

Applying for OPT

International Student Services

How to Apply for OPT online

Do not submit an online application if you have already filed by mail.

Please use these instructions as a guide. These instructions are for post-completion OPT (eligibility code c3B) only.

This resource is not offered as legal advice. Your OPT application remains your own, and any errors in your application are YOUR responsibility.

Students who wish to apply for Optional Practical Training (OPT) must complete a two-part application process:

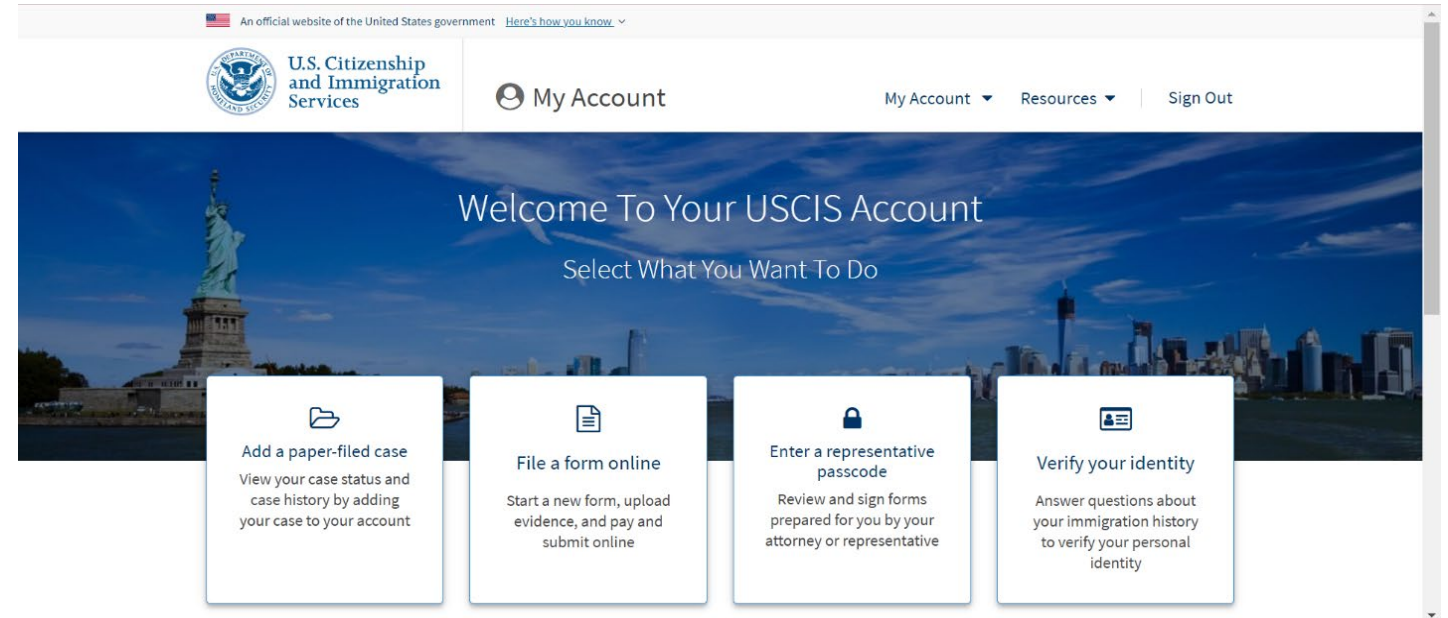
1. Request an updated I-20 recommending Post-Completion OPT using this [**OPT REQUEST FORM**](#). Please submit this form to ISS no more than 90 days before your I-20 program end date. **Please allow 1 week for processing.** The ISS advisor processing your I-20 will email it to you when it is ready.
2. Once you receive your OPT I-20, complete the online application following the instructions below. ***USCIS must receive your application online within 30 days of the creation of the OPT I-20. We strongly recommend that you keep a copy of your complete OPT application for your records.***

Gather and Scan Required Documentation

- **Passport style photograph.** Photos must be taken within the last 30 days and cannot have previously been used for a passport, visa, or other US government-related application. See [Department of State's guidelines](#).
- **Form I-94:** Provide a copy of your most recent I-94 arrival/admission record from [CBP's website](#). Do not include the travel history page, only the I-94 with your name and most recent admission details.
- One of the following: **Previously-issued Employment Authorization Document (EAD)** (scans of both front and back) OR **Government-Issued ID (passport)** if you have never been issued an EAD. The copy you submit must clearly show your facial features and contain your biographical information.
- **I-20 Recommending OPT** - be sure you have signed and dated page 1.
- **Copies of any previously authorized CPT and OPT**, including any from previous schools. **As of 11/29/21, ISS no longer recommends you submit copies of every single I-20, only those specifically requested on the USCIS online application pages (previous CPT/OPT, new OPT recommendation).**

Create a USCIS account and then file for OPT online


After creating your account, select “*File a form online*” on the landing page:



Then select “*I-765, Application for Employment Authorization*”

File a Form


Select the form you want to file online. Once you start, we will automatically save your information for 30 days, or from the last time you worked on the form.

 Concurrent filing available 

Select the form you want to file online.

- I-90, Application to Replace Permanent Resident Card
- I-130, Petition for Alien Relative
- I-539, Application To Extend/Change Nonimmigrant Status
- I-765, Application for Employment Authorization

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.

 **Note:** You may submit Form I-765 online only if your eligibility category is:

- (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);
- (a)(12) - Temporary Protected Status (You are submitting an initial Form I-821 or you have an approved Form I-821); or
- (c)(19) - Temporary Protected Status (You have a pending Form I-821.)

All other applicants must submit a paper [Form I-765](#).

- I-821, Application for Temporary Protected Status (TPS)
- N-336, Request for a Hearing on a Decision in Naturalization Proceedings
- N-400, Application for Naturalization
- N-565, Application for Replacement Naturalization/Citizenship Document
- N-600, Application for Certificate of Citizenship

Basis of Eligibility

An official website of the United States government [Here's how you know.](#)



My Account ▾ Resources ▾ | Sign Out

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Basis of eligibility

Reason for applying

Preparer and interpreter
information

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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)(B) Student Post-Completion OPT ▾

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If you are applying for work authorization that begins after you graduate or once you are course-complete and completing your thesis, capstone, or project, select **(c)(3)(B) Student Post-Completion OPT**

Reason for Applying

What is your reason for applying?

- Select “Initial Permission to accept employment”. If you lost your EAD and are applying for a new card, select "replacement of lost, stolen, or damaged employment authorization document" NOT DUE to US Citizenship and Immigration Services (USCIS) error.

Have you previously filed Form I-765?

- Select “No” if you have only ever worked on campus or been authorized for CPT, or if you have not previously worked.
- Select “Yes” if you have previously applied for OPT or ever submitted the I-765 for work authorization to the US Citizenship and Immigration Services

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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

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Preparer and Interpreter Information

Is someone assisting you with completing this application?

Select "No"

An official website of the United States government [Here's how you know.](#)

U.S. Citizenship and Immigration Services

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Is someone assisting you with completing this application?

Yes

No

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About You

What is your current legal name?

This name should match what is indicated on your passport. If you do not have a middle name you should leave the box blank; do NOT put N/A.

Have you used any other names since birth?

- If No, select “No” and continue to the next section.
- If Yes, select “Yes” and provide all other names you have ever used, including aliases, maiden name, and nicknames.

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Describe yourself

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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

Ritchie

Family name (last name)

Tiger

Have you used any other names since birth?

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

Yes

No

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Your Contact Information

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How may we contact you?

Daytime telephone number

Mobile telephone number (if any)
 This is the same as my daytime telephone number.

Email address

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

In care of name (if any)

Address line 1

Street number and name

Address line 2

Apartment, suite, unit, or floor

City or town State ZIP code

How May We Contact You?

Enter your phone number and your mobile phone number (if different). If the numbers are the same, you can click “this is the same as my daytime telephone number”. Enter your email address (we recommend using a personal email address).

What is your current mailing address?

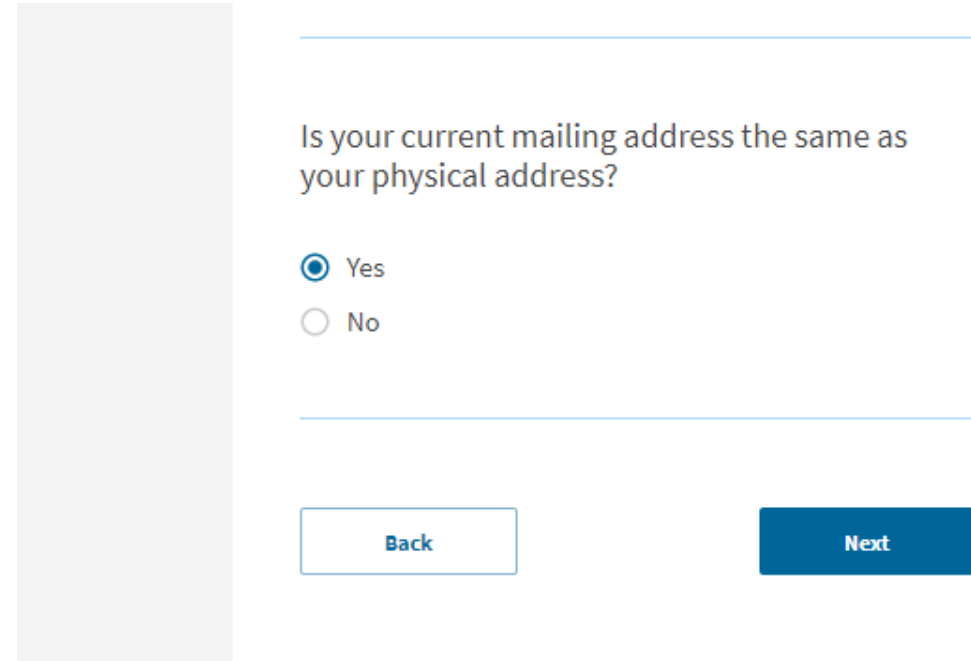
Enter the mailing address where you wish to receive your EAD Card. The address must be within the US and should be valid for next 3-6 months until your OPT application is approved. If you believe you will change addresses within the next three months we recommend you instead list the address of a trusted friend or family member. If you choose to enter your friend’s or family member’s address, you must also include an “in care of” name. You may list a US Post Office address (PO Box) if you have one. Please **do not use the ISS address**.

Your Contact Information

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

Check "Yes" if your mailing address (where you would like your notices/EAD card from USCIS to be sent to) is the same as your physical address (where you live).

Check "No" if it is not the same. If you check "No," you must then write your current address you live at in the "Where in the United States do you live?" question that will appear on your screen.



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

Yes

No

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Describe Yourself

What is your gender?

Mark the box that best describes you.

What is your marital status?

Mark the box that best describes you.

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What is your gender?

Male

Female

What is your marital status?

Single

Married

Divorced

Widowed

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When and Where Were You Born?

What is your city, town or village of birth?
What is your state or province of birth? What is your country of birth?
Fill in your place of birth information.

What is your date of birth?

Ensure you've written the date of your birth in MONTH/DAY/YEAR format. For example, if you were born May 07, 1990, you would enter 05/07/1990.

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- Describe yourself
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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?

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What is your country of citizenship or nationality?
List all countries where you are currently a citizen or national.

Canada

+ Add country

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

12345678999

When did you last arrive in the United States?
List your arrival date, place of arrival, and status at arrival.

Date of arrival

01/01/2019

Place of arrival

NEW YORK, NY

Status at last arrival

F1 - Student, Academic Or Language Program.

Your Immigration Information

What is your country of citizenship or nationality?

Type the name of the country or countries where you are currently a citizen or national. If you are a citizen or national of more than one country, select + Add Country to add all of the countries where you hold citizenship.

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

This information can be found on your most recent I-94 record under Admission Number. You can access your most recent I-94 at [here](#).

When did you last arrive in the United States?

List your arrival date, place of arrival, and status at arrival per your most recent I-94 record. If your 'status' listed says anything other than F-1, please call VIS for information about getting this information corrected.

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?

What country issued your passport or travel document?

What is your current immigration status or category?

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

Enter the passport number, found on the biography page of your currently-valid passport.

What is your travel document number (if any)?

Leave this blank.

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

This information can be found on the biography page of your passport. Your passport should have at least 6 months' validity remaining from the date of your application to USCIS. Please speak with an ISS advisor before applying if your passport has expired or will expire within the next 6 months.

What country issued your passport or travel document?

This information can be found on the biography page of your passport.

What is your current immigration status or category?

Select "F-1 - Student, Academic or Language Program"

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

Use the SEVIS number listed in the top left corner of your most recently issued I-20. Use the "Additional Information" section to include all previously used SEVIS numbers.

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.

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Other Information

What is your A-number?

Either list your A-number (if you have one; most students applying for OPT do not have one) or select “I do not have or know my A-number”. If you were previously approved for OPT, list the USCIS # on your EAD card.

What is your USCIS Online Account Number?

Either list your account number (if you have one) or select “I do not have or know my USCIS online account number”.

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

If Yes, list your social security number in the box provided

If No, select that you would like an SSN card, select “yes” to consent of disclosure” then list your parents’ birth names.

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About You

- Your name
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- Describe yourself
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What is your A-Number?

I do not have or know my A-Number.

A-

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.

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

Yes

No

What is your Social Security number (if known)?

000-00-0000

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

Yes

No

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In this section you will be able to upload the supporting documents you previously gathered in preparation for completing the I-765 form.

- **2 x 2 photo:**

You can use the [Department of State's photo composition tools](#) to upload a photo that meets all the requirements.

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- 2 x 2 photo of you**
- Form I-94
- Employment Authorization Document
- Previously authorized CPT or OPT
- Form I-20

Additional Information ▾

Review and Submit ▾

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 to 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 five documents at a time
- Accepted file name characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 6MB per file

[Choose](#) or drop files here to upload

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Form I-94:

You can find your most recent I-94 on [CBP's website](#) by selecting "Get Most Recent I-94". Do not upload your travel history.

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2 x 2 photo of you

Form I-94

Employment Authorization Document

Previously authorized CPT or OPT

Form I-20

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Review and Submit ▼

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](#) 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.
- Upload no more than five documents at a time
- Accepted file name characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 6MB per file

[Choose](#) or drop files here to upload

Evidence

Employment Authorization Document:

If you have never been issued an EAD before, you should upload your passport or US visa to fulfill this requirement.

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2 x 2 photo of you

Form I-94

Employment Authorization Document

Previously authorized CPT or OPT

Form I-20

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Review and Submit ▼

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.
- Upload no more than five documents at a time
- Accepted file name characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 6MB per file

[Choose](#) or drop files here to upload

Evidence

Previously authorized CPT or OPT:

If you have ever been authorized for CPT or OPT previously, upload your I-20s that show those authorizations. If you have never been authorized for CPT or OPT before, you can skip this section.

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- 2 x 2 photo of you
- Form I-94
- Employment Authorization Document
- Previously authorized CPT or OPT**
- Form I-20

Additional Information ▼

Review and Submit ▼

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: 6MB per file

[Choose](#) or drop files here to upload

Evidence

Form I-20:

Upload your I-20 recommending OPT that was recently issued by an ISS advisor. You cannot apply for OPT without the I-20 recommending OPT.

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2 x 2 photo of you

Form I-94

Employment Authorization Document

Previously authorized CPT or OPT

Form I-20

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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 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: 6MB per file

[Choose](#) or drop files here to upload

Additional Information

Include any other additional information you have received that should be included in your OPT application.

Example #1: If you have a previous SEVIS number:

- Section: Select "About You"
- Page: Select "Your immigration information"
- Question: Select "What is your Student and Exchange Visitor Information (SEVIS) Number (if any)?"
- Additional information: Enter your previous SEVIS ID number, degree level, and program dates. A previous SEVIS ID is a SEVIS ID other than what is on your most recently issued I-20. For example:
 - Previous SEVIS ID number: N0012345678
 - Program Dates: 09/05/2015 - 05/15/2017
 - Degree Level: High School

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Additional information

Review and Submit ▾

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.

Section
About You ▾

Page
Your immigration information ▾

Question
What is your Student and Exchange Visitor Inform... ▾

Additional information

Previous SEVIS ID number: N0012345678
Program Dates: 09/05/2015 - 05/15/2017
Degree Level: High School

102/500

[Save response](#) [Cancel](#)

Additional Information

Example #2: If you have previous CPT or OPT authorization:

- Section: Select "Evidence"
- Page: "Previously authorized CPT or OPT"
- Question: "Previously authorized CPT or OPT";
- Additional Information: Enter the SEVIS ID, degree level, type of authorization, full- or part-time status, and dates. For example:
 - SEVIS ID N0123456789
 - Master's
 - Previous CPT Authorization:
 - Part-Time, 01/15/2018 - 05/15/2018
 - Full-Time, 12 / 20 /2017 - 01 / 14 /2017

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Additional information

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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.

Section

Evidence ▾

Page

Previously authorized CPT or OPT ▾

Question

Previously authorized CPT or OPT ▾

Additional information

SEVIS ID N0123456789
Master's
Previous CPT Authorization:
Part-Time, 01/15/2018 - 05/15/2018
Full-Time, 12 / 20 /2017 - 01 / 14 /2017


135/500


Review application, submit application, and pay fee

Once you review your application and no errors or incomplete fields pop up, you can submit, confirm you can read and understand English, and then digitally sign your application. You will then be taken to pay.gov to pay the application fee. You can pay with credit card, debit card, or US checking or savings account. No biometrics fee is required, only the I-765 application fee.


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Review and Submit 

Review your application

Your application summary

Your statement

Check your application before you submit

We will review your application to check for accuracy and completeness before you submit it.

We encourage you to provide as many responses as you can throughout the application, to the best of your knowledge. Missing information can slow down the review process after you submit your application.


You can return to this page to review your application as many times as you want before you submit it.

Your fee

 Your form filing fee is: \$410

Refund Policy: USCIS does not refund fees, regardless of any action we take on your application, petition or request, or how long USCIS takes to reach a decision. By continuing this transaction, you acknowledge that you must submit fees in the exact amount and that you are paying the fees for a government service.

Alerts and warnings

 We found no alerts or warnings in your application

Thank You

Questions? www.rit.edu/iss/contact