

12-Month Post-Completion OPT Application Checklist & Instructions

(For Online Applications)

Students applying for F-1 Post-Completion Optional Practical training (OPT) should use this checklist and instructions when preparing their OPT application for online submission to USCIS. Note: there is a separate [checklist for paper applications](#).

Before Requesting OPT from ISO:

- Carefully review the [F-1 Optional Practical Training Overview](#).
- Current students - confirm that your U.S. address and phone number are correctly reported in PeopleSoft Student. If you have completed your degree program, you may skip this step.
- Plan a realistic completion timeline with your P.I. and the graduate school. Ensure that your defense has been scheduled if you have not done this already.
- Complete the top portion of the [P.I. Recommendation for F-1 Optional Practical Training Form](#) and have it signed by your P.I. You will need to upload the signed pdf to UMassVIP for GSBS approval as part of the eForm submission process.

Request New I-20 With OPT Recommendation via UMassVIP OPT eForm Submission:

Contact the Immigration Services Office (ISO) to request access to the UMass Chan Post-Completion OPT eForm. ISO will send you an email with an access link. Complete the required eForms. You will be notified when your application has been submitted to ISO for review. Your Immigration Specialist will review your submitted forms, and if everything is in order, issue a new Form I-20 with OPT recommendation on page 2 and will provide you with instructions for downloading, printing, and signing your new I-20. When ISO receives a copy of your signed I-20, a Zoom meeting will be scheduled with you to go over any questions while you complete the online application.

Prepare for Your ZOOM Appointment:

Prepare the following for your Zoom appointment. Any documents should be scanned in color and saved to an easily accessible location so that you can upload them, as part of your electronic I-765 application. See page 2 for file upload requirements:

- UMass Chan Form I-20 with OPT Recommendation:** This will be sent to you in advance of your appointment. Please **print this document** and sign and date the bottom of page 1. A **wet signature** is required. Once signed, scan page 1 and 2 to be uploaded as part of the application.
- ALL Forms I-20:** that have been issued to you including ALL UMass Chan Forms I-20 and ALL Forms I-20 from institutions that you have previously attended in the U.S. (i.e. if you did a previous degree in the U.S.). Contact prior institutions if you are missing Forms I-20 that you cannot locate. Scan all pages.
- Passport(s):** If your F-1 visa stamp is in an old passport, scan copies of both old and new passports. Passports must be valid at least 6 months into the future at the time of application. Scan biographical information pages from passport (listing name, birth date, and passport validity dates).
- I-94 record:** Scan your paper I-94 (front and back) or download your most recent electronic I-94 record from www.cbp.gov/i94.

- ❑ **F1 Visa Stamp:** Scan a copy of the most recent Department of State issued F-1 visa issued by U.S. Embassy/Consulate abroad. *This is not required if you entered the US using a Canadian passport.*
- ❑ **EADs** previously issued for OPT (scan front and back).
- ❑ **NEW Digital Passport Style Photo less than 6 months old:** Obtain a standard U.S. passport-sized photo. (2" x 2" i.e. **600 pixels x 600 pixels**) You can obtain (digital) passport photos at a pharmacy like Walgreens or CVS. You can also use an online photo service, such as <https://passport-photo.online/>. See page 15 for additional photo specifications.
- ❑ **Application Fee:** You should be prepared to pay your fee, at the time of your Zoom appointment, by debit card, credit card, or by using the routing and account numbers from your bank account.
- ❑ **Create a myUSCIS account:** if you do not already have one.

Sign-In or Create a USCIS Account

Visit <https://myaccount.uscis.gov/> to login or create an account. Please note that USCIS requires the use of two-factor authentication (2FA) as an added layer of protection to secure your information.

- ❑ **Review Online I-765 Completion Guide:** on pages 3 - 20 of this handout. **DO NOT COMPLETE ONLINE I-765 BEFORE YOUR ZOOM APPOINTMENT.**

File Upload 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
- Accepted characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses.
- Maximum size: **6MB** per file

Following Your ZOOM Appointment:

ISO will notify GSBS and your department that your OPT recommendation has been issued based on your anticipated completion date.

Once your application is submitted, you will be directed to a confirmation page with your receipt number for the case. You can use this receipt number to [check the status of your case online](#).

Processing can take 90 or more days. View [current USCIS processing times](#).



CAUTION

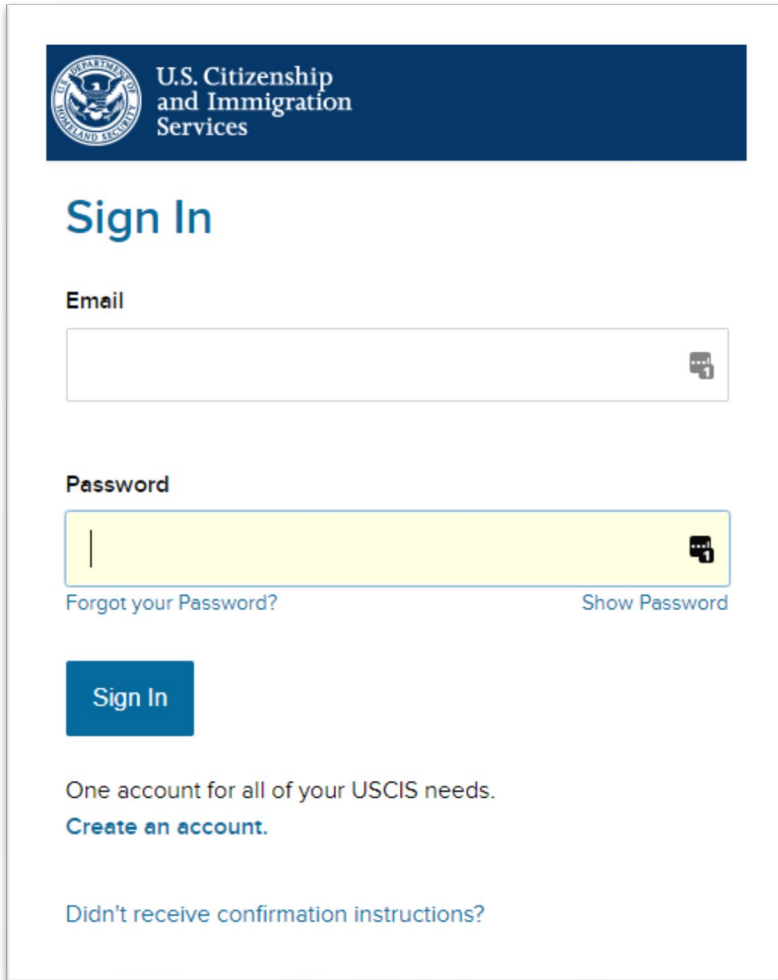
**THE FOLLOWING COMPLETION GUIDE IS FOR *REVIEW ONLY*.
DO NOT TAKE THE STEPS BELOW OR SUBMIT YOUR ONLINE
APPLICATION BEFORE YOUR ZOOM APPOINTMENT**

Online I-765 Completion Guide

TABLE OF CONTENTS

Login & Select What You Want to Do	4
Select Form Type and Category	5
Select Reason for Applying & Enter Preparer and/or Interpreter Information	6
Enter Biographical & Contact Information	7
Enter Mailing & Physical Addresses	8
Enter Add'l Biographical Information (Gender, Marital Status, Birth Location, and Citizenship)	10
Enter Information About Your Last Entry to US	11
Enter Passport, Immigration Status, & SSN Information.....	12
Upload Photo, I-94, and Government Issued ID (i.e. EAD, Passport, or F-1 Visa)	15
Upload Evidence of Prior CPT or OPT (if applicable)	17
Upload Signed UMass Chan I-20 with OPT Recommendation	17
Upload Additional Information (if applicable)	18
Review Your Application	18
Applicant's Statement, Declaration, and Certification	19
Pay & Submit	20

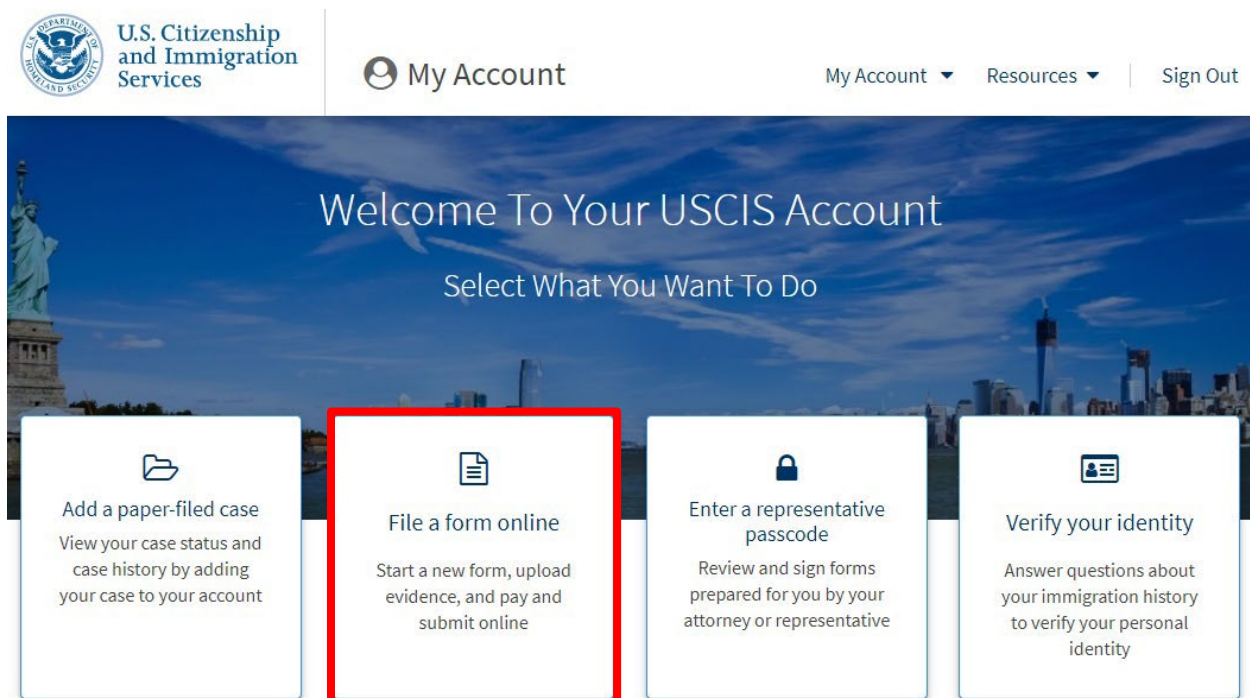
Login to: <https://myaccount.uscis.gov/>



The image shows the USCIS Sign In page. At the top left is the USCIS logo and the text "U.S. Citizenship and Immigration Services". Below this is a large blue "Sign In" heading. There are two input fields: "Email" and "Password". The "Password" field is highlighted in yellow. Below the "Password" field are two links: "Forgot your Password?" and "Show Password". A blue "Sign In" button is positioned below the input fields. At the bottom of the page, there is a message: "One account for all of your USCIS needs. [Create an account.](#)" and a link: "Didn't receive confirmation instructions?"

- Prepare the following before you begin:**
- ✓ Have your credit card, debit card or bank account information on hand to pay your filing fee.
 - ✓ New digital passport style photo (2 inches x 2 inches i.e. 600 pixels x 600 pixels)
 - ✓ Digital copy of signed Form I-20 with OPT recommended (issued by DSO at UMass Chan)
 - ✓ Digital copies of passport, visa, or most recent EAD
 - ✓ Digital copy of I-94 record and prior Forms I-20.

Select the box labeled "File a Form Online"




The image shows the USCIS My Account dashboard. At the top left is the USCIS logo and the text "U.S. Citizenship and Immigration Services". To the right of the logo is a "My Account" button. Further right are links for "My Account", "Resources", and "Sign Out". The main content area has a background image of the Statue of Liberty and a city skyline. The heading "Welcome To Your USCIS Account" is centered, followed by the sub-heading "Select What You Want To Do". Below this are four white boxes with icons and text:

- Add a paper-filed case**: View your case status and case history by adding your case to your account
- File a form online**: Start a new form, upload evidence, and pay and submit online (This box is highlighted with a red border)
- Enter a representative passcode**: Review and sign forms prepared for you by your attorney or representative
- Verify your identity**: Answer questions about your immigration history to verify your personal identity

Select Form and Category

Select the form you want to file online.

- Application to Replace Permanent Resident Card (I-90)
- Request for a Hearing on a Decision in Naturalization Proceedings (N-336)
- Application for Naturalization (N-400)
- Application for Replacement Naturalization/Citizenship Document (N-565)
- Application for Certificate of Citizenship (N-600)
- Application for Citizenship and Issuance of Certificate Under Section 322 (N-600K)
- Petition for Alien Relative (I-130)
- Application To Extend/Change Nonimmigrant Status (I-539)
- Application for Employment Authorization (I-765)**
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.



Select the Form listed below:

Application for Employment Authorization (I-765)

Then select category:


Post-completion OPT - (c)(3)(B) eligible category

Note: Once you start your form, USCIS will automatically save your information for 30 days, or from the last time you worked on the form.

Select your eligibility category

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

What is your eligibility category?

 You can file your request online only for certain eligibility categories

If your eligibility category does not appear on the drop-down list, you must file a paper [Form I-765](#). If you submit online and are not eligible for one of the listed categories, your application may be denied.

- c(3)(A) Student Pre-Completion OPT
- c(3)(B) Student Post-Completion OPT
- c(3)(C) STEM Extension

Select your reason for applying

What is your reason for applying?

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

Have you previously filed Form I-765?

- Yes
- No

Select **“Initial permission to accept employment”**

If you have ever applied to USCIS for Pre-completion OPT, Post-completion OPT or STEM OPT, select “yes” to the question “Have you previously filed Form I-765?”

Preparer and/or interpreter information

The Immigration Services Office does not act as a preparer or interpreter for Form I-765.

Is someone assisting you with completing this application?

- Yes
- No

Enter your full legal name(s)

Enter your full legal name in this section. If you have used any prior names, be sure to select yes to the second question and enter all prior names.

What is your current legal name?

Your current legal name is the name on your birth certificate, unless it changed after birth by a legal action such as marriage or court order. Do not provide any nicknames here.

Given name (first name)

Middle name

Family name (last name)

Have you used any other names since birth?

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

Yes

No

Back

Next

Enter your phone number and email address

How may we contact you?

Daytime telephone number

Mobile telephone number (if any)

This is the same as my daytime telephone number.

Email address

Enter your U.S. mailing address

This is the address where all documents will be sent.

What is your current U.S. mailing address?

We will use your current mailing address to contact you throughout the application process. We may not be able to contact you if you do not provide a complete and valid address. Please provide a U.S. address only.

In care of name (if any)

Address line 1

Street number and name

Address line 2

Apartment, suite, unit, or floor

City or town **State** **ZIP code**

If you want your documents to be mailed to the ISO* please list the current mailing address as:

In care of name:
UMass Chan, Immigration Services-HR

Address line 1:
333 South Street

Address line 2:
Floor 2

City: **Shrewsbury**

State: **MA**

Zip code: **01545**

*If you do not use the ISO mailing address, you must submit a copy of the front and back of your EAD to ISO upon receipt.

Enter your U.S. physical address

(This address should match the address we have listed for you in SEVIS)

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

Yes

No

If your current mailing address is not the same as your physical address, enter your physical address:

Where in the United States do you live?

Address line 1

Street number and name

Address line 2

Apartment, suite, unit, or floor

City or town	State	ZIP code
<input type="text"/>	<input type="text" value="▼"/>	<input type="text"/>

Enter gender and marital status

What is your gender?

Male

Female

What is your marital status?

Single

Married

Divorced

Widowed

Enter your birth information

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

What is your state or province of birth?

What is your country of birth?

Note: Be sure to enter your date of birth in **month/day/year** format.

Incorrect date of birth formatting is one of the most common EAD card errors.

As a reminder, errors caused by incorrect information provided on Form I-765 will require an additional filing fee.

What is your date of birth?

Enter your country or countries of citizenship or nationality

What is your country of citizenship or nationality?

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

Enter information about your last entry to the U.S.

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

When did you last arrive in the United States?

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

Date of arrival

Place of arrival

Status at last arrival

Access Your I-94 & Travel History Online

To retrieve your I-94 and travel history information, visit

<https://i94.cbp.dhs.gov/i94/#/home>

If you have trouble accessing your I-94 information, try your prior passport number(s), if possible.

**If you obtained F-1 status by filing a change of status application with USCIS and have not departed the United States since approval, find the I-94 on Form I-797A Approval Notice.*

>> Save an electronic copy of the most recent I-94 to upload at the end of the application. You will not need to upload travel history.

Enter passport information

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

What is your travel document number (if any)?

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

MM/DD/YYYY

What country issued your passport or travel document?

Note that the passport number requested is most recently issued. This may be different than the passport you used to last enter the United States.

Also, most students do not have a travel document or travel document number.

Enter your immigration status and SEVIS number

What is your current immigration status or category?

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.

A-Number and USCIS Account Number

What is your A-Number?

I do not have or know my A-Number.

What is your USCIS Online Account Number?

Providing your unique USCIS Online Account Number (OAN) helps us manage your account. You may already have an OAN if you previously filed [certain paper forms](#) and received an Account Access Notice in the mail. You can find the OAN at the top of the notice; it is not the same as an A-Number.

I do not have or know my USCIS Online Account Number.

An Alien Registration Number, otherwise known as an "A-Number," is typically issued to people who apply for, or are granted, certain immigration benefits.

In addition to USCIS; ICE, U.S. Customs and Border Protection (CBP), EOIR, and the DOS may also issue an A-Number to certain foreign nationals

Social Security Number Questions

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

- Yes
 - No
-

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

- Yes
- No

Upload your digital photo

PHOTO SPECIFICATIONS

- Submit a high resolution photo that is not blurry, grainy, or pixelated.
- The correct size of a passport photo is:
 - 2 x 2 inches (51 x 51 mm)
 - Head must be between 1 -1 3/8 inches (25 - 35 mm) from the bottom of the chin to the top of the head
- Printed on matte or glossy photo quality paper
- Do not digitally change the photo
- You cannot submit a damaged photo with holes, creases, or smudges
- Have a neutral facial expression or a natural smile, with both eyes open.
- Face the camera directly with full face in view.
- You cannot wear glasses.
 - If you cannot remove your glasses for medical reasons, please include a signed note from your doctor with application.
- Taken in clothing normally worn on a daily basis.
- You cannot wear a uniform, clothing that looks like a uniform, or camouflage attire.
- You cannot wear a hat or head covering.
 - If you wear a hat or head covering for religious purposes, submit a signed statement that verifies that the hat or head covering in your photo is part of traditional religious attire worn continuously in public.
 - If you wear a hat or head covering for medical purposes, submit a signed doctor's statement verifying the hat or head covering in your photo is used daily for medical purposes.
 - Your full face must be visible and your hat or head covering cannot cast shadows or cover up part of your face.
- You cannot wear headphones or wireless hands-free devices.
- You can wear jewelry and keep on your facial piercings as long as they do not hide your face. Permanent tattoos are acceptable for passport purposes as well.

Already Have a Photo?



Use our [Photo Tool](#) to upload your photo and crop it so it's the right size.

Compare your photo with examples of good photos.

Be sure to have a new passport-sized photo ready to upload.

Review the [Passport Photo Requirements](#) listed on the application.

Generally, photos taken at Walgreens, CVS, Walmart, etc. will meet specifications.

Do not use old photos.

Adjust size of photo to (600x600 pixels)

Upload your most recent I-94 (not travel history)

I-94, Arrival and Departure Record

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 at www.cbp.gov/i94 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.

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
- Accepted characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses.
- Maximum size: 6MB per file

Choose or drop files here to upload

Upload your prior EAD card or Government ID

If USCIS has approved and issued you an Employment Authorization Document (EAD) card previously, be sure to upload in this section. If you have not been issued an EAD card previously, upload a copy of your passport or F-1 visa.

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.

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.
- Accepted characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses.
- Maximum size: 6MB per file

Choose or drop files here to upload

Upload evidence of previously approved CPT and OPT, if applicable

If you are applying for post-completion OPT, you will be prompted to upload evidence of previously authorized CPT (i.e., Form I-20 with authorized CPT) and OPT (i.e., Form I-20 with approved OPT or EAD card).

Post-Completion 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.
- Accepted characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses.
- Maximum size: 6MB per file

Choose or drop files here to upload

Upload your UMass Chan Form I-20 with recommended OPT

I-20, Certificate of Eligibility for Nonimmigrant Student Status

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 I765. If you fail to do so, we will deny your OPT request,

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.
- Accepted characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses.
- Maximum size: 6MB per file

Choose or drop files here to upload

Additional information

If you have additional information to provide, upload in this section. In most cases, students will not need to upload additional information.

Additional Information


If you need to provide any additional information for any of your answers to the questions in this form, enter it into the space below. You should include the questions that you are referencing.

If you do not need to provide any additional information, you may leave this section blank.

[+ Add a response](#)

Review your application


The online Form I-765 will indicate any missing information on your application prior to submitting.

[Review the I-765 form information](#)  **Print**

Here is a summary of all the information you provided in your application.

Make sure you have provided responses for everything that applies to you before you submit your application. You can edit your responses by going to each application section using the site navigation.

We also prepared a draft case snapshot with your responses, which you can download below.

 [View draft snapshot](#)

Be sure to download a copy of your responses to keep for your records by selecting “View draft snapshot”.

Applicant's Statement

Applicant's statement


You must read and agree to the statement below.

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

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

Applicant's Declaration and Certification

Be sure to review the certification carefully. If you agree and are ready to proceed, confirm the acknowledgement and provide your electronic signature.



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

Pay and submit



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

Here are the steps in the payment and submission process:

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

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

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


Pay and submit

Payment of the filing fee is made through Pay.gov, which is a secure way to pay USCIS fees. **Please note the filing fee is nonrefundable.**

Please be ready to submit your payment by credit or debit card, or by checking or savings account.


Once your application is submitted, you will be directed to a confirmation page with your receipt number for the case. You can use this receipt number to [check the status of your case online](#).


Processing can take 90 or more days. View [current USCIS processing times](#).



USCIS I-765

Please select a payment method:

I want to pay with a withdrawal from a checking or savings account (ACH) 

I want to pay with a debit or credit card 

[Cancel](#) [Continue](#)