Continue**: Opens the *Privacy Statement* page.

Privacy Statement

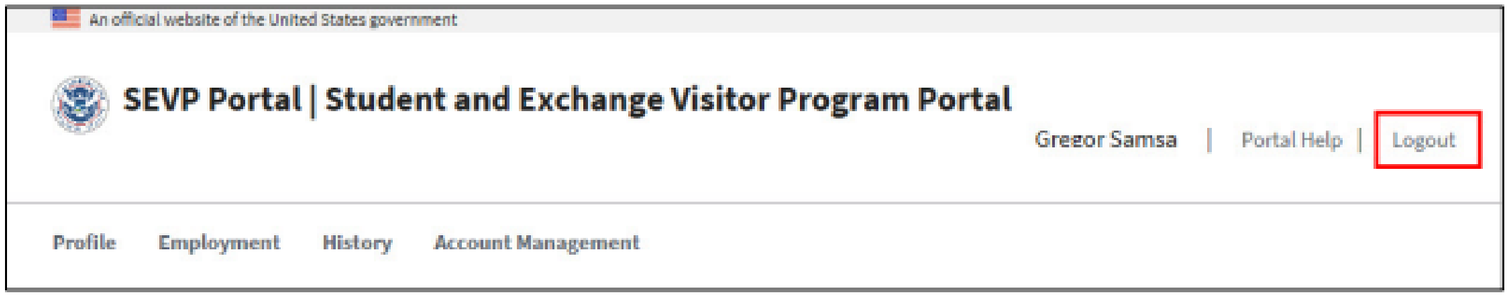
Click Cancel or Continue on the Privacy page:

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



Log Out of the SEVP

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

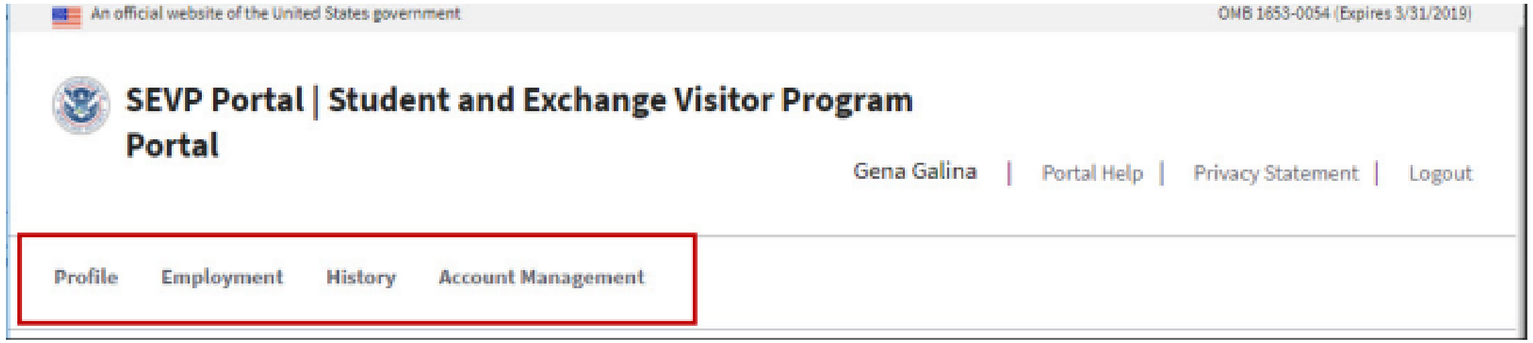


Access Portal Pages

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 Managemen**t: Use this page to change your password.

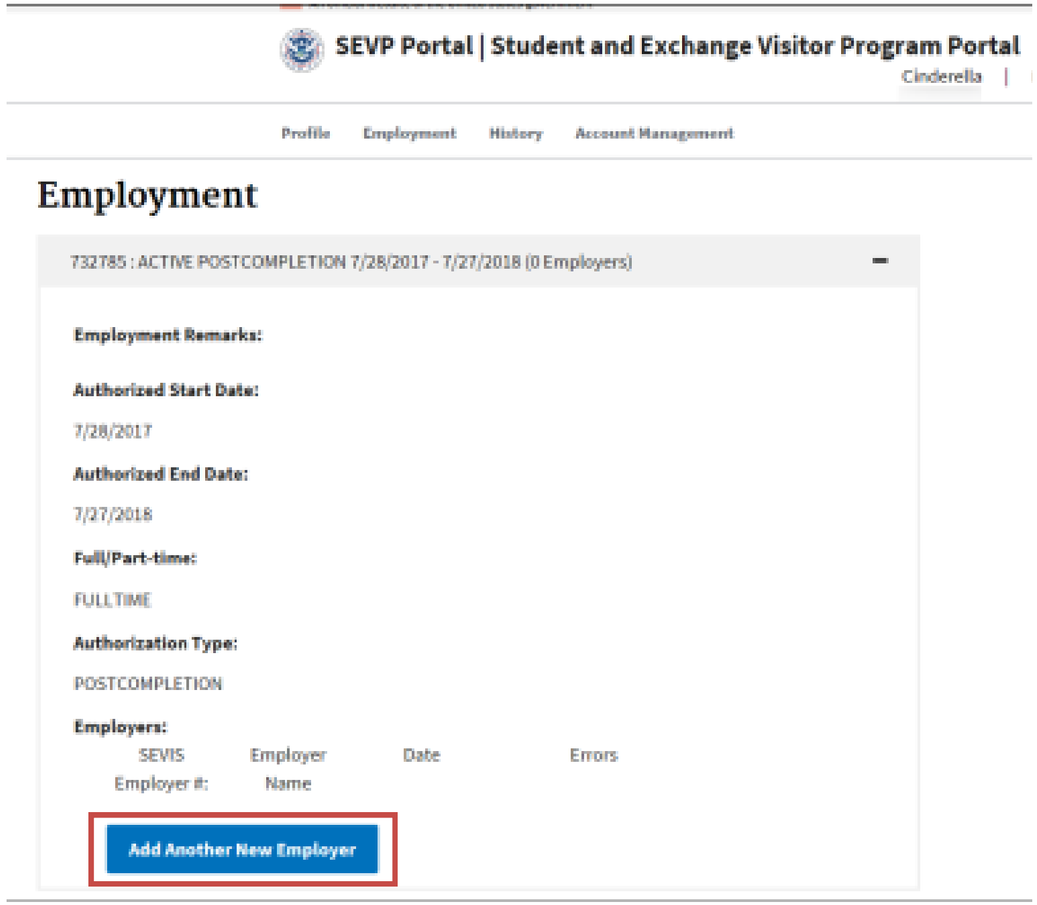
Click on the appropriate link to access the information you want to view or edit.



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.



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