University of Nevada, Reno

Optional Practical Training



Office of International Students and Scholars
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oiss@unr.edu
http://www.unr.edu/oiss

DISCLAIMER



PLEASE NOTE: ANY INFORMATION IN THIS PRESENTATION IS SUBJECT TO CHANGE AT ANY TIME. CHECK WITH OISS FOR THE LATEST UPDATES.

PLEASE BE AWARE

- **Self-submitted photos:** USCIS updated their application photo policy to no longer accept self-submitted photos.
  - Due to this update, you may receive a request for evidence (RFE) to appear at a local (based on your physical address) USCIS Application Support Center (ASC) to have a digital photo taken.
  - In addition to the RFE, a separate ASC appointment notice will be mailed with your appointment to have the photos taken.
  - You will have the option to reschedule but delaying taking the photos will cause further delays in processing your request.
  - Follow the instructions in the RFE to submit the photos to USCIS.
  - **You must still upload a digital photo to your online filed I-765 for your USCIS OPT application.**

PLEASE BE AWARE (cont.)

- **Citizens of travel ban countries:** With the USCIS pause (PDF) on adjudicating applications for citizens from the travel ban countries, your I-765 application may take longer than the suggested 90-day processing time.
  - Unfortunately, at this time we do not know the implications of this pause nor how long it will be in place.
  - Premium processing will not override the pause.
  - You may consult an immigration attorney for guidance.

What is OPT?

- **“Temporary employment for practical training directly related to the student’s major area of study”**

8 CFR 214.2(f)(10)(ii).

What is Post-Completion OPT?

- 12 months of work authorization
- Starts after program completion
- Employment in field of study
  (Major on I-20)

Who Can Apply for OPT?

- **Student must have been enrolled full-time or part-time with permission for one continuous academic year.**
- **Student must not have used full-time Curricular Practical Training for 12 months or more.**
- **Student must not have used 12 months of OPT at current education level.**
  - Students are eligible for 12 months of OPT per higher education level.

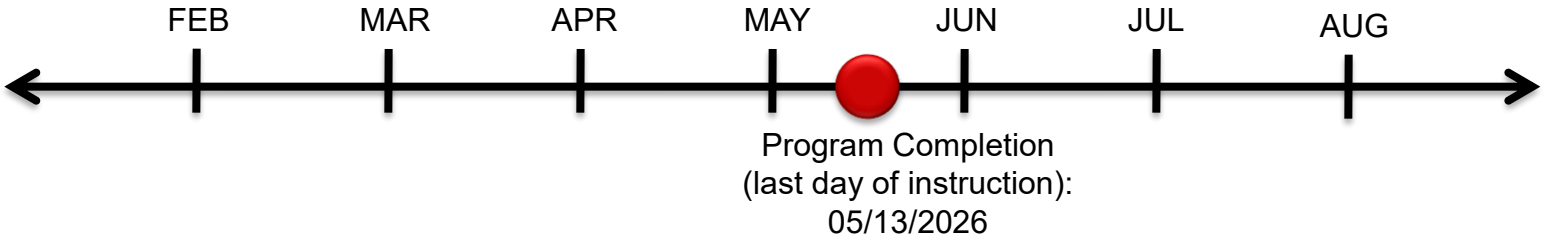
Who Can Apply for OPT?

- **Student must apply for graduation if graduating in the semester before OPT starts.**
  - If applying based on having only thesis/dissertation left, graduation application is not required.
- **Student must be maintaining F-1 status.**
- **NOTE: you cannot work after the I-20 end date for your OPT request without work authorization.**
  - This means you might not be paid for a full month as usual – check with your employer and Human Resources (HR).

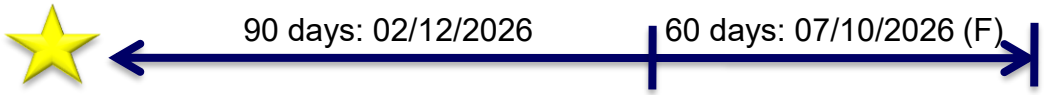
Thesis/Dissertation

- **You may apply for post-completion OPT at your thesis/dissertation or equivalent stage with all other coursework completed.**
  - You may use your defense date or semester last day of instruction, whichever is sooner, as your program end date.
  - You must complete your program before the 12-months of post-completion OPT ends.
    - If you apply for STEM OPT extension, you may complete your thesis/dissertation during your STEM OPT extension period.
  - Class enrollment is not required by OISS for SEVIS registration, but Graduate School requires enrollment to maintain your admission during fall and spring.

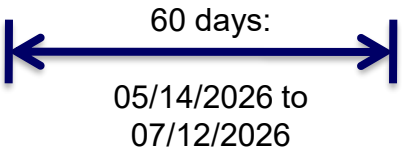
OPT Timeline
(Spring Graduation)



When to get appointment with OISS to apply:



Choose a date for work authorization to start:

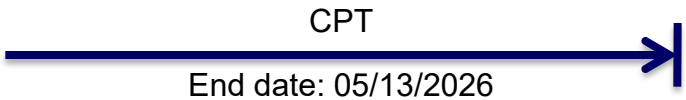


End date*: Up to 12 months after start date

*End date cannot be more than 14 months after program completion

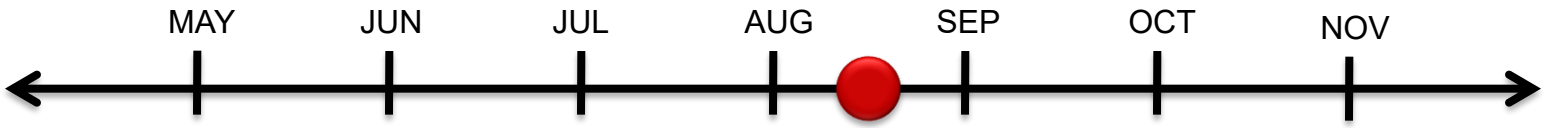
How long should it take to receive the OPT card: 90 days from the date USCIS receives application

What about using CPT to start working earlier:



STUDENTS CANNOT WORK AFTER THE PROGRAM COMPLETION DATE WITHOUT WORK AUTHORIZATION!!

OPT Timeline
(Summer Graduation)



Program Completion
(last day of instruction):
08/12/2026

When to get appointment with OISS to apply:

90 days: 05/14/2026 — 60 days: 10/09/2026 (F)

Choose a date for work authorization to start:

60 days:
08/13/2026 to
10/11/2026

SUMMER GRADUATES MUST BE ENROLLED IN THE SUMMER

End date*: Up to 12 months after start date

*End date cannot be more than 14 months after program completion

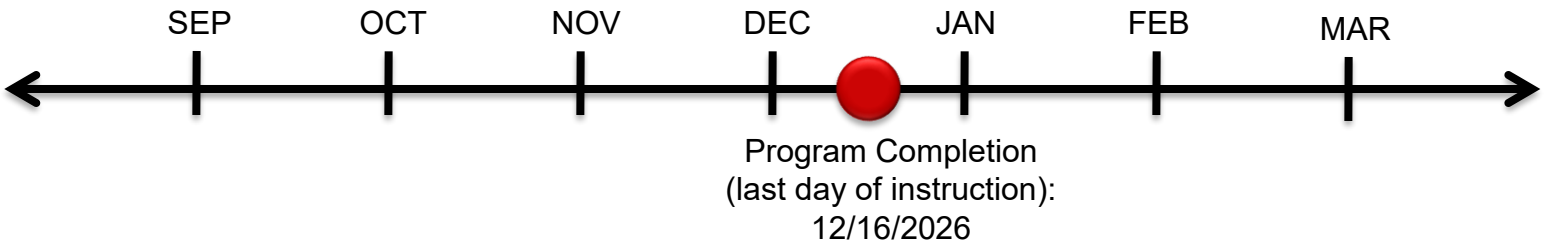
How long should it take to receive the OPT card: 90 days from the date USCIS receives application

What about using CPT to start working earlier:

CPT
End date: 08/12/2026

STUDENTS CANNOT WORK AFTER THE PROGRAM COMPLETION DATE WITHOUT WORK AUTHORIZATION!!

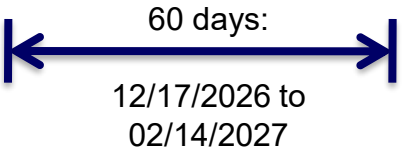
OPT Timeline
(Fall Graduation)



When to get appointment with OISS to apply:



Choose a date for work authorization to start:

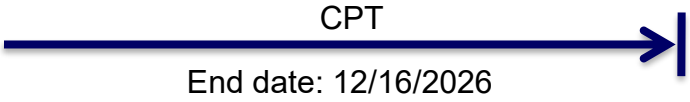


End date*: Up to 12 months after start date

*End date cannot be more than 14 months after program completion

How long should it take to receive the OPT card: 90 days from the date USCIS receives application

What about using CPT to start working earlier:



STUDENTS CANNOT WORK AFTER THE PROGRAM COMPLETION DATE WITHOUT WORK AUTHORIZATION!!

90 Day Unemployment Rule

- **You should not accumulate more than 90 days of unemployment from the start date on your EAD card during the 12-month post-completion OPT period.**
- **You are in violation of your F-1 status if you accumulate 90+ days of unemployment unless you complete any of the following steps before the 90 days:**
  - Applied for a new program or to transfer to another U.S. institution;
  - Left the U.S.;
  - Applied for a change of status.

How to Avoid 90 Days of Unemployment

- **Plan your OPT start date.**
- **Find other types of employment in your field of study with at least 20 hours of work per week:**
  - Part-time (less than 20 hours per week) paid employment;
    - Requires more than 1 employer if less than 20 hours per week
  - Volunteering/unpaid employment;
  - Employment hours may vary weekly but should average to at least 20 hours per week each month.

Always keep documentation for proof all employment – paid or unpaid!

How to Apply

1. **Complete the steps at Optional Practical Training (OPT) Form.**
   - All documents uploaded to the OPT Request should not be secured;
   - DO NOT include your SSN in the I-765 upload.
2. **Contact OISS to schedule a virtual appointment with an Designated School Official (DSO) at OISS for OPT.**
   - You must have all required documents at the appointment. Failure to have the required documents and information will cause delays in processing your request.

How to Apply (cont.)

4. **If you have all the required items, the OISS DSO will create a new I-20 recommending OPT.**
   - The OISS DSO will shorten the end date on your I-20 to recommend post-completion OPT.
5. **Submit the application online to USCIS and wait for your receipt and card.**
6. **Please allow at least 90 days from the day USCIS receives your application for processing.**

OPT Online Filing

USCIS has Form I-765 available for online filing for OPT applications. Go to USCIS File Online and Benefits of Filing Online for more information.

- **Online filing is recommended.**
- **You will still need to follow the steps to request an OPT recommendation I-20 to upload to your online Form I-765 application.**
- **Download the draft PDF of your filled in online I-765 to upload to the OPT Application below.**
  - The "View draft snapshot" link to get the PDF is found in "Review and Submit" under "Your application summary".

OPT Online Filing (cont.)

- **DO NOT pay the filing fee and submit the online I-765 before getting the OPT recommendation I-20.**
  - You will need to upload the OPT recommendation I-20 to your online I-765 application;
  - Upload only the supporting documents requested on the online I-765; they will be different from what is listed for the mailing in option.
- **If you file online, DO NOT mail in an application; use only one filing option.**

OPT Online Filing
Documents to File

- **You will need digital copies of these documents for your online I-765 application:**
  - I-94 - get the most recent I-94, not the travel history
  - Biographical page of your current passport (include extension page if you have one)
  - Passport photo (2" x 2") taken within 30 days of filing your application
  - New OPT recommendation I-20 – you will get this after meeting with the OISS DSO
  - If any:
    - Previous EAD card(s) – front and back
    - Previous I-20(s) with CPT, OPT, STEM OPT extension recommendations.

FORM I-765

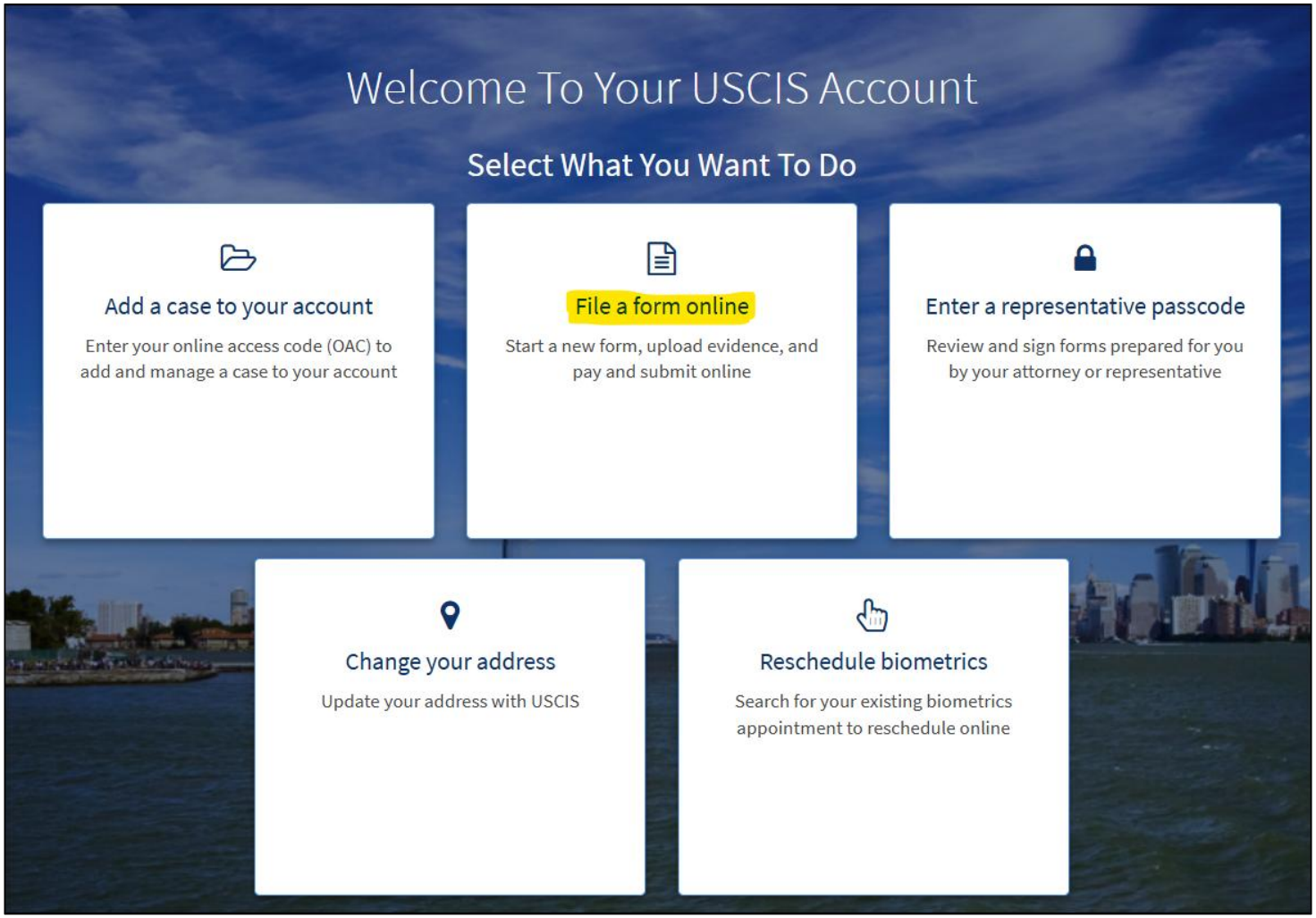
The following examples are for online filing.

Select this option to begin or continue the application.



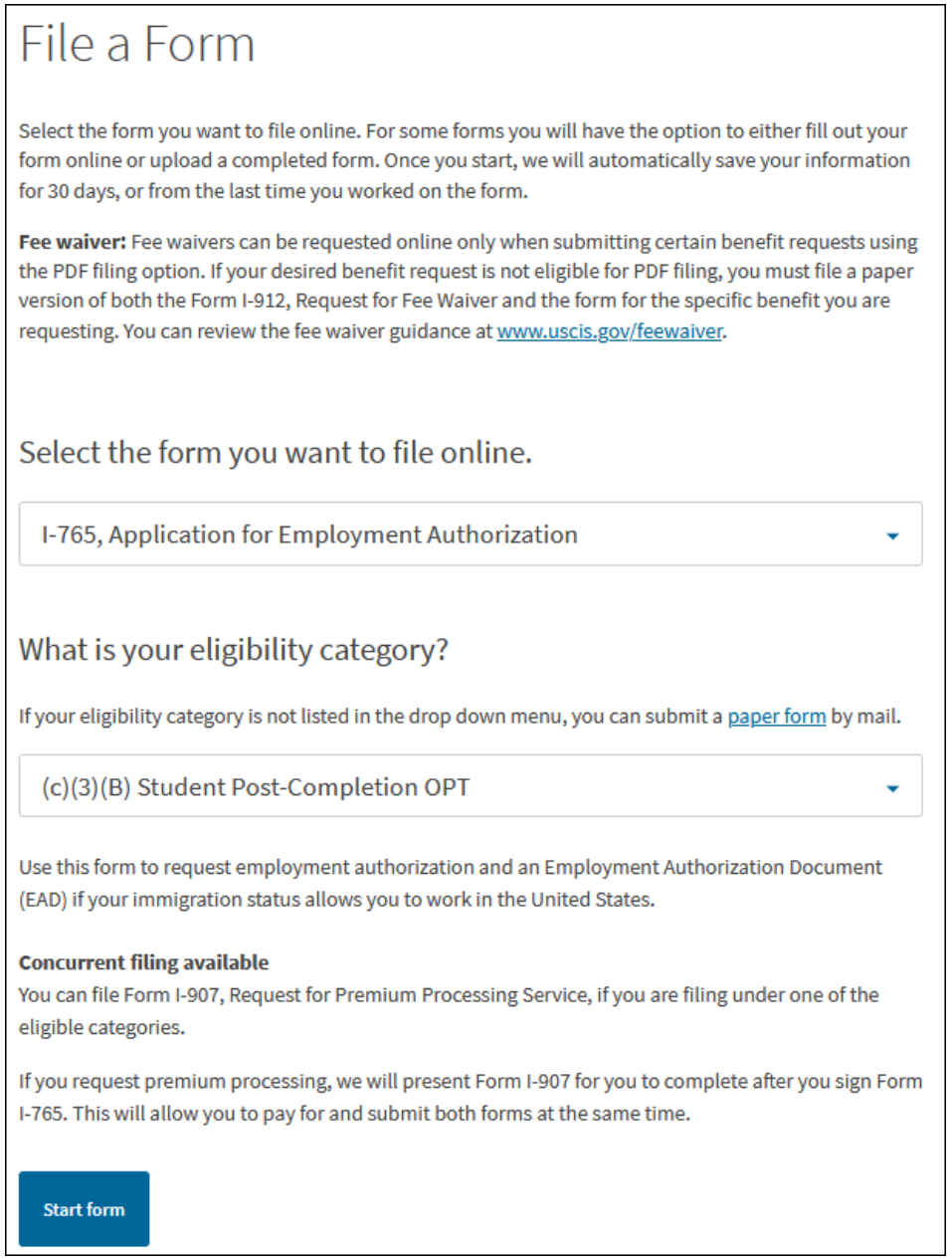
https://www.uscis.gov/file-online

FORM I-765
Welcome Screen



FORM I-765 Select Form

- Select (c)(3)(B) for post-completion OPT.
  - This is the category even if you have a STEM major. You are currently not applying for the STEM OPT extension.



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

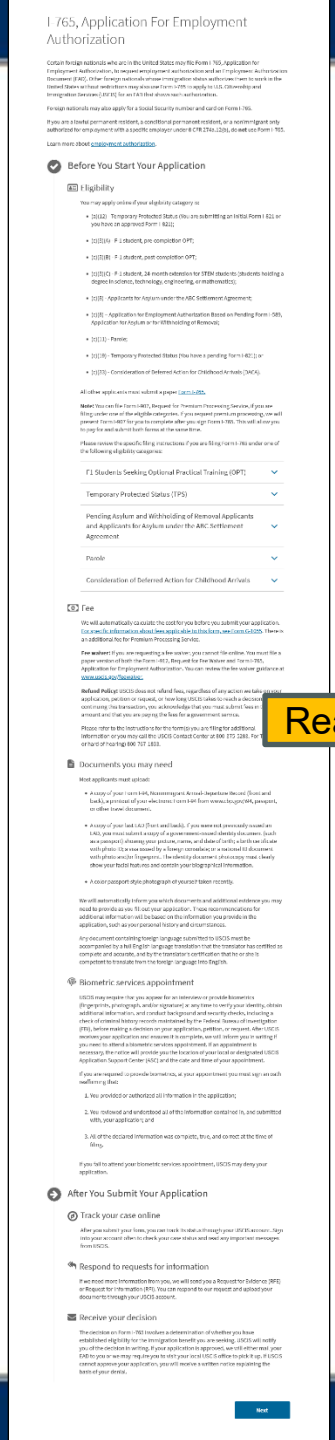
Use this form to request employment authorization and an Employment Authorization Document (EAD) if your immigration status allows you to work in the United States.

Concurrent filing available
You can file Form I-907, Request for Premium Processing Service, if you are filing under one of the eligible categories.

If you request premium processing, we will present Form I-907 for you to complete after you sign Form I-765. This will allow you to pay for and submit both forms at the same time.

Start form

FORM I-765 Instructions



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 to U.S. Citizenship and Immigration Services (USCIS) 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

You may apply online if your eligibility category is:

- (c)(12) - Temporary Protected Status (You are submitting an Initial Form I-821 or you have an approved Form I-821);
- (c)(3)(A) - F-1 student, pre-completion OPT;
- (c)(3)(B) - F-1 student, post-completion OPT;
- (c)(3)(C) - F-1 student, 24-month extension for STEM students (students holding a degree in science, technology, engineering, or mathematics);
- (c)(8) - Applicants for Asylum under the ABC Settlement Agreement;
- (c)(9) - Application for Employment Authorization Based on Pending Form I-589, Application for Asylum or for Withholding of Removal;
- (c)(11) - Parole;
- (c)(19) - Temporary Protected Status (You have a pending Form I-821); or
- (c)(33) - Consideration of Deferred Action for Childhood Arrivals (DACA).

All other applicants must submit a paper Form I-765.

Note: You can file Form I-907, Request for Premium Processing Service, if you are filing under one of the eligible categories. If you request premium processing, we will present Form I-907 for you to complete after you sign Form I-765. This will allow you to pay for and submit both forms at the same time.

Please review the specific filing instructions if you are filing Form I-765 under one of the following eligibility categories:

- F1 Students Seeking Optional Practical Training (OPT)
- Temporary Protected Status (TPS)
- Pending Asylum and Withholding of Removal Applicants and Applicants for Asylum under the ABC Settlement Agreement
- Parole
- Consideration of Deferred Action for Childhood Arrivals

Fee

We will automatically calculate the cost for you before you submit your application. For a fee fix information about fees applicable to this form, see Form G-1055. There is an additional fee for Premium Processing Service.

Fee waiver: If you are requesting a fee waiver, you cannot file online. You must file a paper version of both the Form I-912, Request for Fee Waiver and Form I-765, Application for Employment Authorization. You can review the fee waiver guidance at www.uscis.gov/feewaiver.

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.

Please refer to the instructions for the form(s) you are filing for additional information or you may call the USCIS Contact Center at 800 375 5283. For TTY (deaf or hard of hearing) 800 767 1833.

Documents you may need

Most applicants must upload:

- A copy of your Form I-94, Nonimmigrant Arrival-Departure Record (front and back), a printout of your electronic Form I-94 from www.i94.cbp.dhs.gov/I94, passport, or other travel document;
- A copy of your last EAD (front and back), if you were not previously issued an EAD, you must submit 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 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.
- A recent passport style photograph of yourself taken recently.

We will automatically inform you which documents and additional evidence you may need to provide as we fill out your application. Those recommendations for additional information will be based on the information you provide in the application, such as your personal history and circumstances.

Any document containing foreign language submitted to USCIS must be accompanied by a full English language translation that the translator has certified as complete and accurate, and by the translator's certification that he or she is competent to translate from the foreign language into English.

Biometric services appointment

USCIS may require that you appear for an interview or provide biometrics (fingerprints, photograph, and/or signature) at any time to verify your identity, obtain additional information, and conduct background and security checks, including a check of criminal history records maintained by the Federal Bureau of Investigation (FBI), before making a decision on your application, petition, or request. After USCIS receives your application and ensures it is complete, we will inform you in writing if you need to attend a biometric services appointment. If an appointment is necessary, the notice will provide you the location of your local or designated USCIS Application Support Center (ASC) and the date and time of your appointment.

If you are required to provide biometrics, at your appointment you must sign an oath reaffirming that:

1. You provided or authorized all information in the application;
2. You reviewed and understood all of the information contained in, and submitted with, your application; and
3. All of the declared information was complete, true, and correct at the time of filing.

If you fail to attend your biometric services appointment, USCIS may deny your application.

After You Submit Your Application

Track your case online

After you submit your form, you can track its status through your USCIS account. Sign into your account often to check your case status and read any important messages from USCIS.

Respond to requests for information

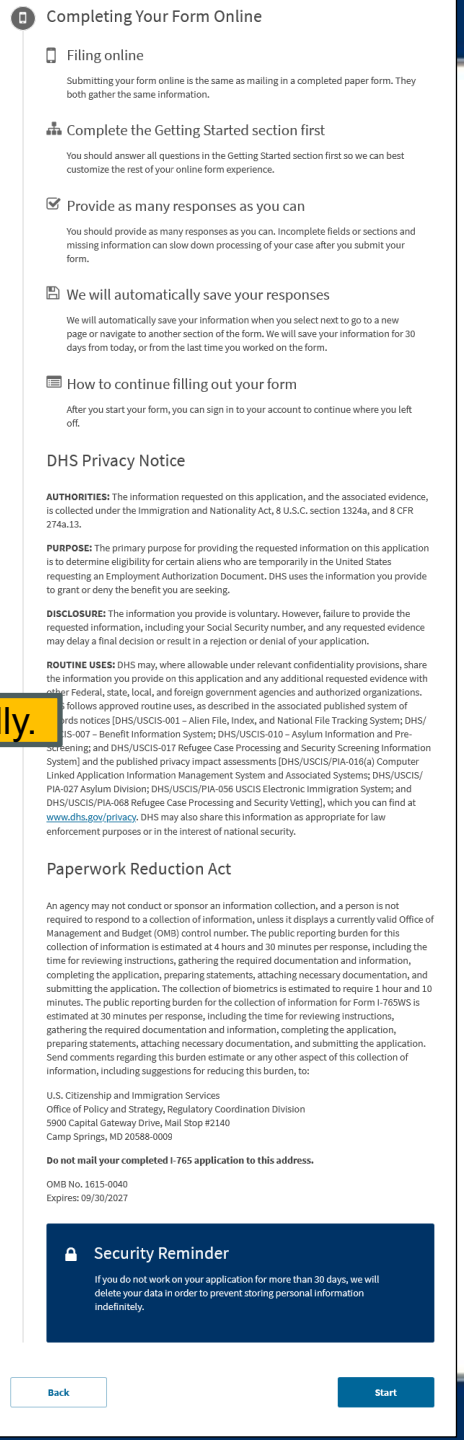
If we need more information from you, we will send you a Request for Evidence (RFE) or Request for Information (RFI). You can respond to our request and upload your documents through your USCIS account.

Receive your decision

The decision on Form I-765 involves a determination of whether you have established eligibility for the immigration benefit you are seeking. USCIS will notify you of the decision in writing. If your application is approved, we will either mail your EAD to you or we may require you to visit your local USCIS office to pick it up. If USCIS cannot approve your application, you will receive a written notice explaining the basis of your denial.

Next

Read carefully.



Completing Your Form Online

Filing online

Submitting your form 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 processing of your case 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.

DHS Privacy Notice

AUTHORITIES: The information requested on this application, and the associated evidence, is collected under the Immigration and Nationality Act, 8 U.S.C. section 1324a, and 8 CFR 274a.13.

PURPOSE: The primary purpose for providing the requested information on this application is to determine eligibility for certain aliens who are temporarily in the United States requesting an Employment Authorization Document. DHS uses the information you provide to grant or deny the benefit you are seeking.

DISCLOSURE: The information you provide is voluntary. However, failure to provide the requested information, including your Social Security number, and any requested evidence may delay a final decision or result in a rejection or denial of your application.

ROUTINE USES: DHS may, where allowable under relevant confidentiality provisions, share the information you provide on this application and any additional requested evidence with other Federal, state, local, and foreign government agencies and authorized organizations. DHS follows approved routine uses, as described in the associated published system of records notices [DHS/USCIS-001 – Alien File, Index, and National File Tracking System; DHS/USCIS-007 – Benefit Information System; DHS/USCIS-010 – Asylum Information and Pre-Screening; and DHS/USCIS-017 Refugee Case Processing and Security Screening Information System] and the published privacy impact assessments [DHS/USCIS/PIA-016(a) Computer Linked Application Information Management System and Associated Systems; DHS/USCIS/PIA-027 Asylum Division; DHS/USCIS/PIA-056 USCIS Electronic Immigration System; and DHS/USCIS/PIA-068 Refugee Case Processing and Security Vetting], which you can find at www.dhs.gov/privacy. DHS may also share this information as appropriate for law enforcement purposes or in the interest of national security.

Paperwork Reduction Act

An agency may not conduct or sponsor an information collection, and a person is not required to respond to a collection of information, unless it displays a currently valid Office of Management and Budget (OMB) control number. The public reporting burden for this collection of information is estimated at 4 hours and 30 minutes per response, including the time for reviewing instructions, gathering the required documentation and information, completing the application, preparing statements, attaching necessary documentation, and submitting the application. The collection of biometrics is estimated to require 1 hour and 10 minutes. The public reporting burden for the collection of information for Form I-765WS is estimated at 30 minutes per response, including the time for reviewing instructions, gathering the required documentation and information, completing the application, preparing statements, attaching necessary documentation, and submitting the application. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to:

U.S. Citizenship and Immigration Services
Office of Policy and Strategy, Regulatory Coordination Division
5900 Capital Gateway Drive, Mail Stop #2140
Camp Springs, MD 20588-0009

Do not mail your completed I-765 application to this address.

OMB No. 1615-0040
Expires: 09/30/2027

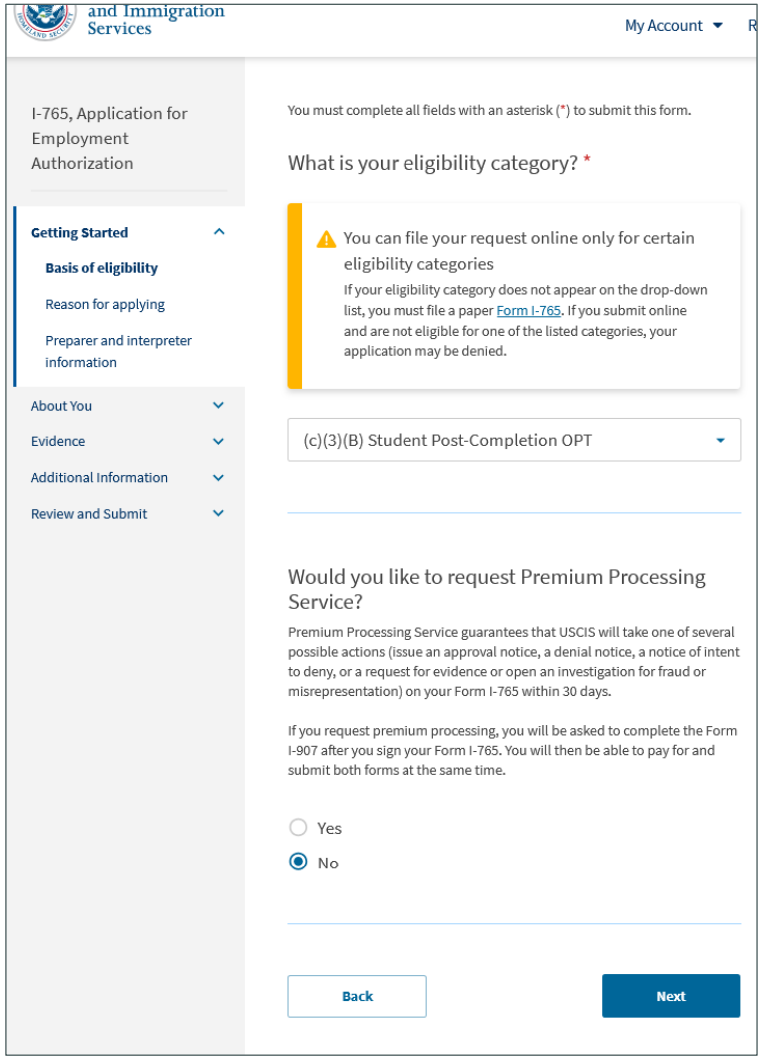
Security Reminder

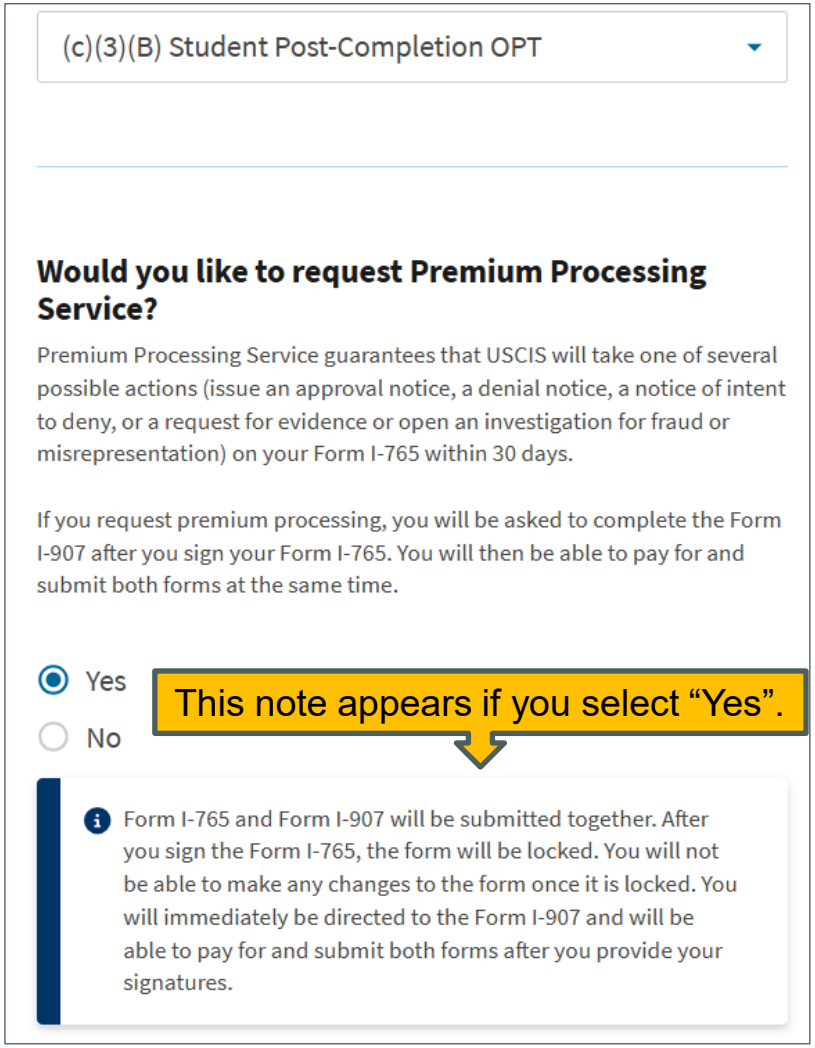
If you do not work on your application for more than 30 days, we will delete your data in order to prevent storing personal information indefinitely.

Back

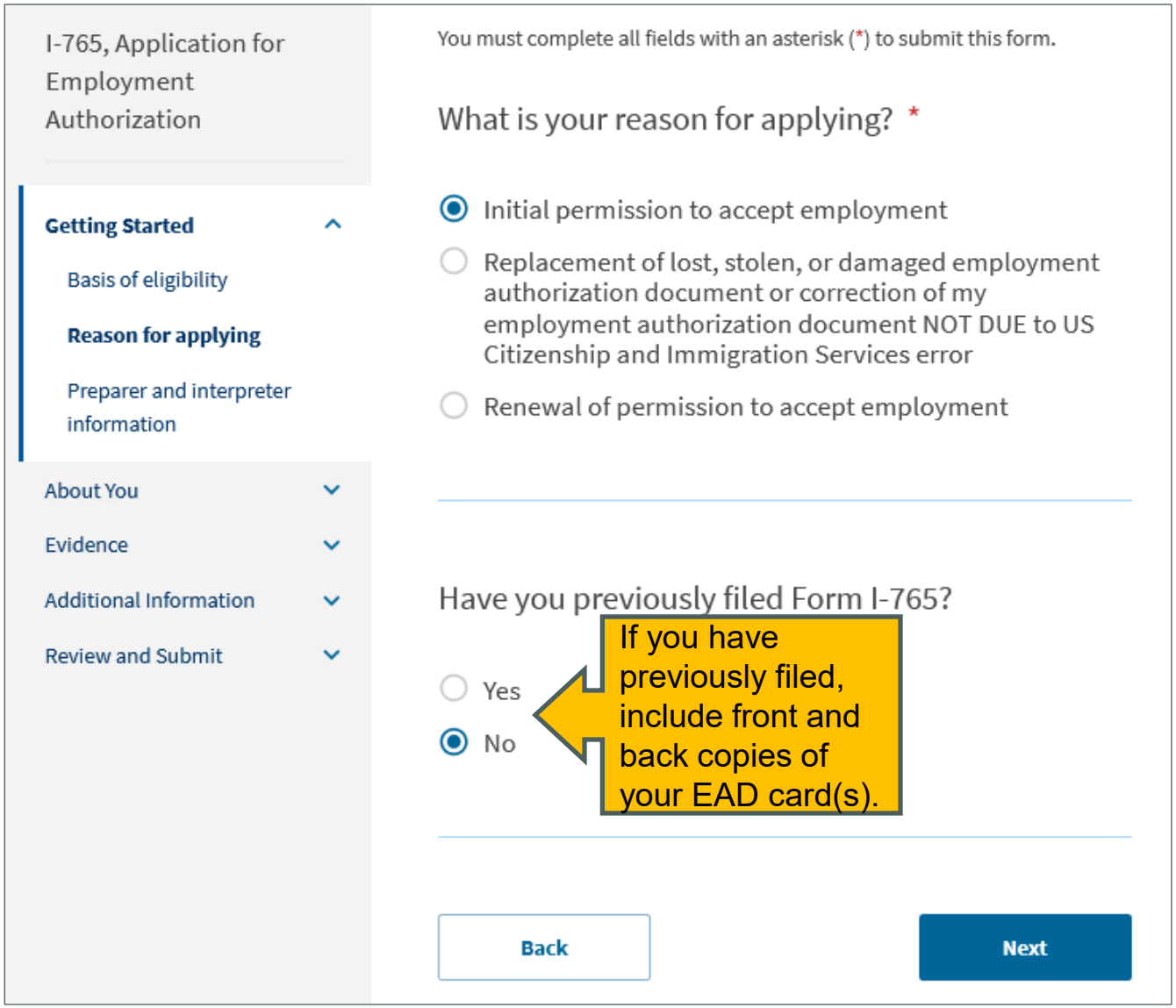
Start

FORM I-765
Eligibility Category Premium Processing

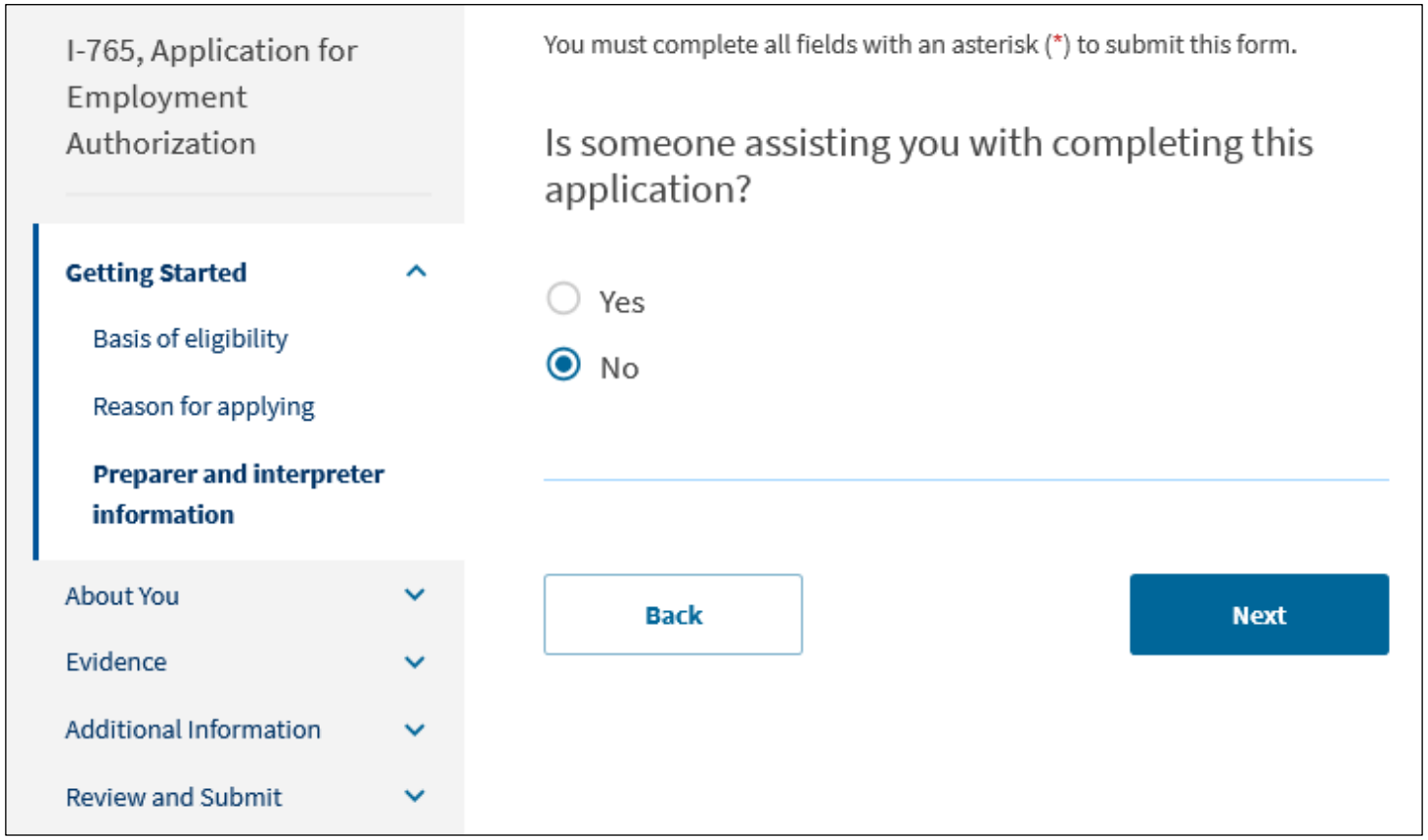




FORM I-765 Application Reason

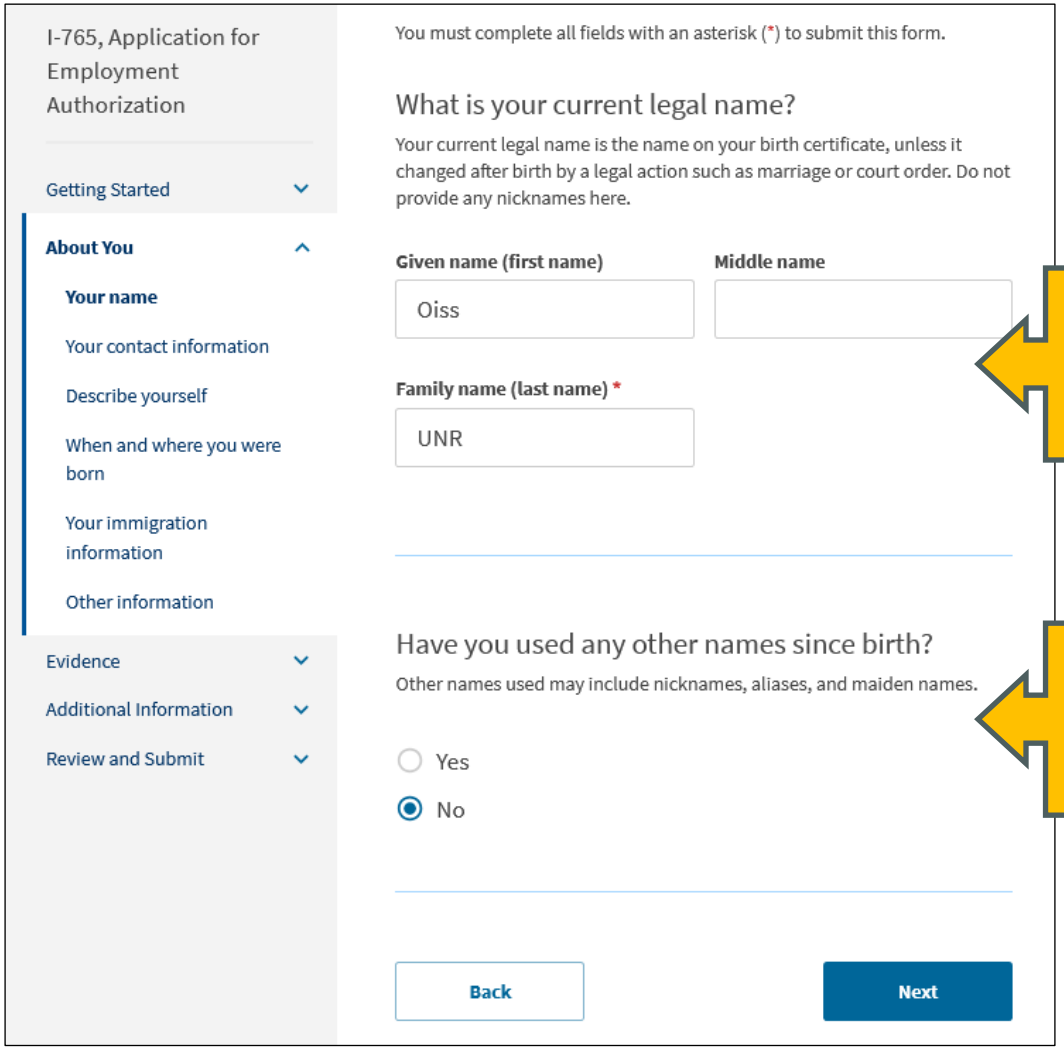


FORM I-765
Preparer and Interpreter Information



OISS is not assisting you with the application. Select “Yes” if someone else is assisting you.

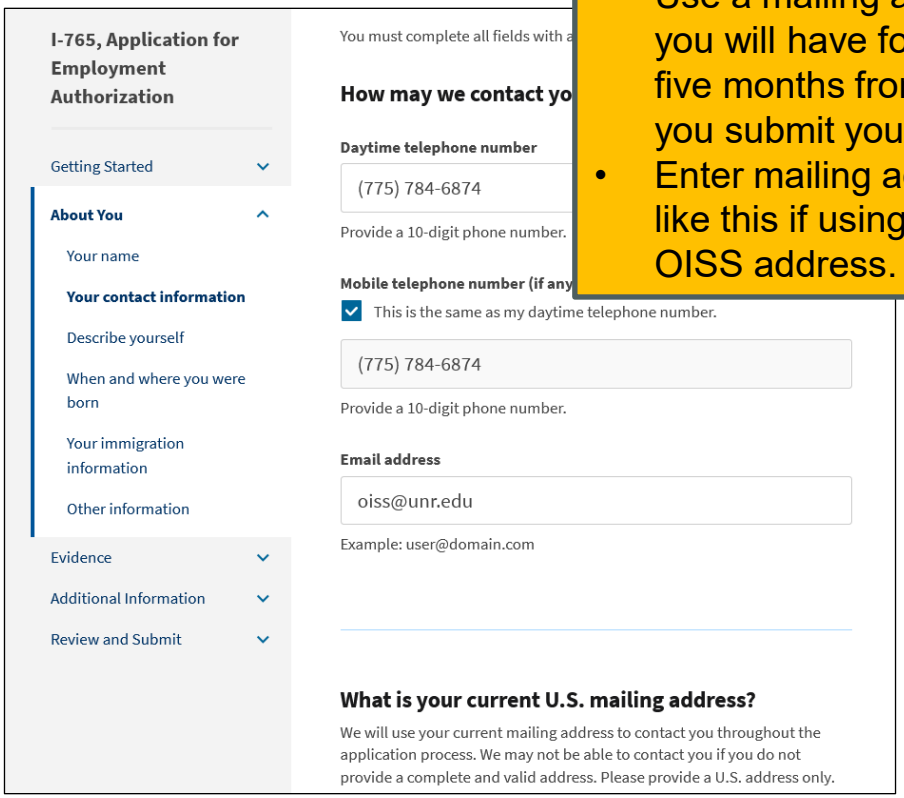
FORM I-765
Name



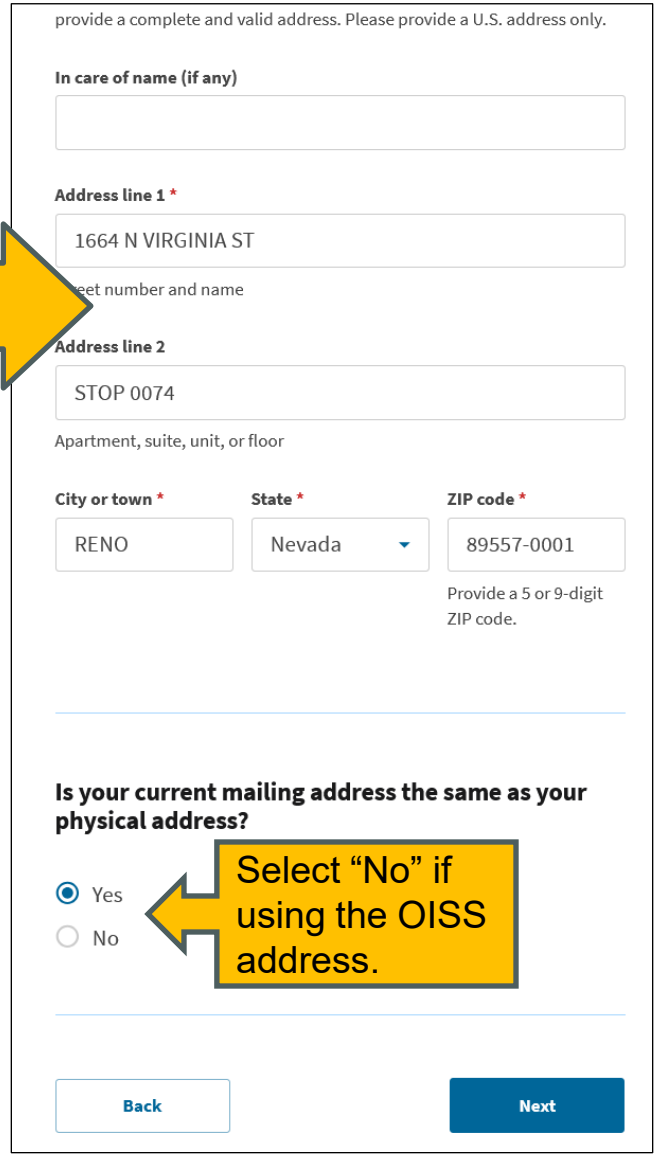
Enter name as it appears on your I-20 (no middle name).

Select “Yes” if you have used other names.

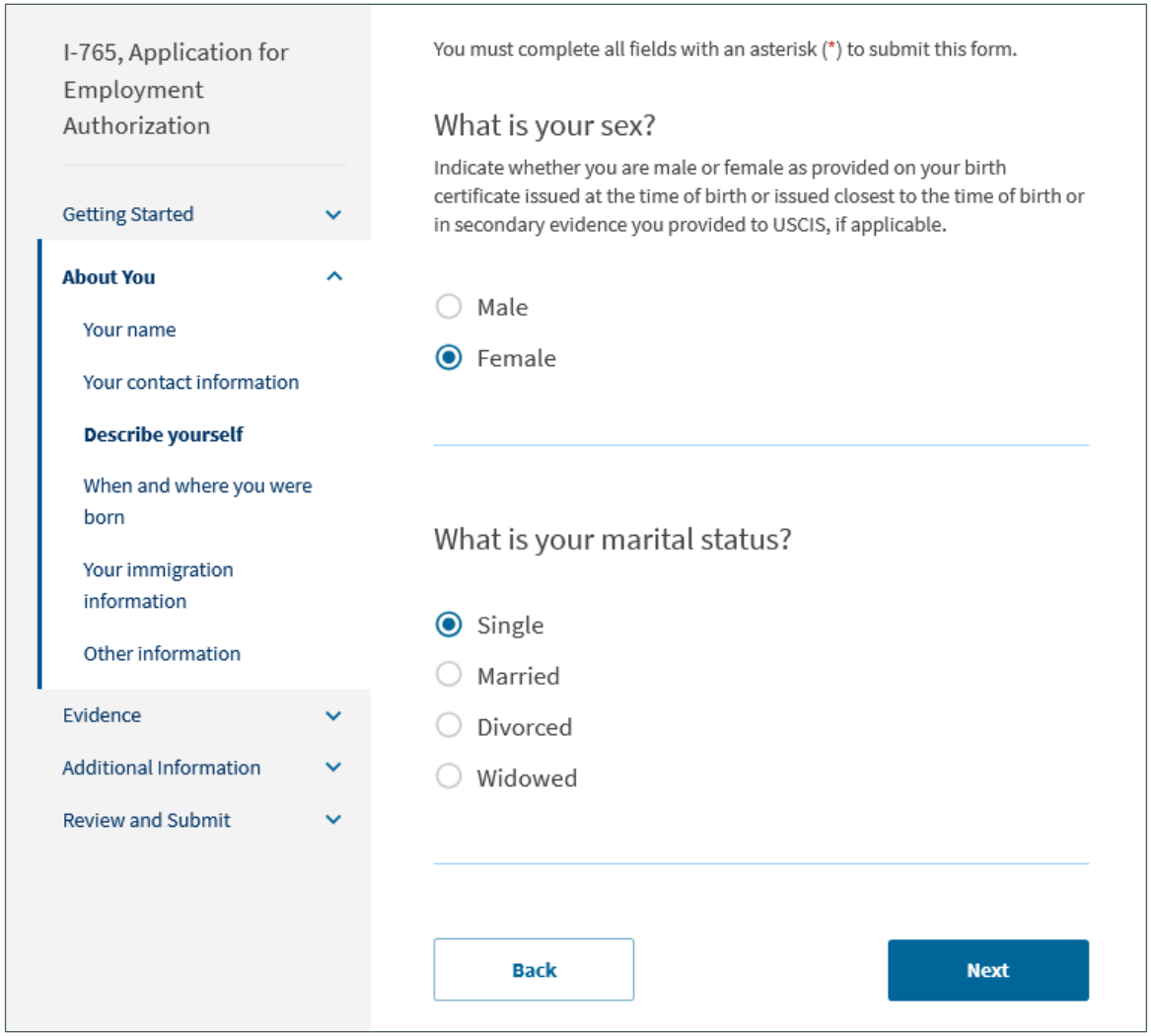
FORM I-765
Contact Information



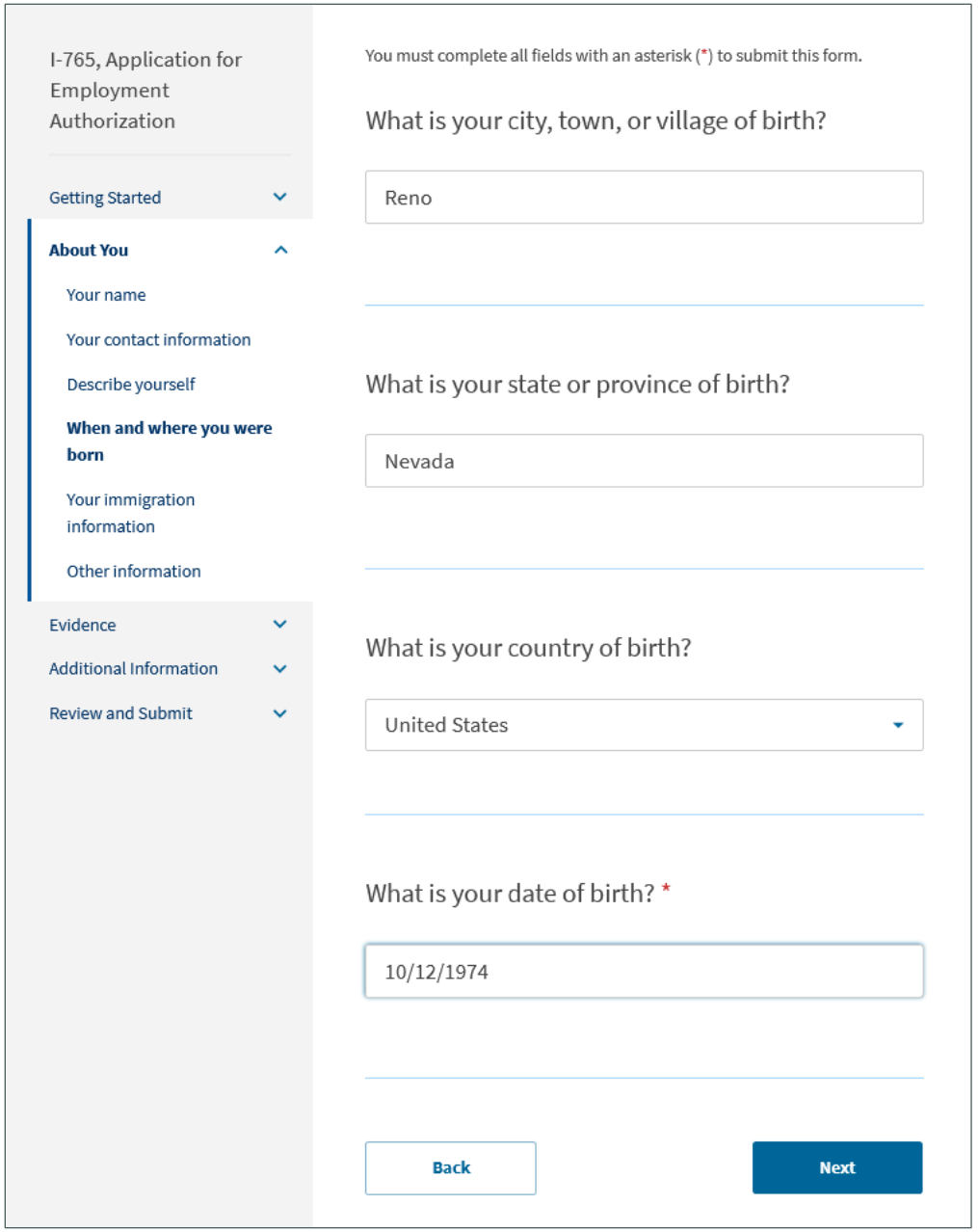
- Use a mailing address you will have for at least five months from when you submit your I-765.
- Enter mailing address like this if using the OISS address.



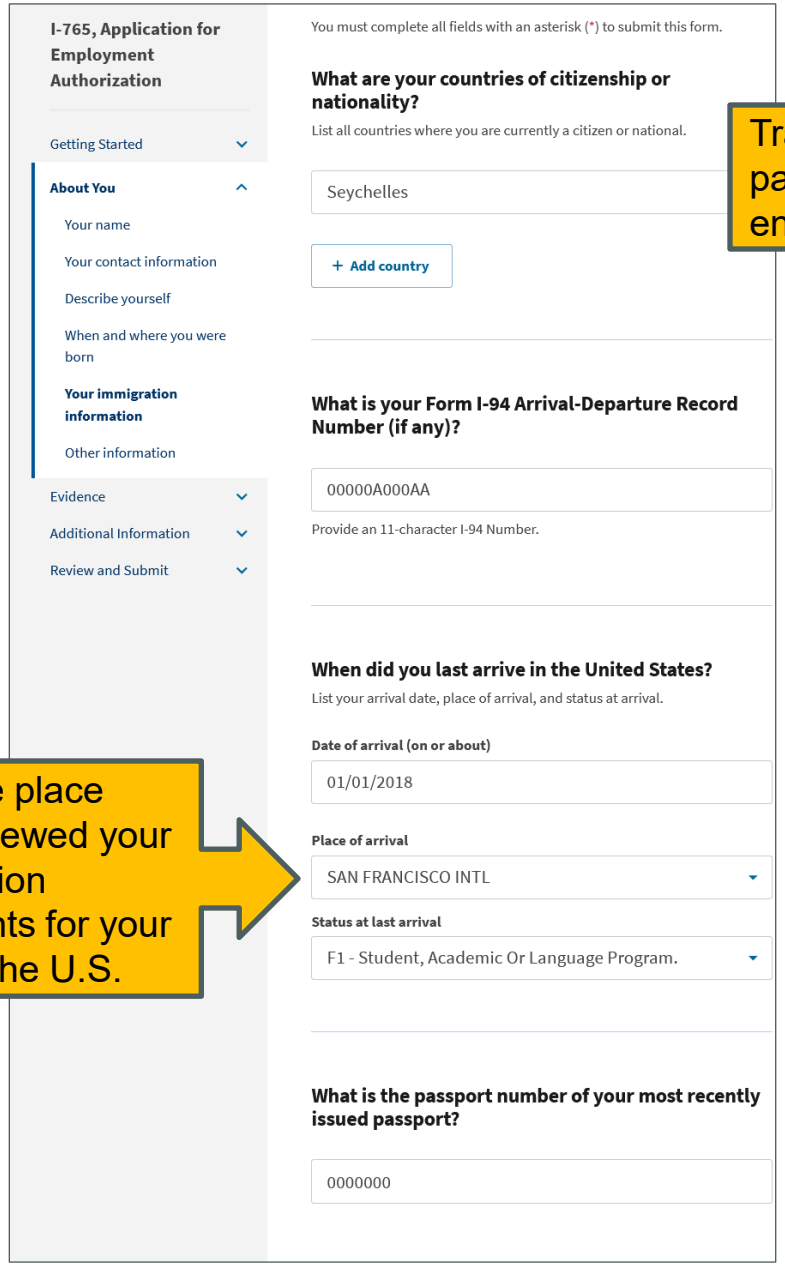
FORM I-765
Describe Yourself



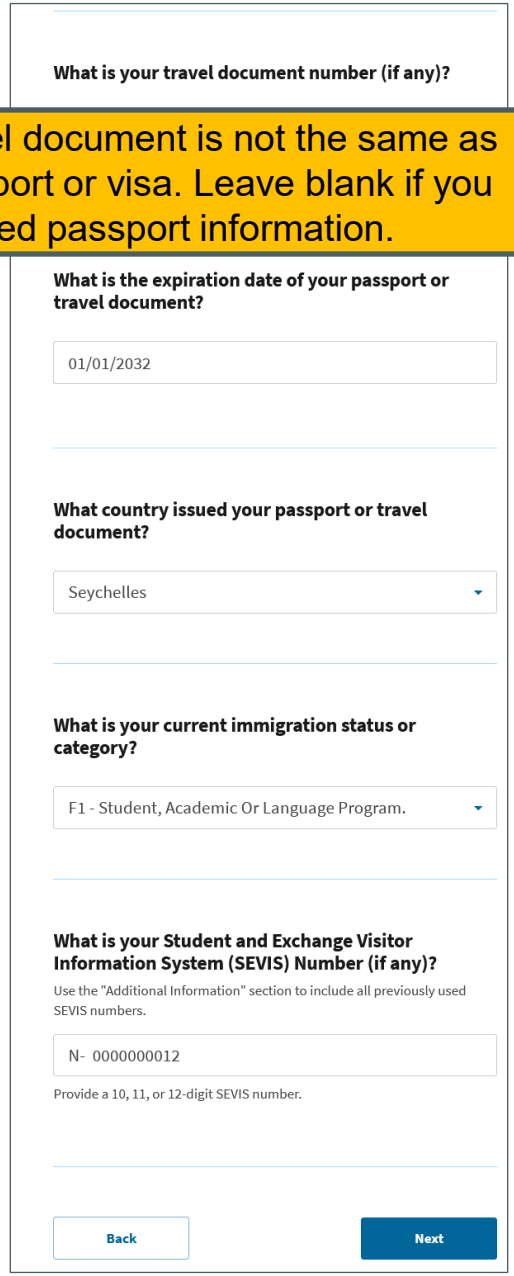
FORM I-765
Birth Information



FORM I-765 Immigration Information



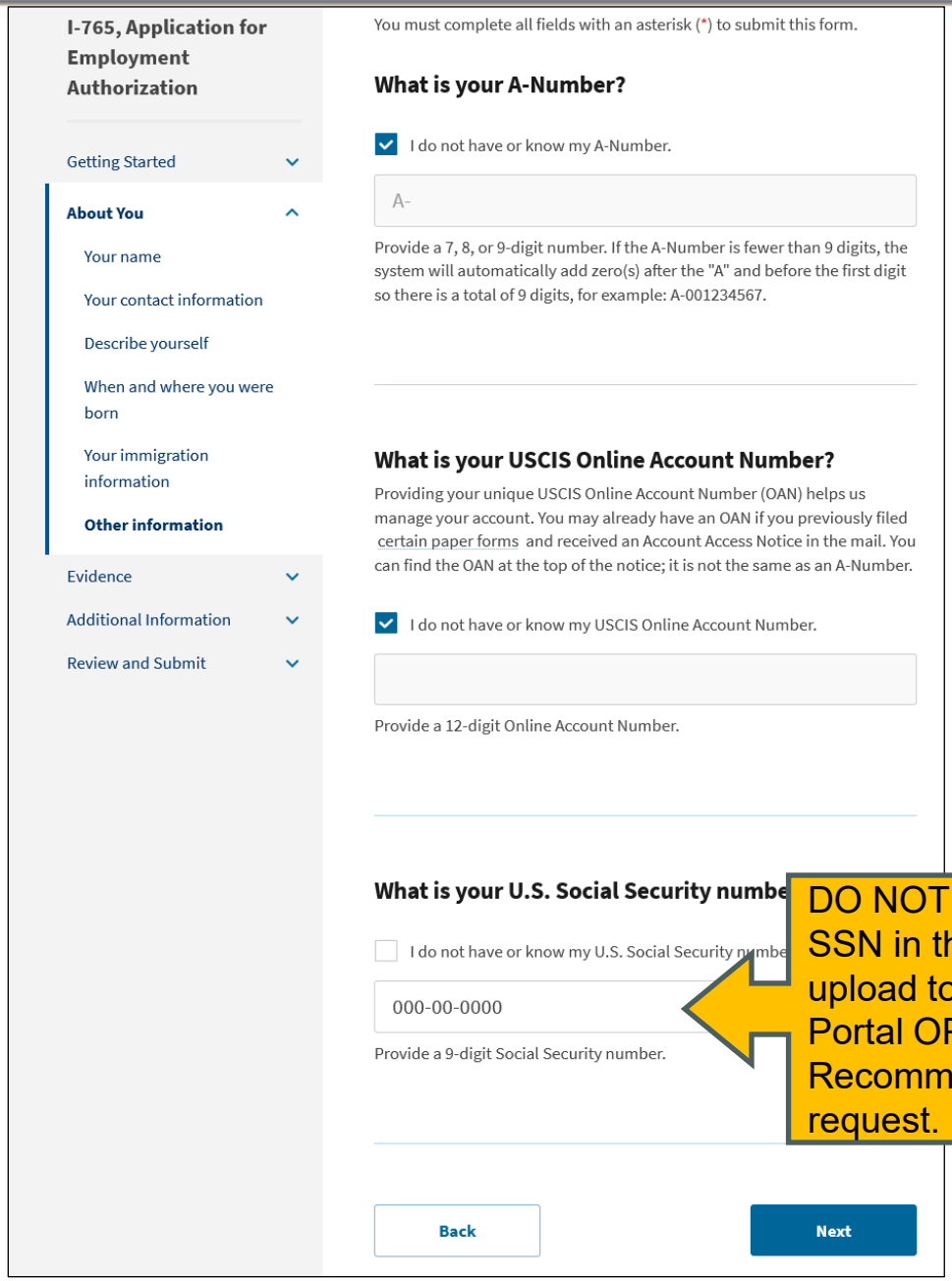
Enter the place CBP reviewed your immigration documents for your entry to the U.S.



Travel document is not the same as passport or visa. Leave blank if you entered passport information.

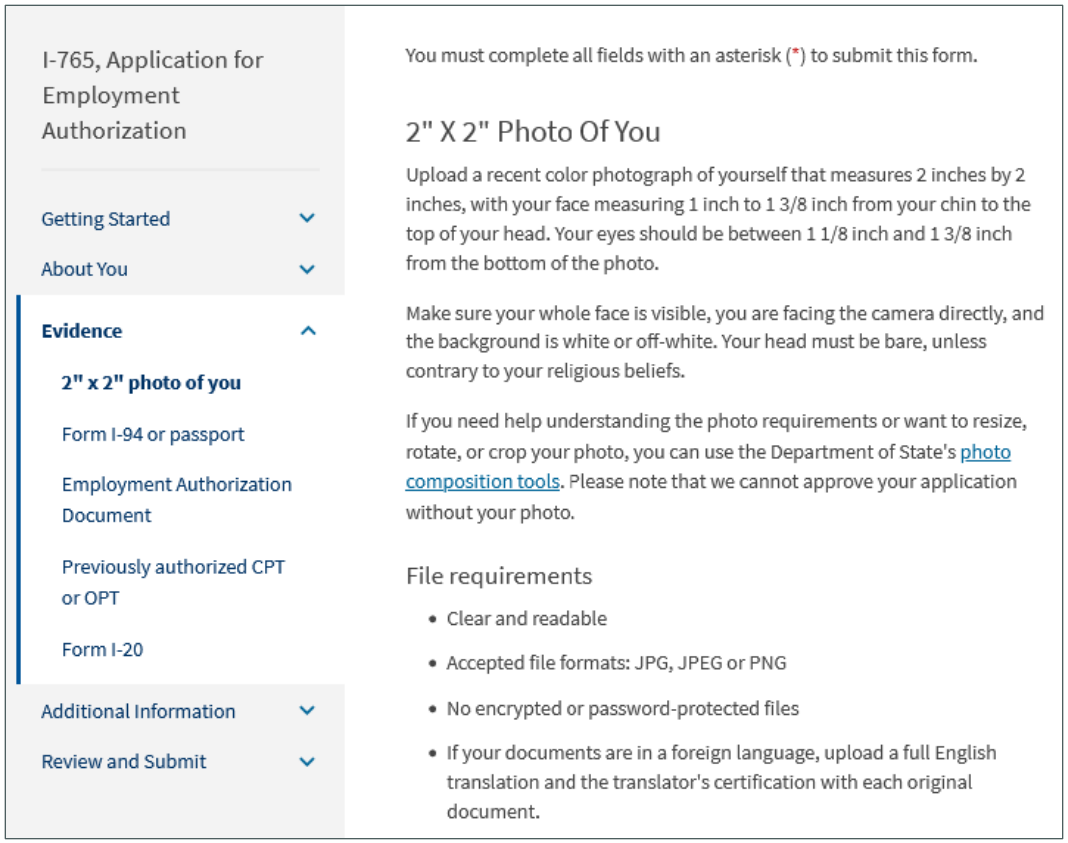
FORM I-765 Other Information

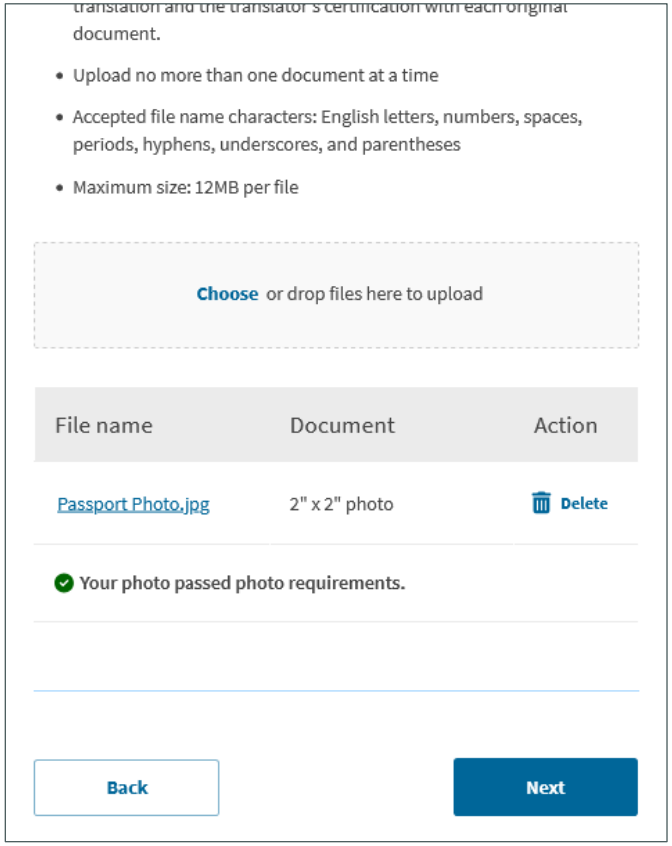
If you have an A-Number or USCIS account number, enter them here.



DO NOT include the SSN in the draft you upload to your OISS Portal OPT Recommendation request.

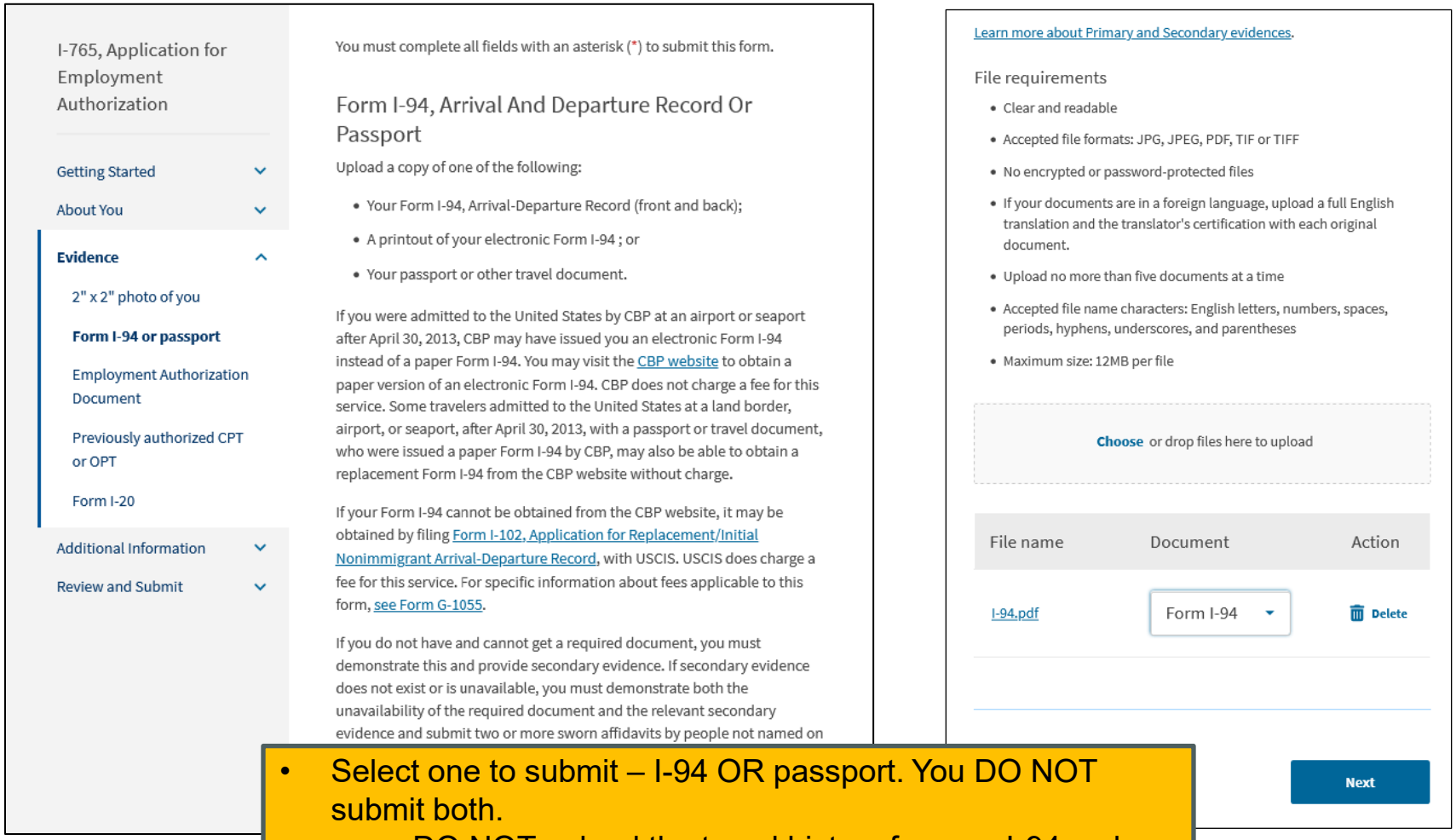
FORM I-765
2”x2” Photo of You





- Passport photo (2" x 2") taken within 30 days of filing your application.
- Request a digital copy when you take your photo.

FORM I-765
I-94 or Passport



I-765, Application for Employment Authorization

- Getting Started
- About You
- Evidence
  - 2" x 2" photo of you
  - **Form I-94 or passport**
  - Employment Authorization Document
  - Previously authorized CPT or OPT
  - Form I-20
- Additional Information
- Review and Submit

You must complete all fields with an asterisk (*) to submit this form.

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

Learn more about Primary and Secondary evidences.

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

Choose or drop files here to upload

File name	Document	Action
I-94.pdf	Form I-94	Delete

Next

- Select one to submit – I-94 OR passport. You DO NOT submit both.
  - DO NOT upload the travel history for your I-94, only the I-94 page with your admission number, name, etc.

FORM I-765
I-94 or Passport - Samples

For: [redacted]

U.S. Customs and Border Protection
Securing America's Borders

Most Recent I-94

Note to employers, local, state or federal agency granting benefits:
Please visit the CBP I-94/I-95 Website and click on the tab for "Get Most Recent I-94/I-95" to perform a search for the applicant to confirm that the biographic and travel information displayed on this I-94/I-95 printout matches the "Get Most Recent I-94/I-95" returned results for this applicant. Reference the CBP I-94/I-95 Website FAQs.

Admission I-94 Record Number: [redacted]
Arrival/Issued Date: 2026 January 02
Class of Admission: F1
Admit Until Date: D/S
Details provided on the I-94 information form:

Last/Surname: [redacted]
First (Given) Name: [redacted]
Birth Date: [redacted]
Document Number: [redacted]
Country of Citizenship: [redacted]

- Effective April 26, 2013, DHS began automating the admission process. An alien lawfully admitted or paroled into the U.S. is no longer required to be in possession of a preprinted Form I-94/I-95. A record of admission printed from the CBP website constitutes a lawful record of admission. See 8 CFR § 1.4(d).
- What to do if someone requests your admission info: If an employer, local, state or federal agency requests admission information, present your admission (I-94/I-95) number along with any additional required documents requested by that employer or agency.
- For security, close your browser after retrieving your I-94/I-95 number.

OMB No. 1651-0111
Expiration Date: 02/28/2026

Sample I-94

https://i94.cbp.dhs.gov/search/recent-search/results 23/02/2026, 18:18
Page 1 of 1

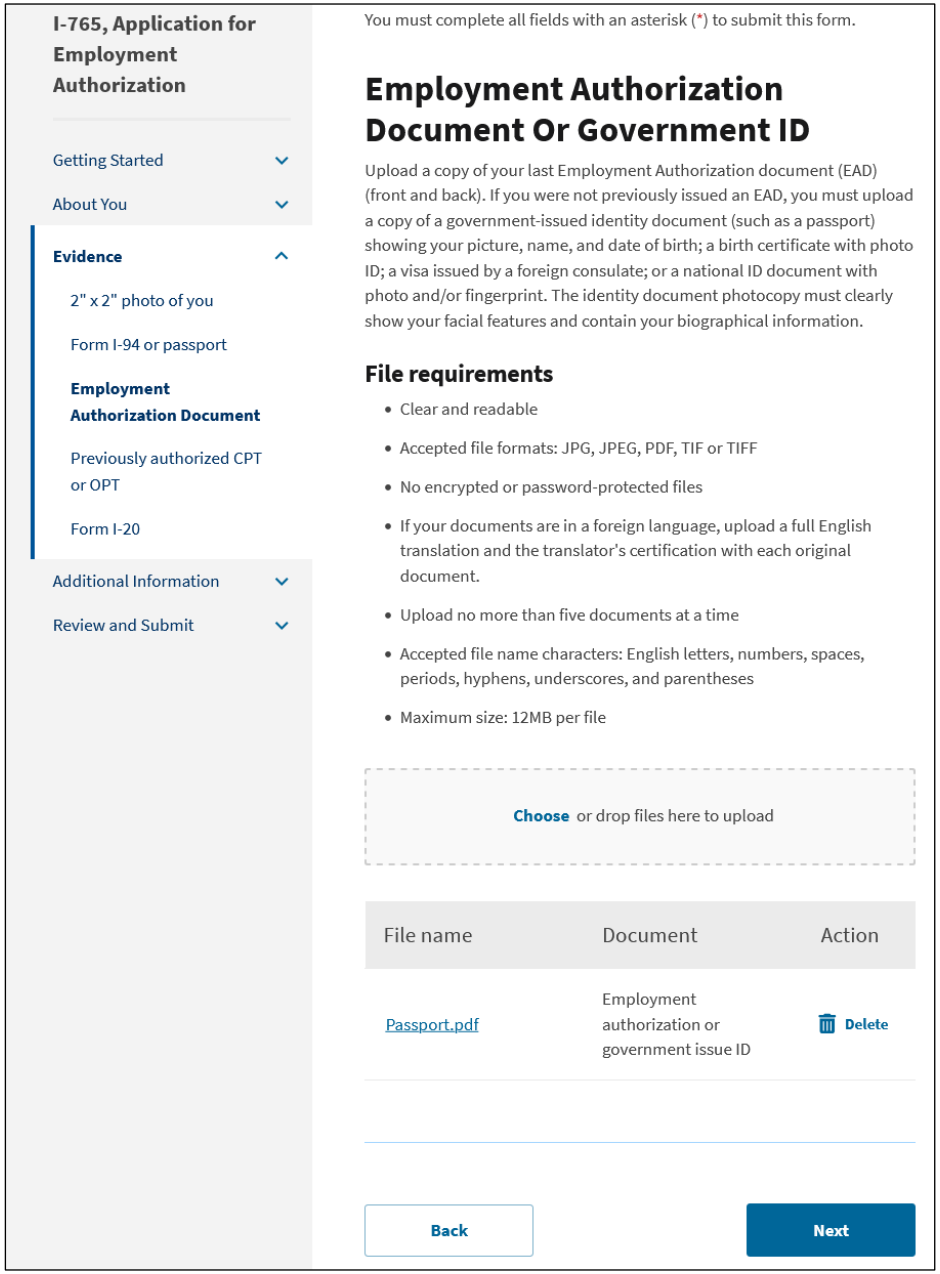


This Photo by Unknown Author is licensed under CC BY-SA

Sample Passport Bio Page

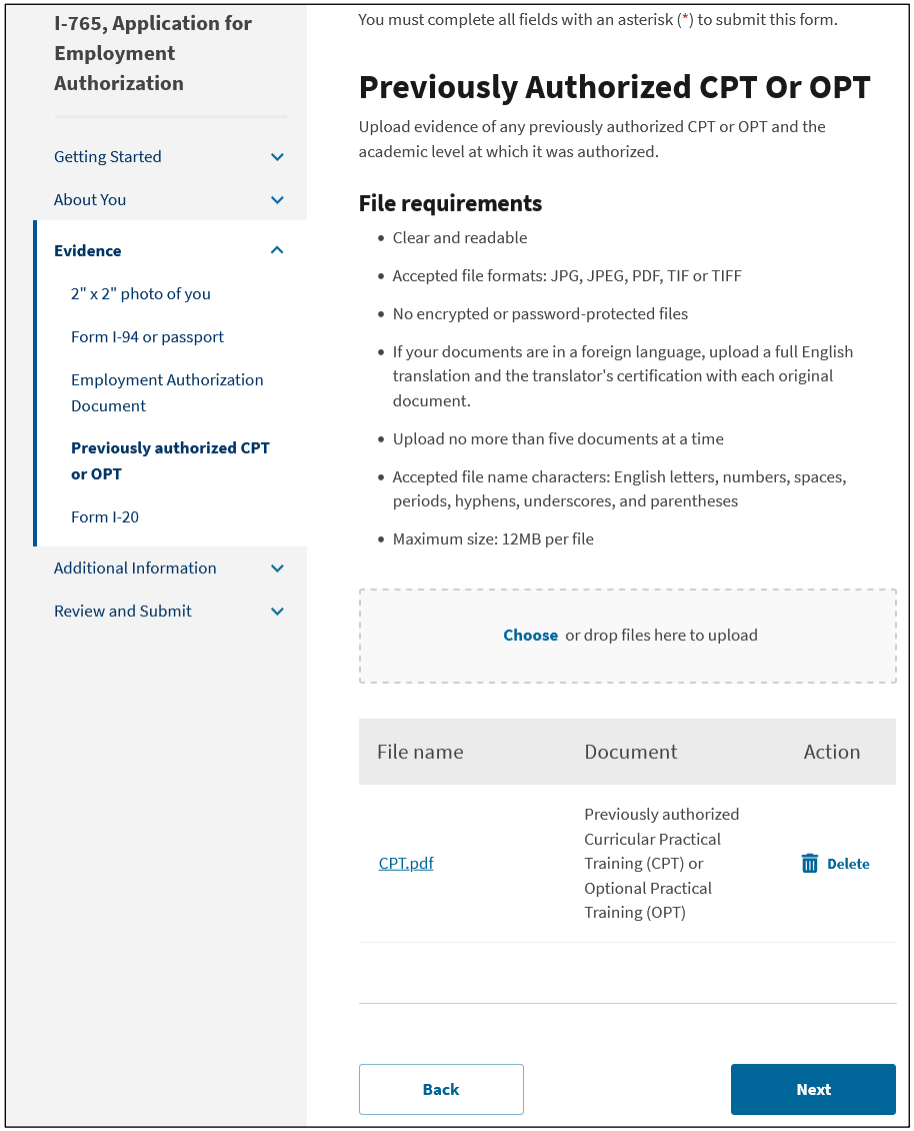
FORM I-765 Employment Authorization Document or Government ID

- Submit an EAD card (if you have one) OR Passport. DO NOT submit both.
  - Passport must be unexpired.

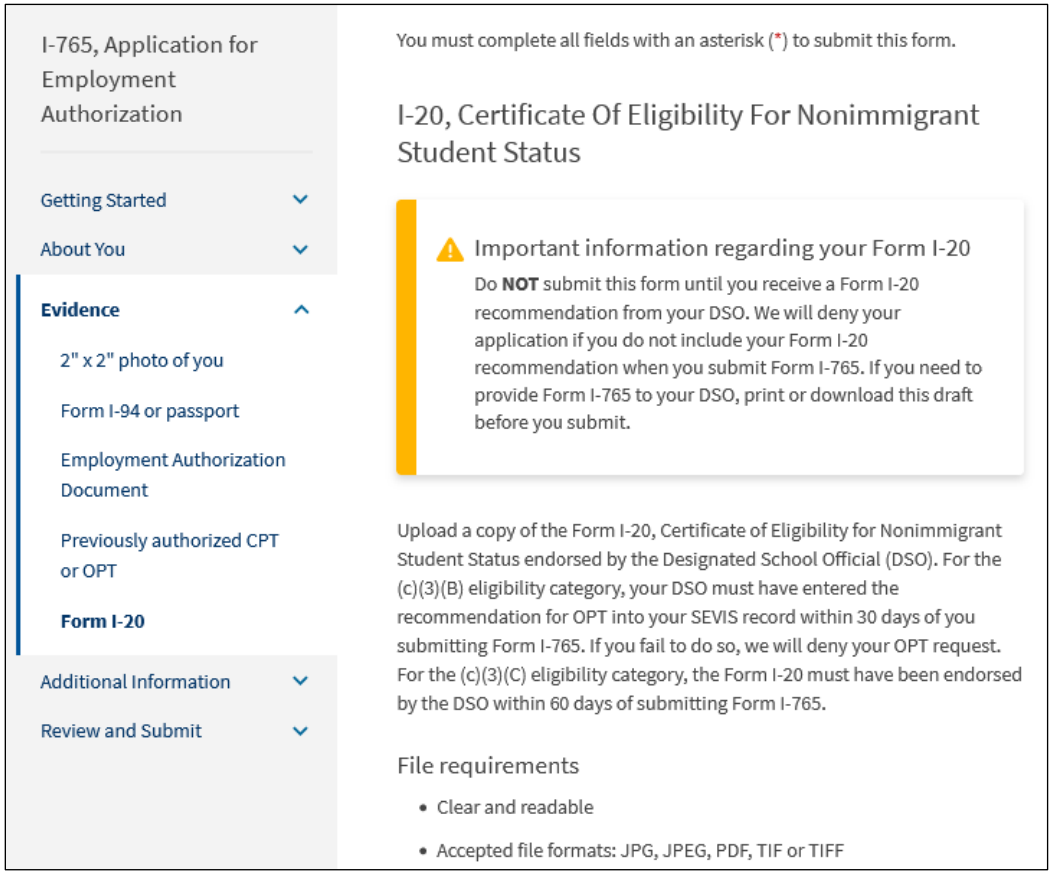


FORM I-765
Previous CPT or OPT

- Upload I-20(s) for ANY previous CPT and/or OPT that has been authorized at ALL education levels.
- Enter details in the “Additional Information” section.



FORM I-765
Form I-20



I-765, Application for Employment Authorization

- Getting Started
- About You
- **Evidence**
  - 2" x 2" photo of you
  - Form I-94 or passport
  - Employment Authorization Document
  - Previously authorized CPT or OPT
  - **Form I-20**
- Additional Information
- Review and Submit

You must complete all fields with an asterisk (*) to submit this form.

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. For the (c)(3)(C) eligibility category, the Form I-20 must have been endorsed by the DSO within 60 days of submitting Form I-765.

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

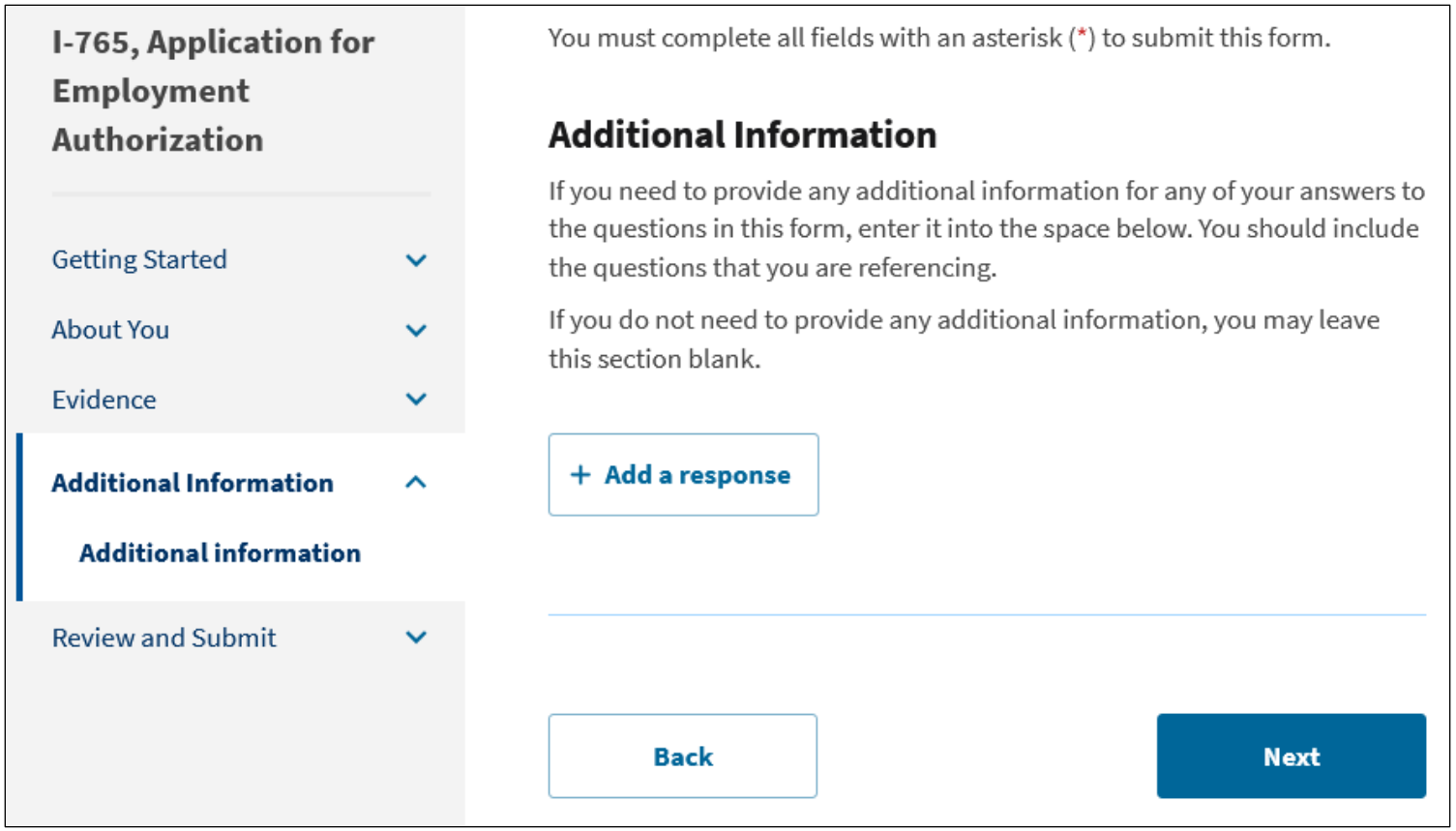
Choose or drop files here to upload

File name	Document	Action
OPT I-20.pdf	Form I-20	Delete

Back | Next

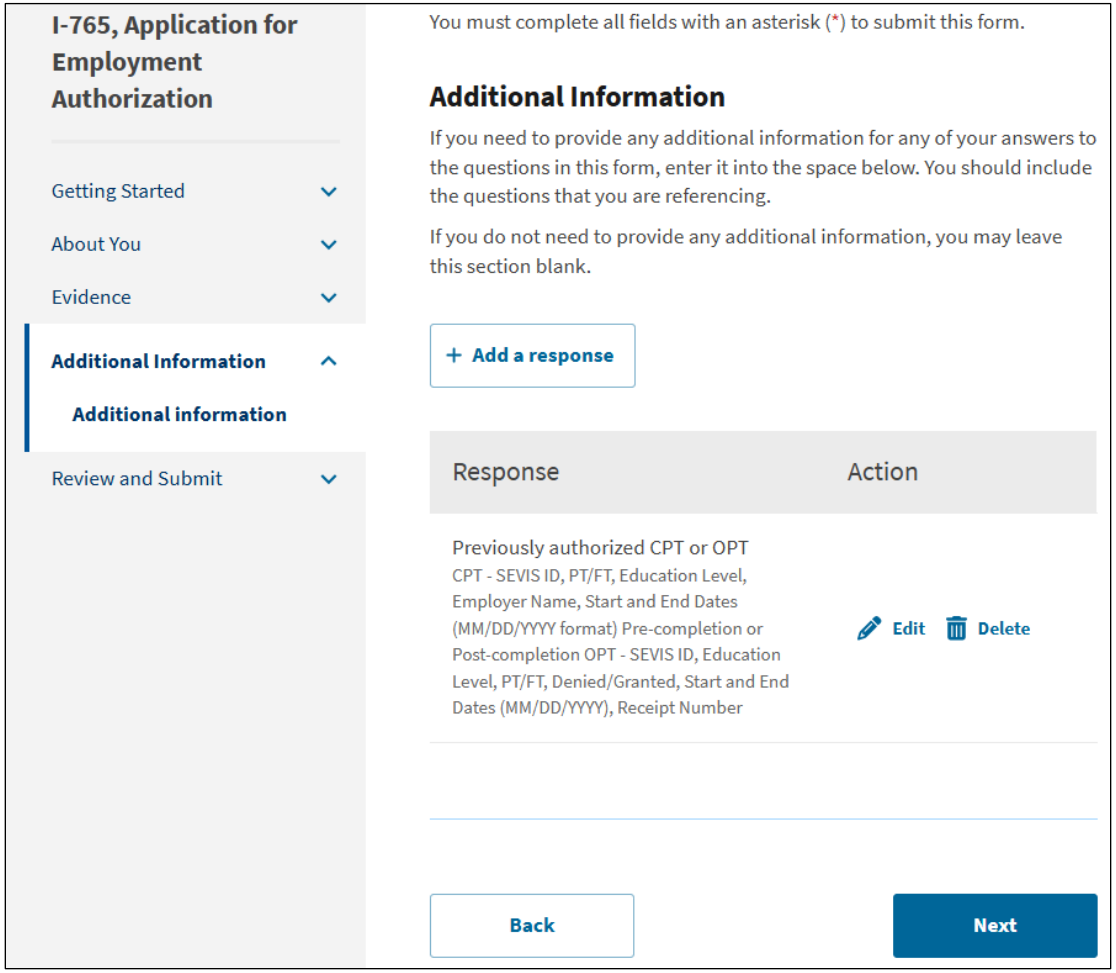
- This is where you will upload the 1st and 2nd pages of the new OPT recommendation I-20 you get from the OISS DSO.
  - DO NOT upload any document(s) for your dependent(s).

FORM I-765
Additional Information



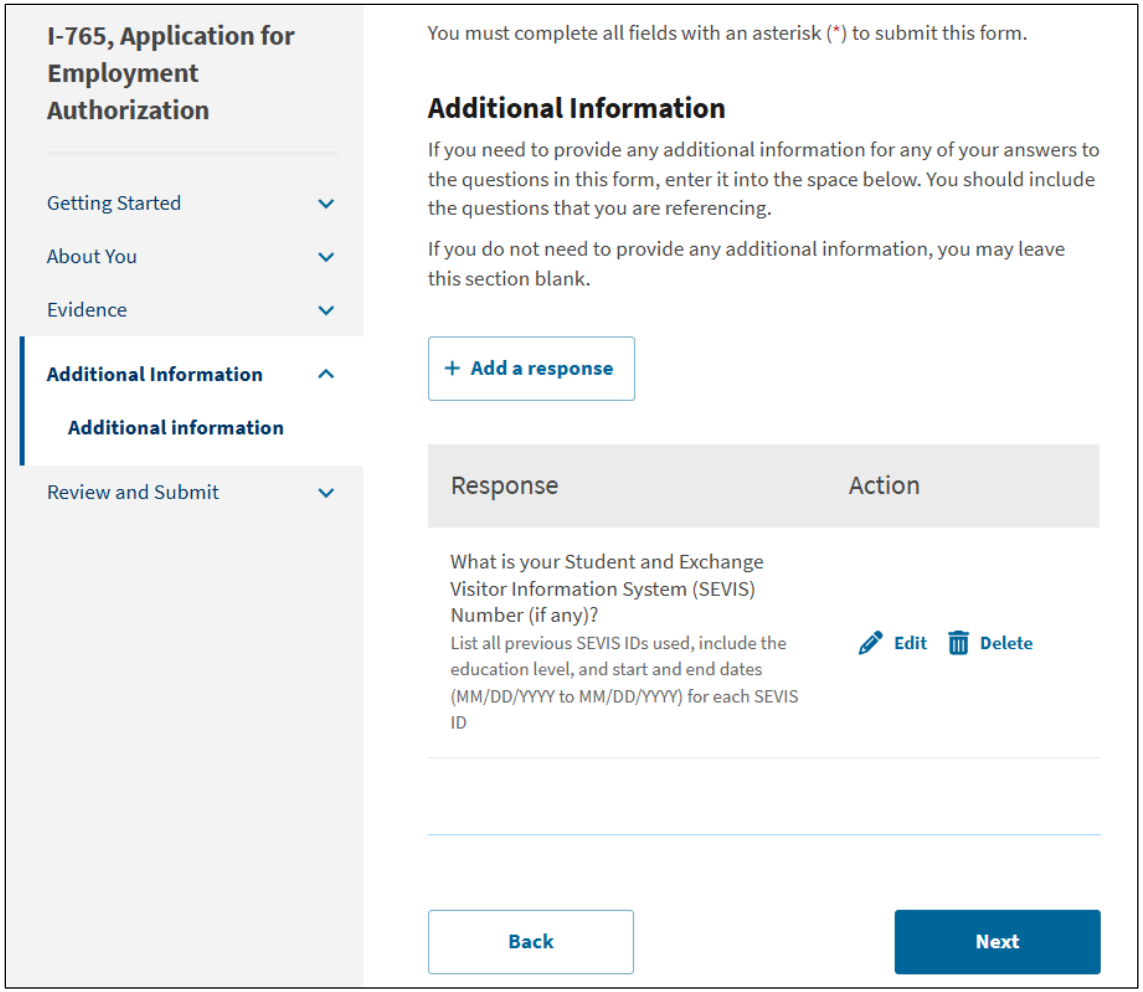
Use the “Additional Information” section to enter previous CPT/OPT, SEVIS ID(s), any information that did not fit in the previous sections or requires more details.

FORM I-765
Additional Information – Previous CPT or OPT



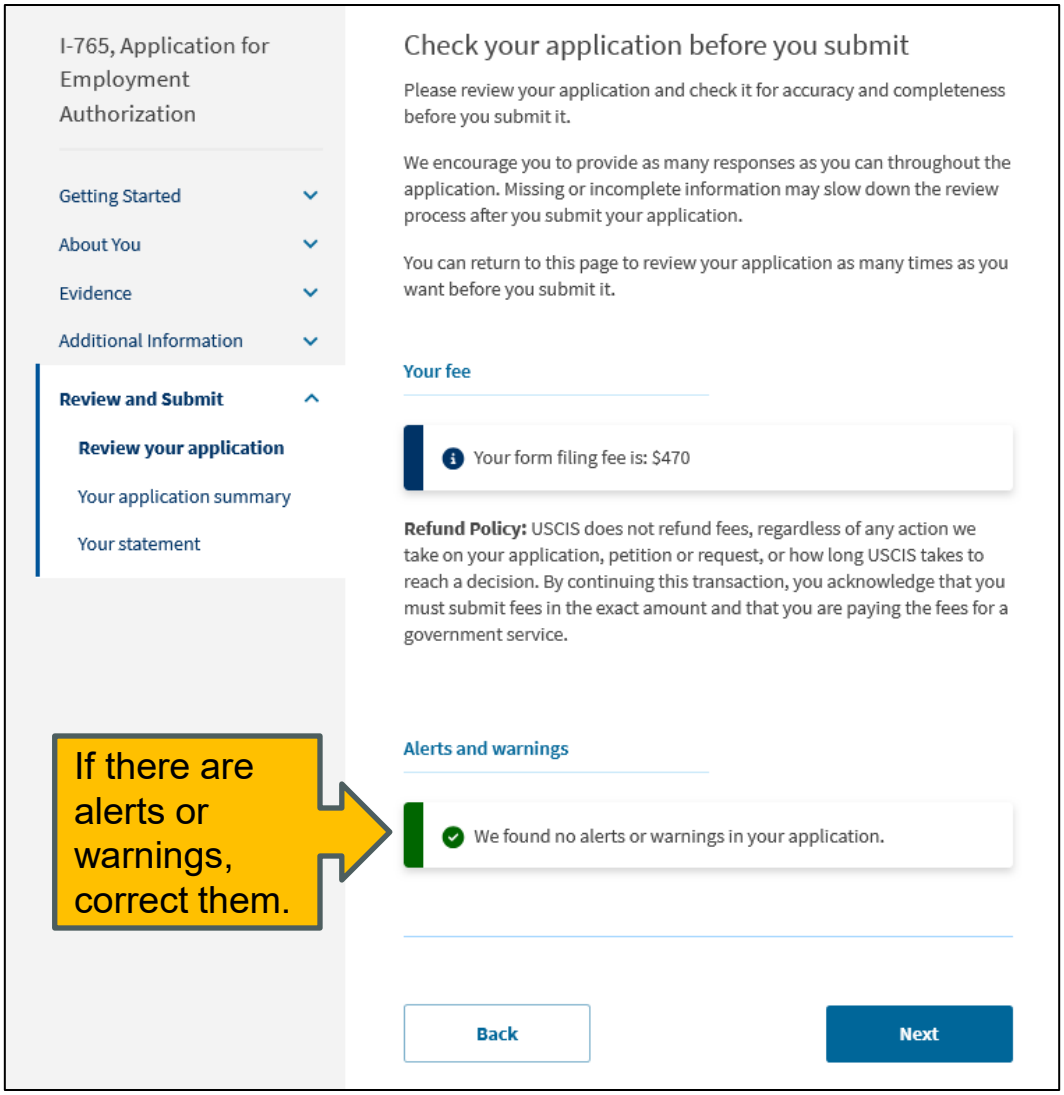
- CPT enter as:
  - CPT - SEVIS ID, PT/FT, Education Level, Employer Name, Start and End Dates (MM/DD/YYYY format).
    - e.g.: CPT - N0000000012, Master's, Part-time, That Employer, 02/01/2024 to 05/13/2024.
- OPT enter as:
  - Pre-completion or Post-completion OPT - SEVIS ID, Education Level, PT/FT, Denied/Granted, Start and End Dates (MM/DD/YYYY), Receipt Number.
    - e.g.: Post-completion OPT - N0000000012, Bachelor's, Full-time, Granted, 05/21/2022 to 05/20/2023, YSC1234567890.

FORM I-765
Additional Information – Previous SEVIS ID



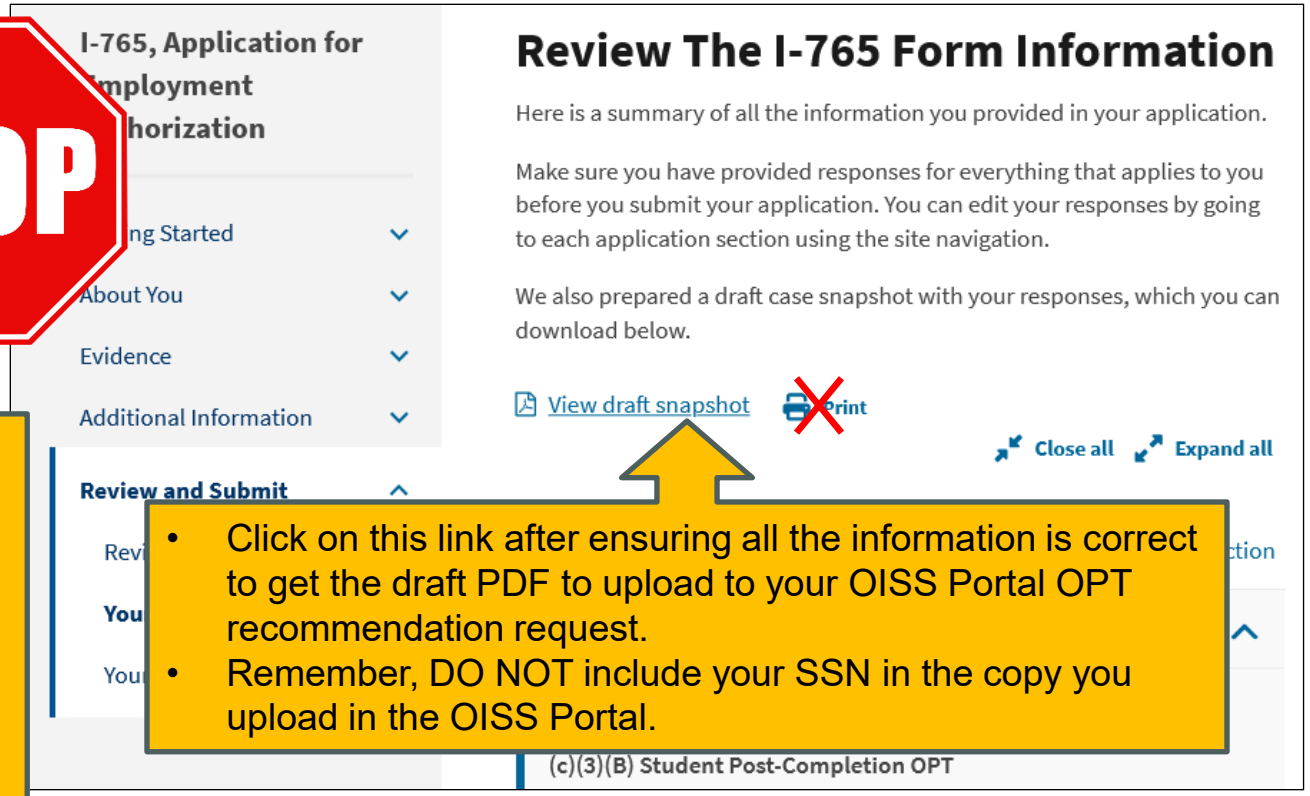
- List ALL previous SEVIS IDs used (DO NOT include your current one).
  - Include the education level, and start and end dates (MM/DD/YYYY to MM/DD/YYYY) for each SEVIS ID.
    - e.g.: N0000000012, Bachelor's, 08/24/2018 to 05/15/2022.

FORM I-765
Review Your Application



If there are alerts or warnings, correct them.

FORM I-765
Review and Submit – Application Summary



STOP

Stop at this section if you have not met with an OISS DSO and do not have your new OPT recommendation I-20.

- Click on this link after ensuring all the information is correct to get the draft PDF to upload to your OISS Portal OPT recommendation request.
- Remember, DO NOT include your SSN in the copy you upload in the OISS Portal.

Review all the information on this page to make sure you have correctly answered the questions and provided all the required information.

FORM I-765 Draft

- This is a sample of what the draft PDF pages look like.
- The draft PDF should not be more than eight to nine pages.

Application For Employment Authorization

Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-765
OMB No. 1615-0040
Expires 08/31/2027

For USCIS Use Only	Authorization/Extension Valid From	Fee Stamp	Action Block
	Authorization/Extension Valid Through		
	Alien Registration Number A-		
	Remarks		

To be completed by an Attorney or Accredited Representative (if any).	Select this box if Form G-28 is attached.	Attorney State Bar Number (if applicable)	Attorney or Accredited Representative USCIS Online Account Number (if any)

► START HERE - Type or print in black ink.

Part 1. Reason for Applying

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

1.a. ☒ Initial permission to accept employment.

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

NOTE: Replacement (correction) of an employment authorization document due to USCIS error does not require a new Form I-765 and filing fee. Refer to www.uscis.gov/i-765 for further details.

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

Part 2. Information About You

Your Full Legal Name

1.a. Family Name (Last Name): UNR

1.b. Given Name (First Name): Oiss

1.c. Middle Name:

Other Names Used

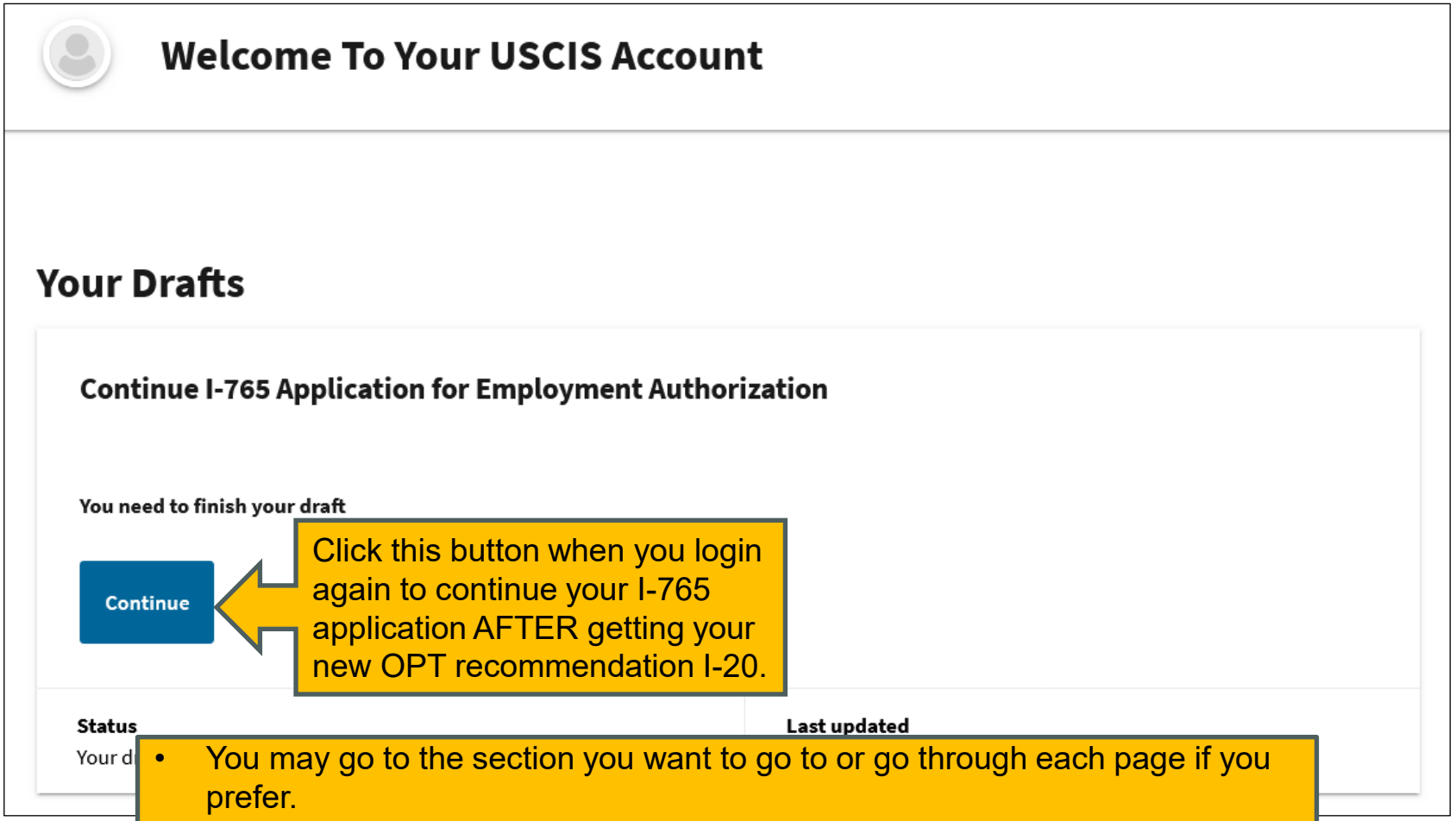
Provide all other names you have ever used, including aliases, maiden name, and nicknames. If you need extra space to complete this section, use the space provided in **Part 6. Additional Information**.

2.a. Family Name (Last Name)
2.b. Given Name (First Name)
2.c. Middle Name

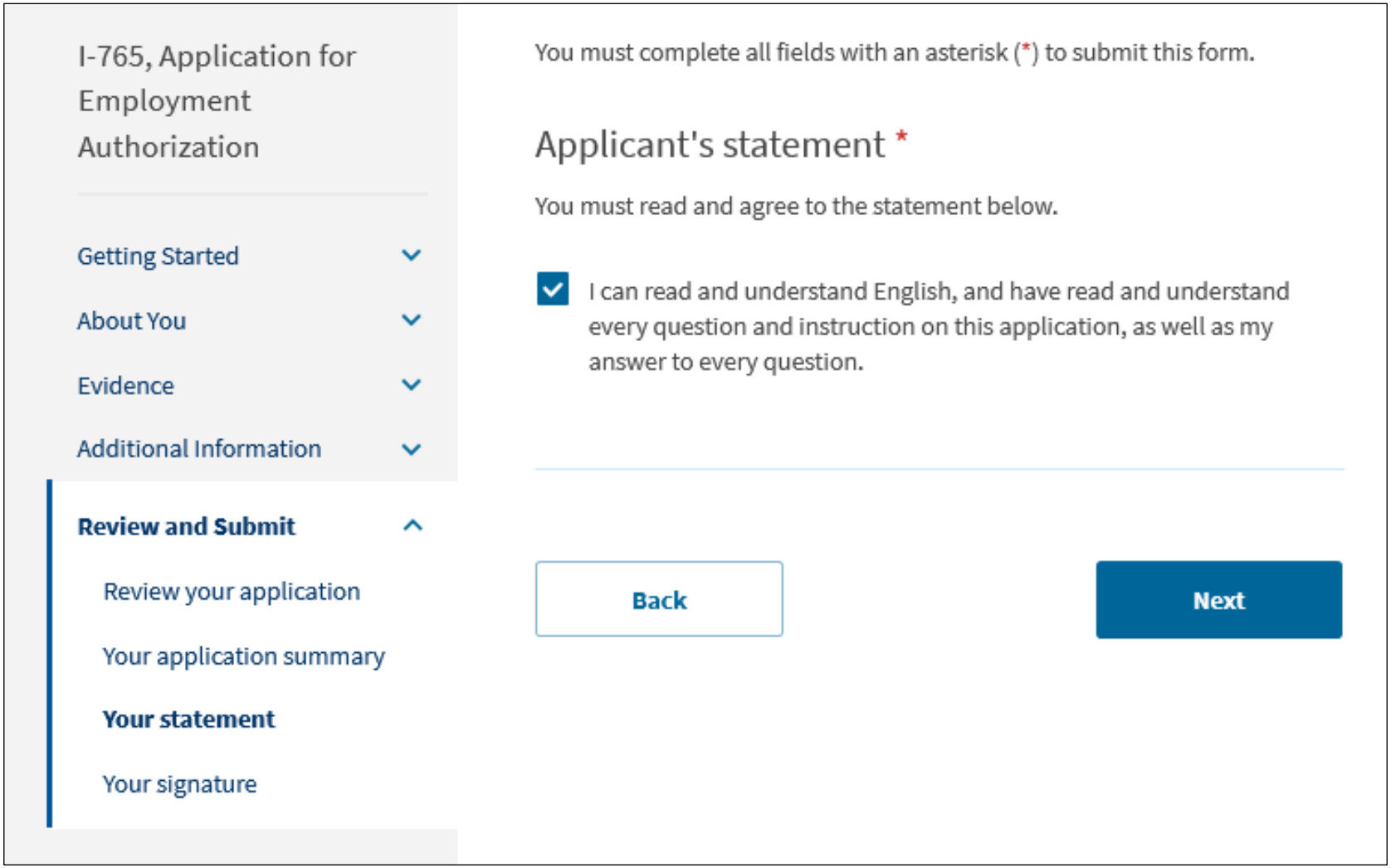
3.a. Family Name (Last Name)
3.b. Given Name (First Name)
3.c. Middle Name

4.a. Family Name (Last Name)
4.b. Given Name (First Name)
4.c. Middle Name

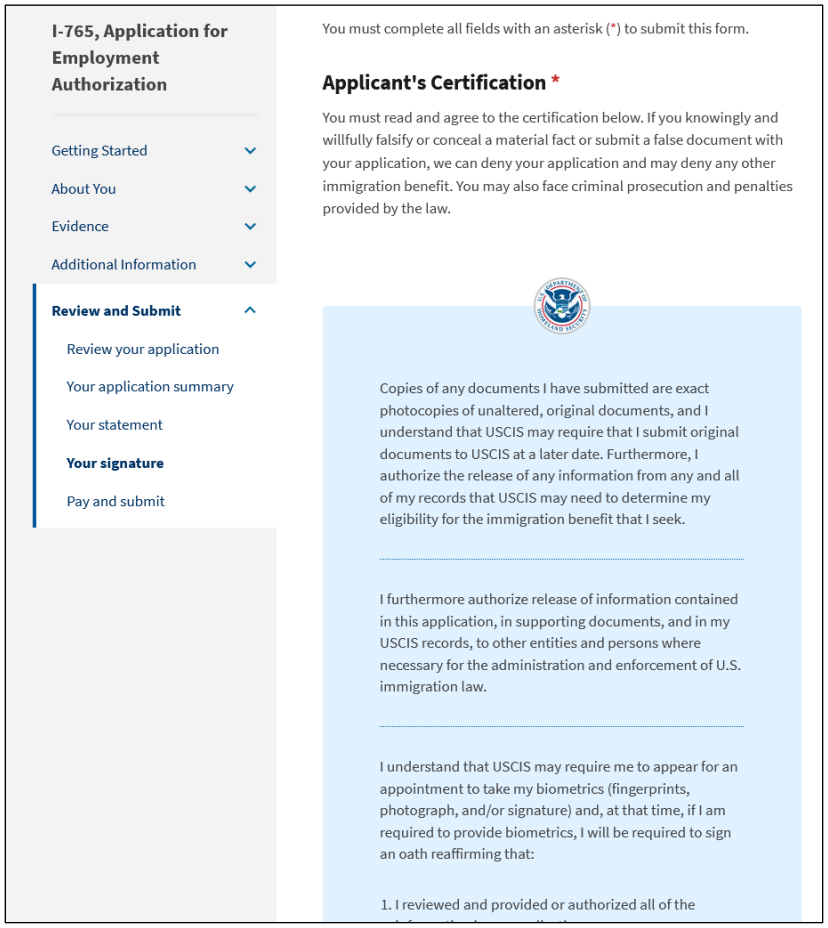
FORM I-765
Continue Application

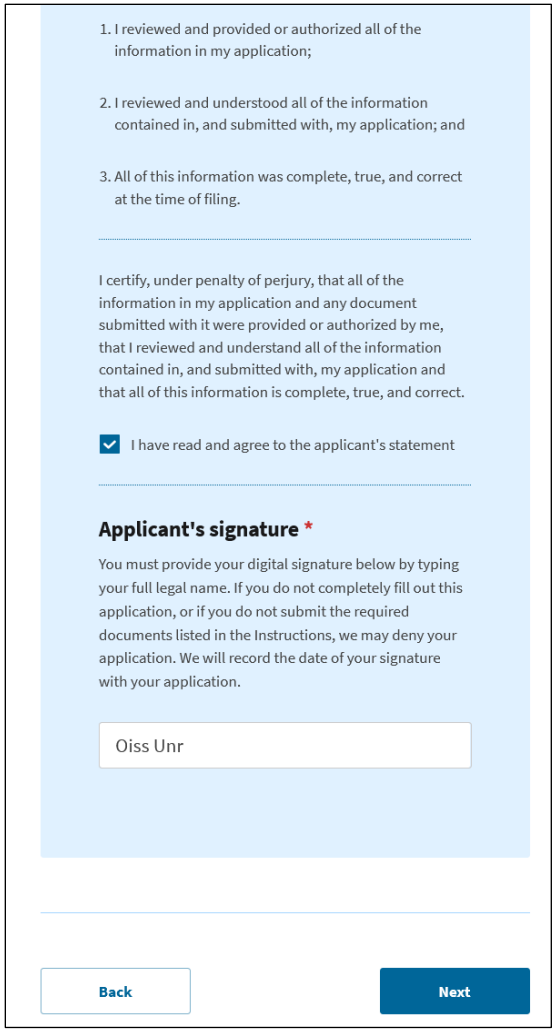


FORM I-765
Review and Submit – Your Statement



FORM I-765
Review and Submit – Your Signature



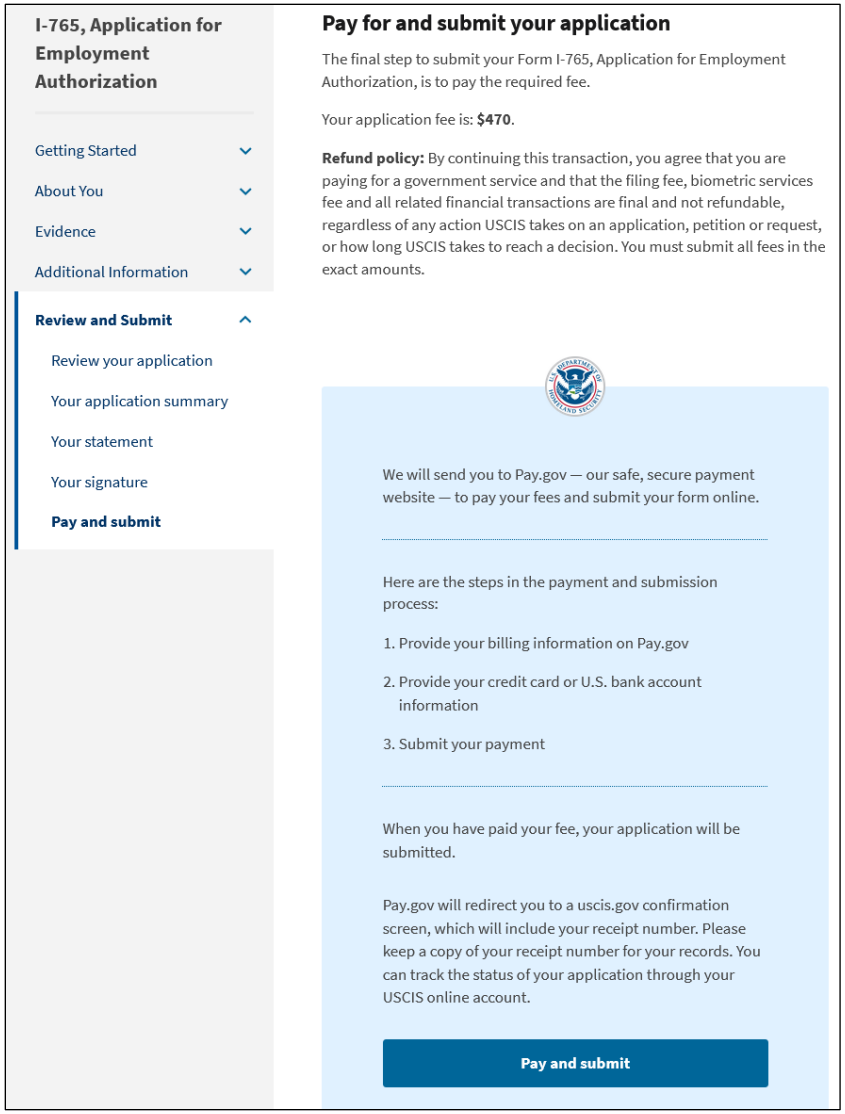


Read carefully then sign.

FORM I-765
Review and Submit – Pay and Submit

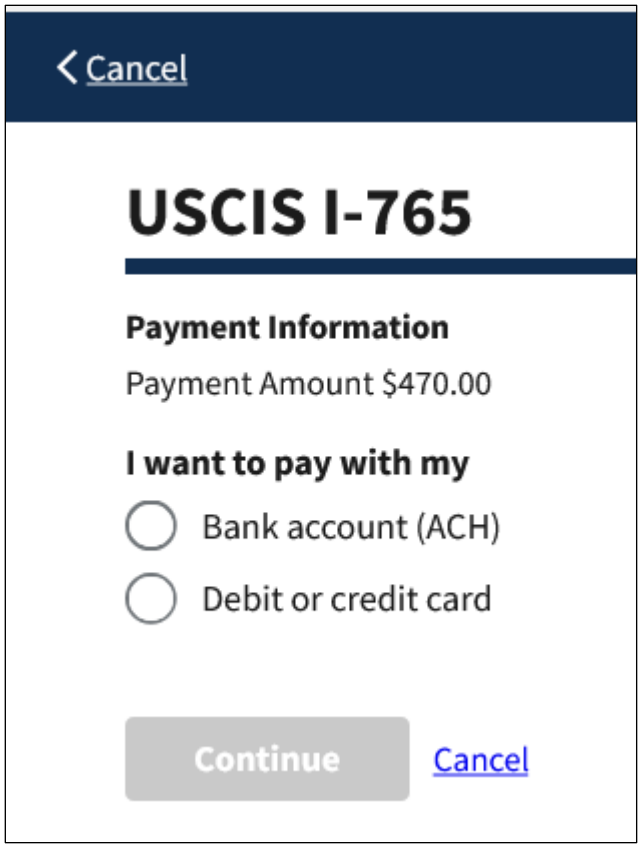
DO NOT pay and submit: before getting your new OPT recommendation I-20.

- Make sure you are ready to submit before proceeding.
  - 1st and 2nd pages of OPT I-20 uploaded, all information completed correctly, any suggested I-765 edits made.



FORM I-765
Review and Submit – Payment

DO NOT pay and submit before getting your new OPT recommendation I-20.



A new page will open to submit the payment.

What to Expect After Filing Online

- **In 2 to 4 weeks USCIS will mail your Form I-797C Receipt Notice that will have a Receipt Number and Received Date confirming that USCIS has received your OPT application:**
  - You will get an email message notification with your receipt number within 24 hours of USCIS accepting your application – you will still get a receipt notice in the mail.

What to Expect After Filing Online (cont.)

- Check the status of your OPT application online using your receipt number at https://www.uscis.gov.
- About 90 days from the receipt date on the receipt notice, you should receive the OPT card.
- If you receive a Request For Evidence (RFE) or Request for Information (RFI), contact an OISS DSO immediately.

Premium Processing

- **Students may concurrently file Form I-907 online or by mail for premium processing of their OPT application for an additional fee.**
- **With premium processing, USCIS has 30 business days to adjudicate (process) the I-765 application after they determine that they have all the necessary documentation to process the I-765 application.**
  - If an RFE or RFI is issued, the 30-day period begins again.

Premium Processing (cont.)

- **If you file online, you will submit Form I-907 after submitting your I-765.**
- **If you file by mail, you may mail both forms at the same time with two separate payments.**
- **OISS recommends you consider USCIS I-765 processing times before deciding to file for premium processing.**
  - OPT Form I-765 applications are processed at the Potomac Service Center.

May I Travel Outside the U.S.?

- **You may travel out of the country and return before the program end date on your OPT I-20 with a travel signature and a valid passport and visa.**
- **If you want to re-enter the U.S. after your program end date, have the following documents with you:**
  - OPT I-20 signed for travel (valid for 6 months) on the 2nd page;
  - Valid visa (it is possible to renew a visa after OPT approval);
  - Passport valid for at least 6 months from the date you re-enter;
  - Receipt notice if your OPT has not been approved;
  - OPT EAD card and job offer/contract if your OPT has been approved.
- **Please note, re-entry after travel out of the country is never guaranteed. If your application is denied while you are out of the country, it may not be possible for you to return on the F-1 visa or to resume OPT.**

OPT Withdrawal

- **You may withdraw your pending application by writing a letter to USCIS requesting the withdrawal. The letter must include:**
  - Your name, signature, and date
  - Receipt Number
  - Explanation for the withdrawal.
- **Upload the letter in the "Evidence" of your I-765.**
- **Send the OISS DSO the letter to email to USCIS.**
- **You will NOT be reimbursed your I-765 filing fee.**

What if I Don't Graduate and Post-Completion OPT Has Not Been Approved?

1. **You may keep the OPT and take part-time classes while maintaining your OPT.**
   - 90 days of unemployment will still be in effect.
2. **You may withdraw your application.**

What if I Don't Graduate and Post-Completion OPT Has Been Approved?

1. If coursework is still required during fall and spring semesters only work part-time (up to 20 hours/week). The 90-day unemployment limitation will still apply.
2. If you only have your thesis or dissertation, you may work full-time.
3. You must complete your program before your OPT ends since your I-20 cannot be extended.

OPT Reporting Requirements

- **Use the OISS Portal (recommended) or the SEVP Portal to report the following changes:**
  - mailing and/or physical address;
  - telephone number;
  - email address (OISS Portal only);
  - employment updates (start, stop, add, change).
- **Report within 10 days of change.**
- **Email OISS after you update your information in the SEVP Portal to confirm the update.**

OPT Reporting Requirements cont. (2)

OISS Portal

- **Login to international.unr.edu using the "Log in with Portal Account".**
- **Employment update: Go to the "Request & Document Center" to submit the "OPT Employment Update" request in the "What can we help you with?" section. OISS will be notified when you submit an update.**
- **Contact information update: Go to the "Request & Document Center" to submit the "Contact Information Update" request in the "What can we help you with?" section. OISS will be notified when you submit an update.**

OPT Reporting Requirements, cont. (3)

SEVP Portal

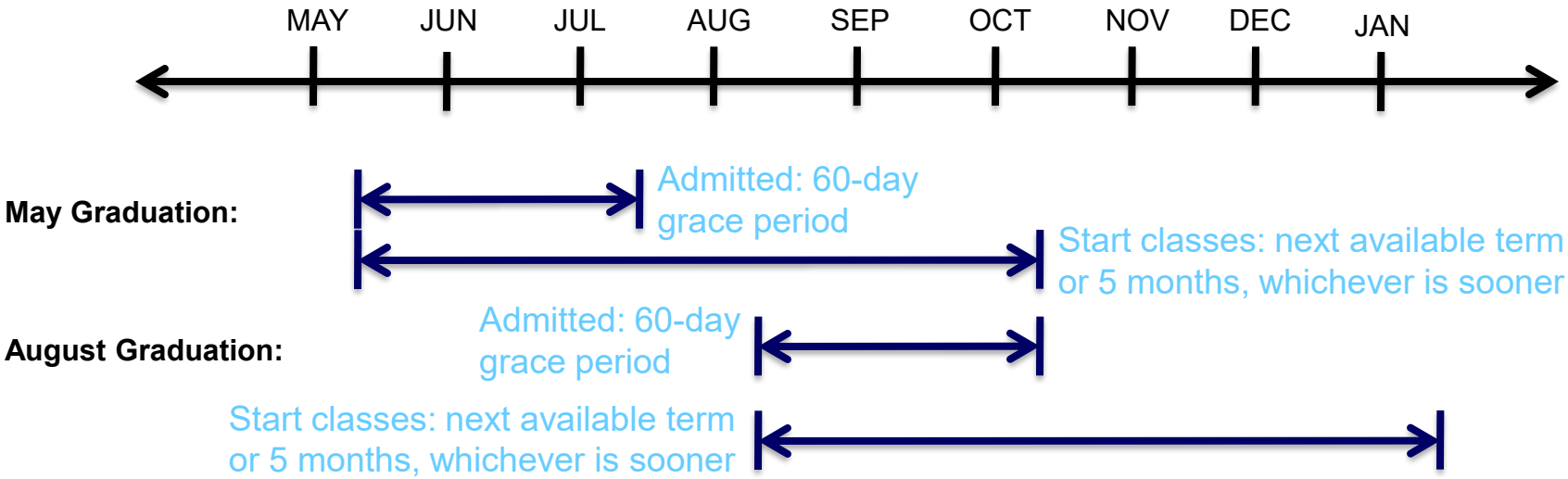
- **On your approved OPT start date, you will receive an email from do-not-reply.sevp@ice.dhs.gov with instructions on creating an SEVP Portal account.**
  - If you do not see the email in your inbox, check your spam or junk mail folder.
  - If you still do not see it after 48 hours of your approved start date, contact OISS at oiss@unr.edu to request an account reset.
  - The link to create your account will expire within 14 days of the date the email is sent.
- **You may go to SEVP Portal Help for more detailed information and guidance videos.**

OPT Reporting Requirements, cont. (4)

- If you cannot update your employment in the SEVP Portal because it is past the 10-day reporting timeline, submit the "OPT Employment Update" in the OISS Portal.
- If you need to change your email address, submit the "Contact Information Update" request in the OISS Portal.
- OPTIONAL: If you want a new I-20 with your OPT employer information, submit the "OPT Employment Update" in the OISS Portal.
- You should maintain health insurance coverage during your OPT authorization period.

I'm starting a new academic program/ level after I graduate, do I need OPT?

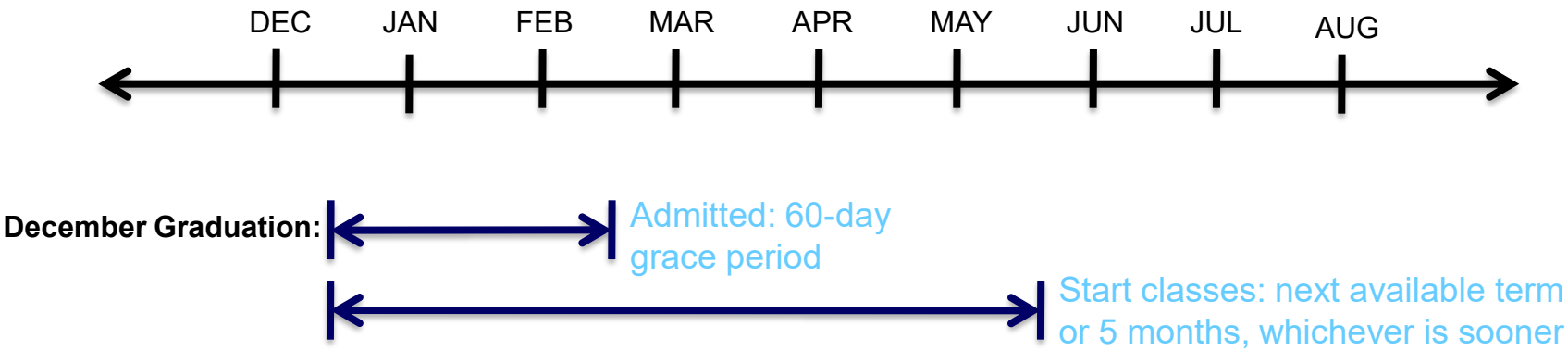
1. Must be admitted to new program/school by end of 60-day grace period.
2. New program must start at next available term or within 5 months of program end date, whichever is sooner.



The 90 days of unemployment rule is still applicable if a student applies for OPT to bridge the gap between academic programs.

I'm starting a new academic program/ level after I graduate in December, do I need OPT?

1. Must be admitted to new program/school by end of 60-day grace period.
2. New program must start at next available term or within 5 months of program end date, whichever is sooner.



The 90 days of unemployment rule is still applicable if a student applies for OPT to bridge the gap between academic programs.

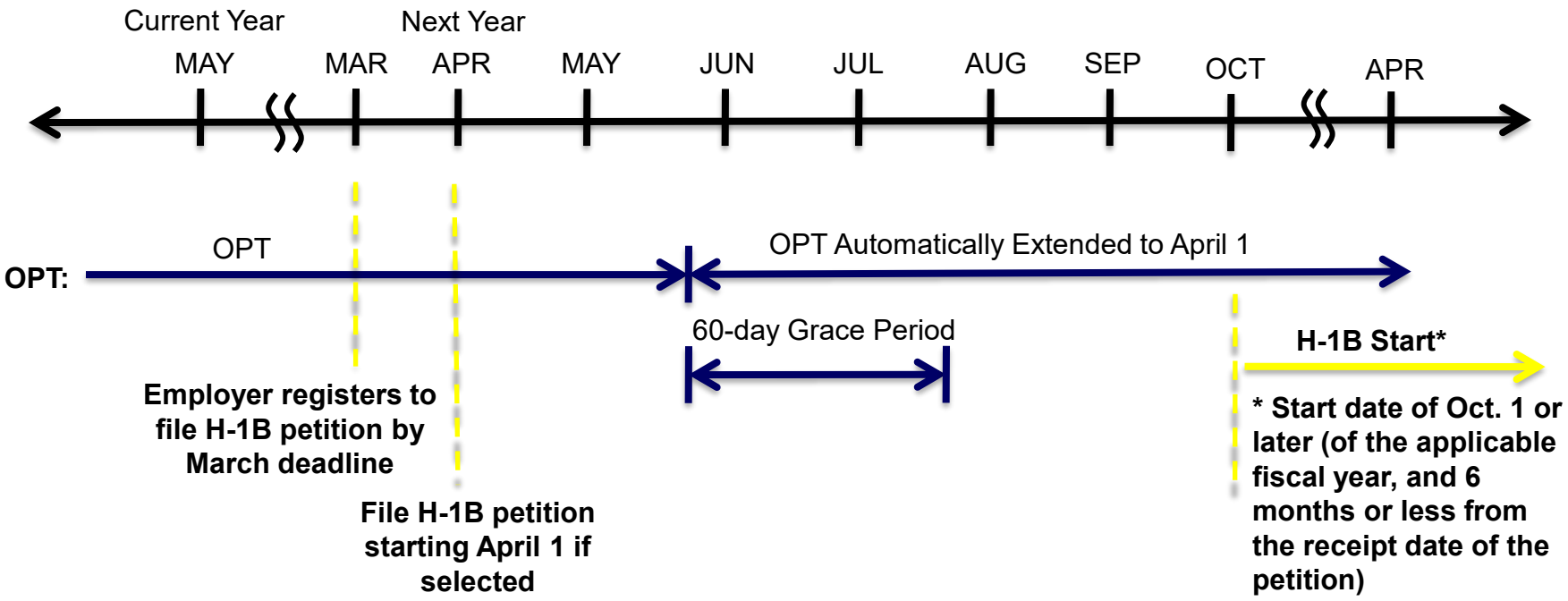
24-Month STEM OPT Extension Eligibility

- F-1 students with STEM field degrees.
- Must be working in a paid position for a U.S. employer in a job directly related to the STEM field of study.
- Employer MUST be registered in E-Verify.
- File for extension up to 90 days before 12-month post-completion OPT ends.

H-1B (Specialty Occupations)

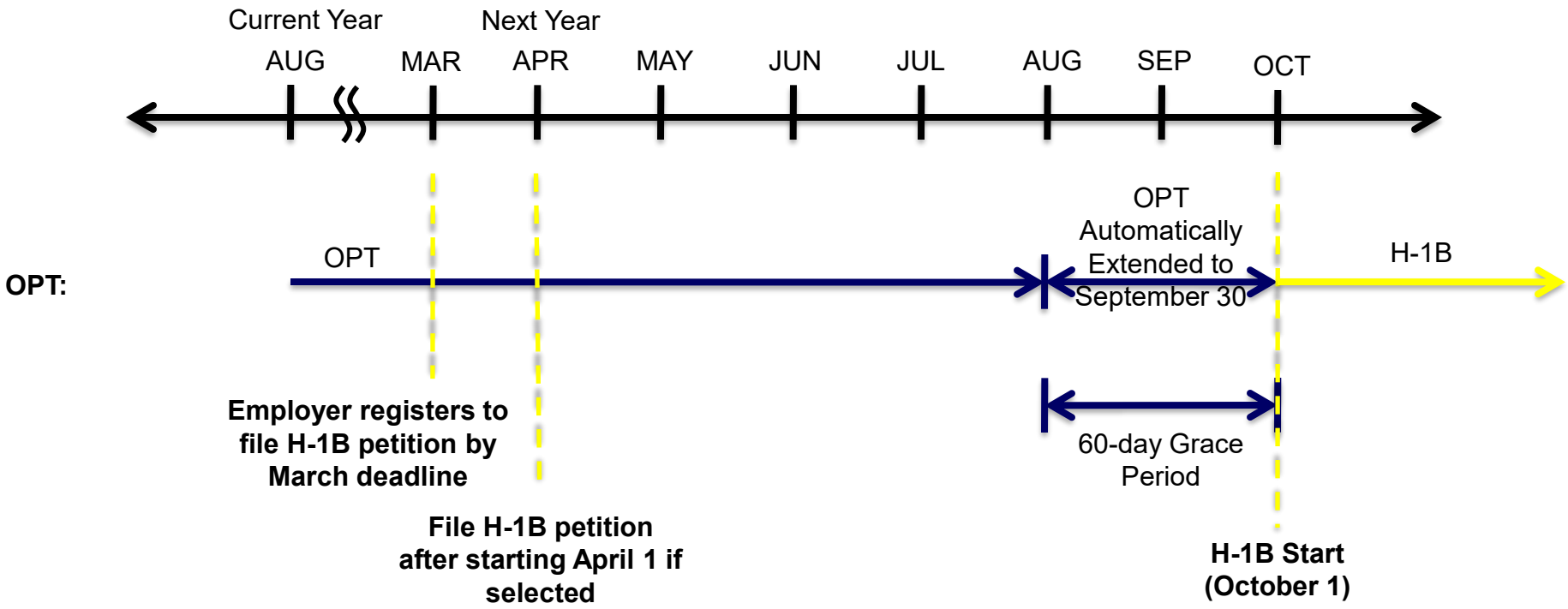
- Granted up to 6 years.
- Must have at least a U.S. bachelor's degree (or foreign equivalent).
- Will be working in a job that requires at least a bachelor's degree.
- Employer must be willing to sponsor a visa petition.
- H-1B Cap of 65,000 new H-1B approvals each year. Graduates with U.S. advanced degrees (master's or higher) have an additional allocation of 20,000.
- If your H-1B petition is timely filed, you will be eligible for a "cap gap extension", a period in which a student's status is automatically extended to bridge the gap between the end of F-1 status and start of H-1B status.

OPT / H-1B Timeline
(Spring Graduation)



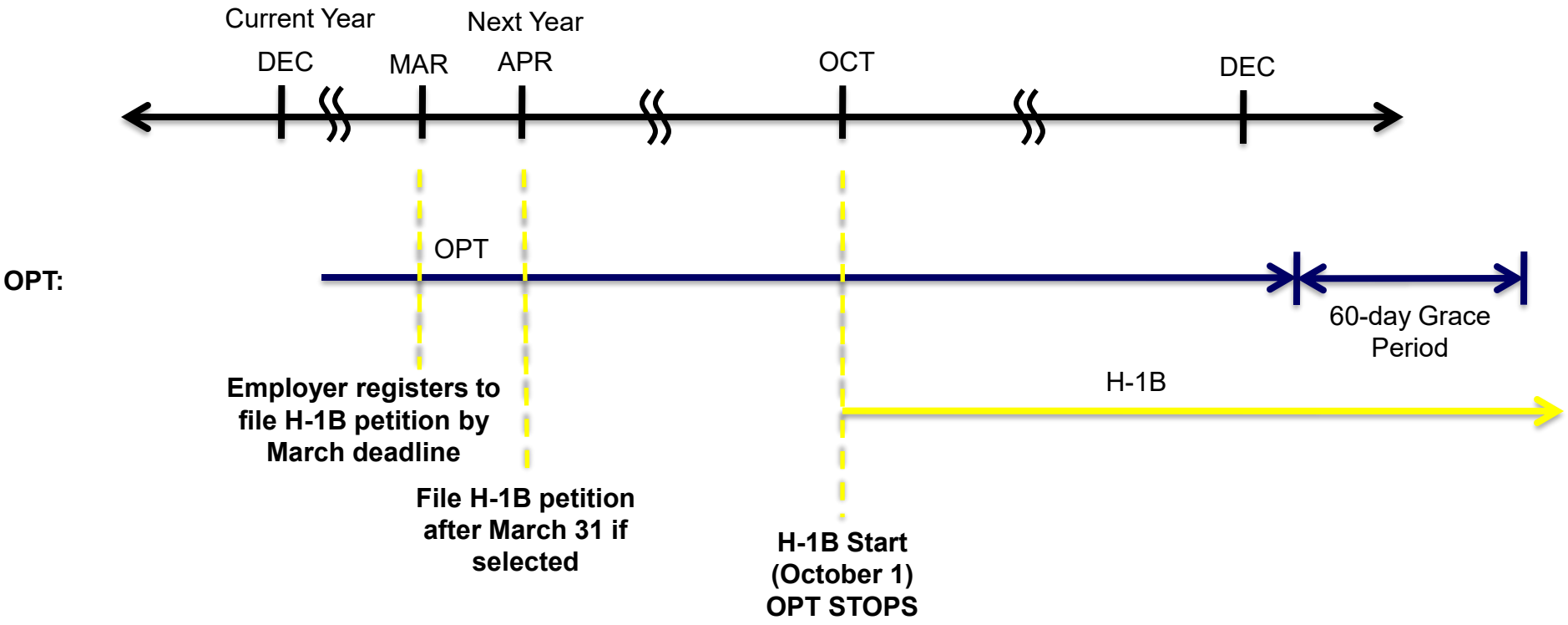
Students are not eligible to have their post-completion OPT extended during the cap-gap period if their OPT ends before their H-1B petition is submitted

OPT / H-1B Timeline
(Summer Graduation)



Students are not eligible to have their post-completion OPT extended during the cap-gap period if their OPT ends before their H-1B petition is submitted

OPT / H-1B Timeline
(Fall Graduation)



OPT and J-1/H-1B in Higher Education

- **J-1 (Researcher/Professor) can be extended to 5 years.**
- **H-1B's are not subject to the quota or the timeline.**
- **Changing status to J-1 or H-1B can take 2 weeks to 6 months, so OPT is recommended to maintain status while the change of status application is pending.**
- **Possible to leave the U.S. apply for new visa and re-enter under the new status.**
- **Consider dependent's work and school options**
  - J-2's can apply to work and engage in full/part-time study;
  - H-4's cannot work but can engage in full/part-time study.


Time for
Questions