

## Pre-Completion OPT Online Filing Instructions

### Getting Started:

- Create (or login) to your USCIS account: <https://myaccount.uscis.gov/>
  - o It is recommended to use a personal email address that you will have access to indefinitely.
- Once logged in, select myUSCIS
- Select “I am an applicant”
- Select “file a form online”
- You are filing form I-765, with the category **C3A** – pre completion OPT
- You are applying for initial permission to accept employment
  - o If you used CPT or pre-completion OPT still make this selection.

### The application:

- Complete your personal information
  - o Make sure you use a mailing address where you will have access to mail for at least a few more months. Federal mail **does not** get forwarded using USPS mail forwarding.
- If you’ve just created the account, you do not have a USCIS account number
- You do not have an A-number
- If you do not yet have a SSN, you should indicate you want one
- Upload evidence in the assigned sections
  - o I-94 – download your most recent entry: <https://i94.cbp.dhs.gov/I94/#/home>
  - o Employment authorization document: This is where you can upload a copy of the biography page from your passport, as well as your F-1 visa stamp.
  - o Digital photo – have a new photo, can be professional or taken on a phone against a clean white wall.
  - o I-20 – This will be the **new I-20 with the Pre-Completion OPT request that you will get from ISSE**. Do not submit your application without it.
  - o You can also upload copies of I-20s with previous work authorization like CPT/OPT in the designated section or additional information section.
- Review the application
- Pay the filing fee
- Submit

### Processing:

- Once you’ve submitted your application you will receive an email confirmation with a receipt number. You will also receive receipts in the mail, hold on to these.
- You will be notified once a decision is made on your application. This could include: approval, rejection, request for evidence, denial.

### Next steps:

- You may not begin employment until you have received your Employment Authorization Document (EAD card) and the start date authorized on the card has arrived.
- Provide a copy of the card to ISSE.
- Update ISSE with your employment information.