

Regulations and Application

OPTIONAL PRACTICAL TRAINING

international@nctc.edu

What is OPT?

Post- Completion Optional Practical Training (OPT) is a type of temporary employment authorization that is directly related to a student's course of study. The authorization period is 12 months long, and students have 14 months to complete those 12 months of authorization (60-day grace period+12 months of authorization).

In order to be eligible for Post-Completion OPT, a student must have maintained lawful presence in F-1 status for at least one (1) year and have completed all of the requirements for their degree program.



Rules and Regs

Application

Employment

Travel

Reporting

Completion



Application

Application Opens

You can apply for OPT **no more than 90 days before the program end date** listed on your I-20. International Admissions will not process OPT requests until this date has been reached.

Application Closes

The application closes at **the end of your 60-day grace period**. If you have not made plans by the time your grace period ends, you must leave the United States.

Start Date

You must select a start date **within your 60-day grace period**. It can be no earlier than the day after your program end date and you cannot start working until that day has passed.

You must submit your application to USCIS within 30 days of receiving your OPT I-20.

Employment

During OPT:

- You have 90 days of unemployment.
 - You start accruing unemployment if you do not have a job after the start date on your EAD card.
- You must work at least 20 hours/week.
- Employment can be paid or unpaid.
- Employment must be related to your major field of study.



Travel

While your OPT application is pending with USCIS, you should not travel outside of the United States. Doing so means that you risk your application being marked as abandoned and you lose your F-1 status.

If you are approved for OPT, a travel endorsement on your I-20 is only valid for 6 months. You can request a travel endorsement on your I-20 by completing a Travel Reporting Form available on our website.

Reporting

If you are approved for OPT, you are required to report any change to your name or address to our office.

Additionally, you must report whenever you gain employment, lose employment, or change employers in your SEVIS portal.

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

Completion

Transfer

During your 60-day grace period at the end of your OPT, you can transfer to a new school to start a new academic program. The first semester of the new program must be within 5 months of the end of your OPT.

Exiting

If you do not choose to begin a new program, your only other option is to change your visa status or exit the United States. Both of these must occur during the grace period to avoid gaining days of unlawful presence.



Before Submitting Your Application

1. Complete the OPT Quiz on Canvas

After requesting an OPT recommendation from the international office, you will be assigned a module in Canvas to complete the OPT Quiz. You have unlimited attempts, but must earn a 100% before your OPT I-20 will be issued.

The quiz can be accessed from the courses home page, or through the Modules section after it has been assigned to you.

2. Gather Your Documents

Ensure that you have all of the documents required for your application, including the I-20 issued to you by the international office with an OPT recommendation on page 2.

Please ensure that you are uploading the correct documents while you are completing the application.

Document Requirements

- U.S. passport size (2x2) photo taken within the past 30 days.
 - Be sure to monitor your online portal account and your mail after applying to see if you are required to attend a Biometrics appointment.
- OPT I-20 authorized and issued within the past 30 days.
 - Don't forget to sign it!
- Most recent I-94 record.
 - Access yours [here](#).

- Valid passport biographical page and F-1 visa stamp
- CPT screenshot provided to you by the international office.
- EAD cards from previous OPT or work authorization if applicable.
- Valid credit or debit card or bank routing and checking account numbers to pay USCIS filing fee.
 - See the USCIS I-765 page for the [current filing fee](#) amount.



Filing Form I-765 Online

MY.USCIS.GOV



Select "I-756, Application for Employment Authorization" as the form you want to file.

Select "(c)(3)(B) Student Post-Completion OPT" as your eligibility criteria.

Select "Start Form".

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: If the form you want to file is eligible for a fee waiver, and you would like to request one, you must file by paper. 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

Select “(c)(3)(B) Student Post-Completion OPT” again as your eligibility criteria if it is not already completed.

If you would like to get premium processing for your application to receive your EAD card ASAP, select “Yes” here. There is an additional fee of \$1,780 for this service as of 9/16/2026.

Select “Next”.

I-765, Application for Employment Authorization

Getting Started ^

Basis of eligibility

Reason for applying

Preparer and interpreter information

About You v

Evidence v

Additional Information v

Review and Submit v

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

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 v

Would you like to request Premium Processing Service?

Premium Processing Service guarantees that USCIS will take one of several possible actions (issue an approval notice, a denial notice, a notice of intent to deny, or a request for evidence or open an investigation for fraud or misrepresentation) on your Form I-765 within 30 days.

If you request premium processing, you will be asked to complete the Form I-907 after you sign your Form I-765. You will then be able to pay for and submit both forms at the same time.

☐ Yes

☒ No

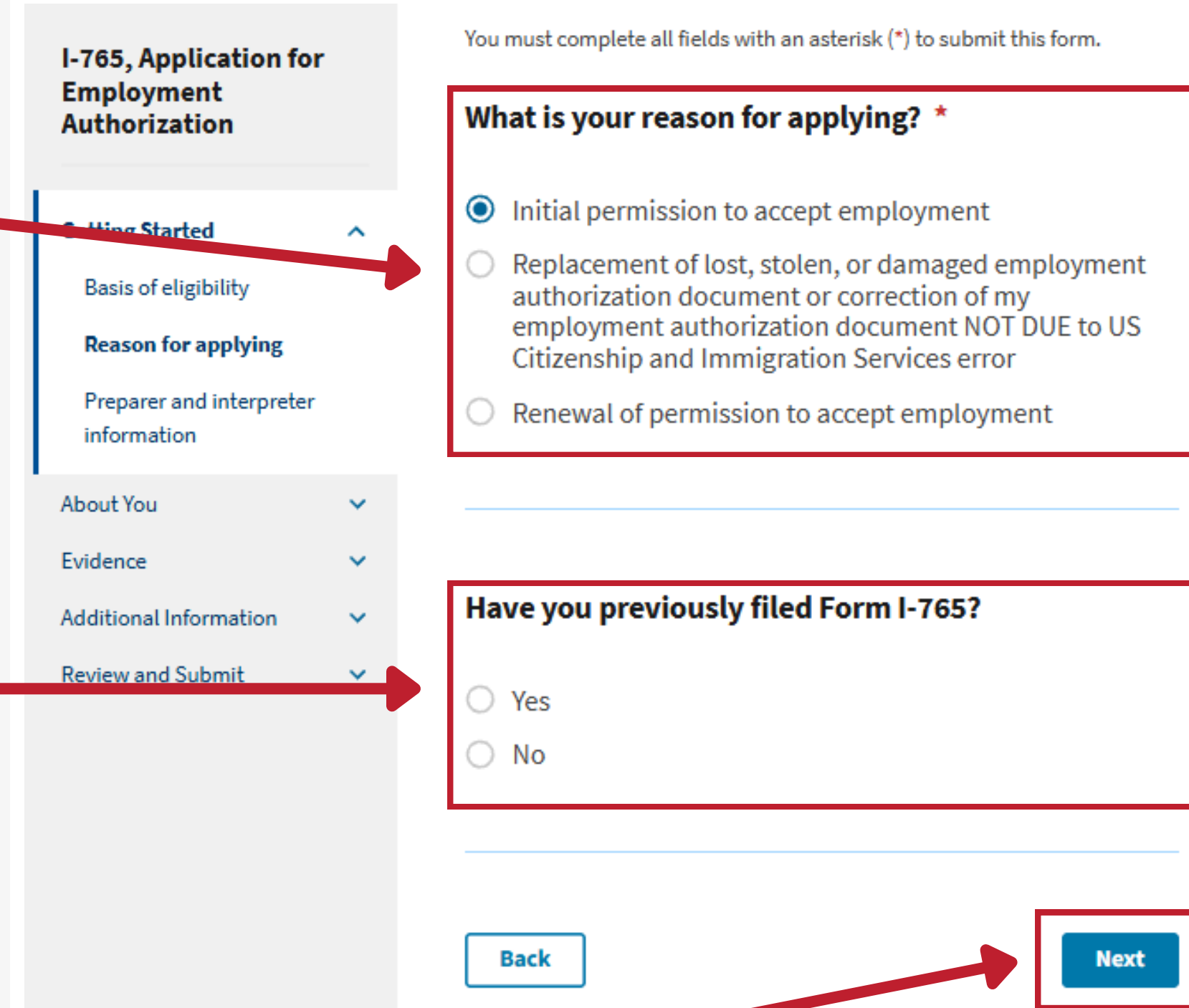
Back

Next

Select "Initial Permission to Accept Employment" as your reason for applying.

If you have previously applied for OPT, even if it was denied, please select "Yes." If this is your first time filing form I-765, please select "No."

Select "Next".

A screenshot of the "I-765, Application for Employment Authorization" web form. The form has a left sidebar with a progress indicator showing "Getting Started" as the current step, followed by "Basis of eligibility", "Reason for applying", "Preparer and interpreter information", "About You", "Evidence", "Additional Information", and "Review and Submit". The main content area shows the "Reason for applying" section, which is highlighted with a red border. It contains three radio button options: "Initial permission to accept employment" (selected), "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", and "Renewal of permission to accept employment". Below this is a section titled "Have you previously filed Form I-765?" with "Yes" and "No" radio button options. At the bottom right, there are "Back" and "Next" buttons. Red arrows from the text on the left point to the "Initial permission to accept employment" option, the "Have you previously filed Form I-765?" section, and the "Next" button. A note at the top right states: "You must complete all fields with an asterisk (*) to submit this form."/>

I-765, Application for Employment Authorization

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

What is your reason for applying? *

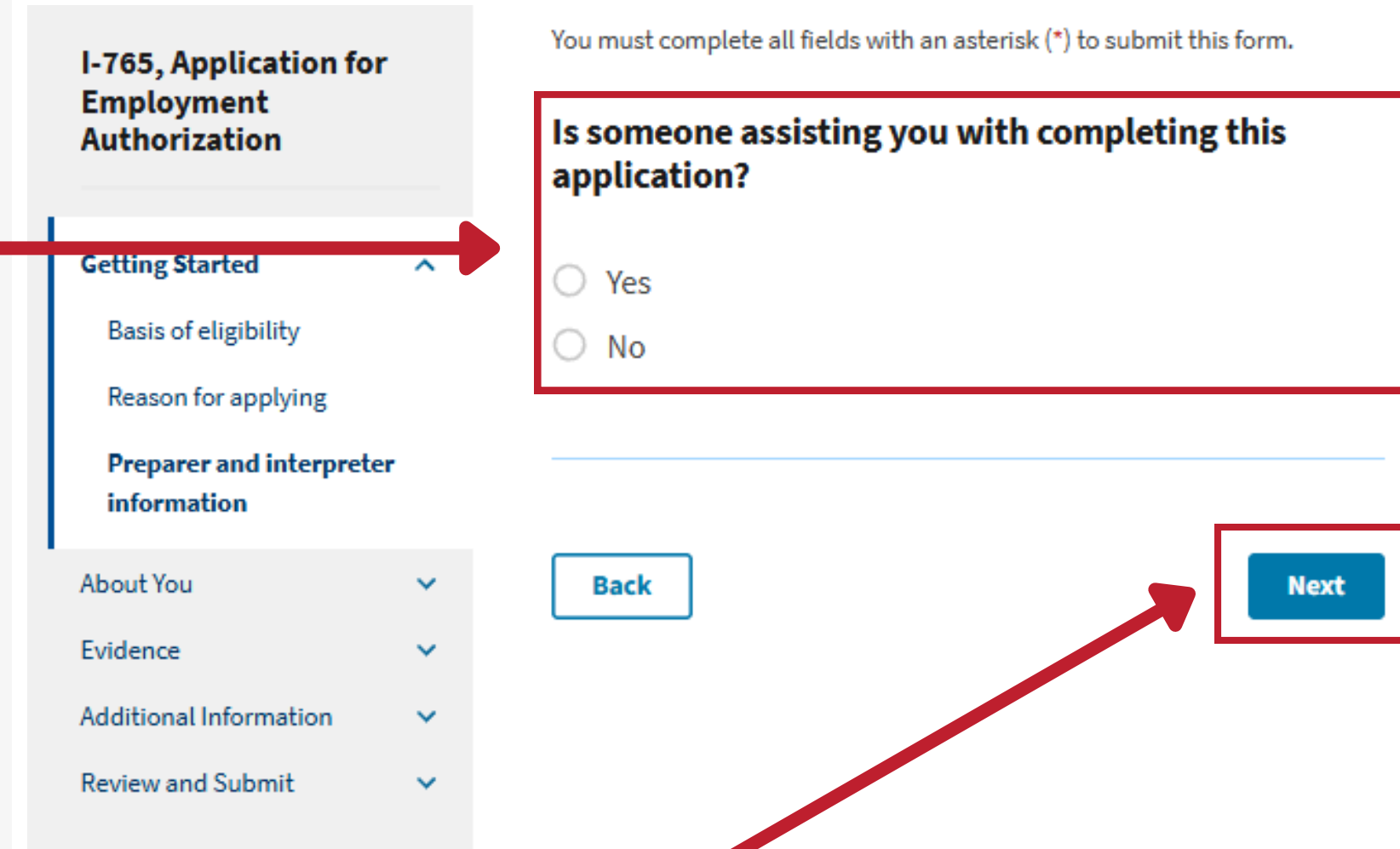
- ☒ Initial permission to accept employment
- ☐ Replacement of lost, stolen, or damaged employment authorization document or correction of my employment authorization document NOT DUE to US Citizenship and Immigration Services error
- ☐ Renewal of permission to accept employment

Have you previously filed Form I-765?

- ☐ Yes
- ☐ No

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

If another person such as a friend, family member, or immigration attorney is assisting you with your application, please select "Yes." Otherwise, select "No."

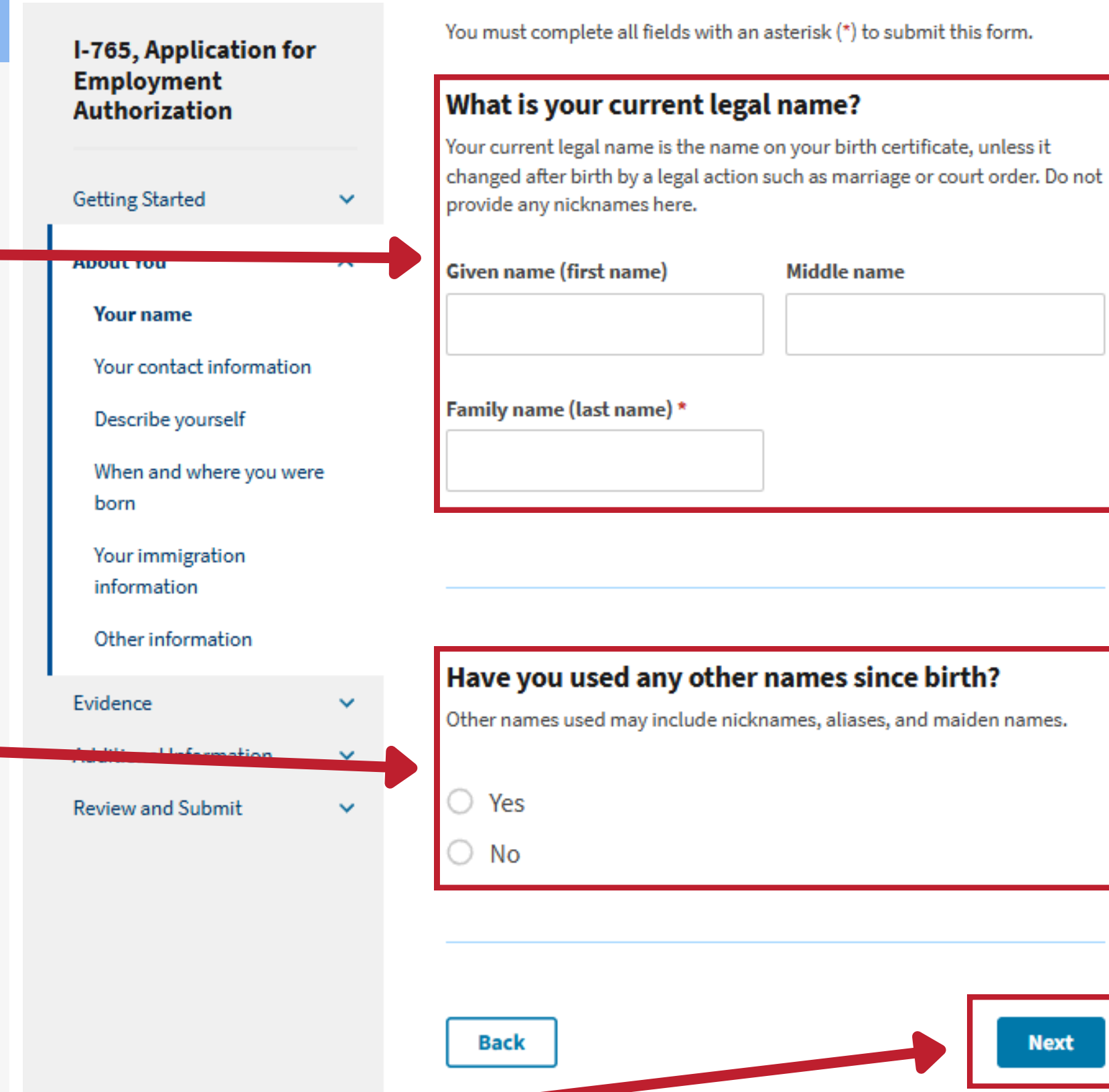
A screenshot of the I-765, Application for Employment Authorization form. The form is titled "I-765, Application for Employment Authorization" and includes a sidebar with navigation links: "Getting Started", "Basis of eligibility", "Reason for applying", "Preparer and interpreter information", "About You", "Evidence", "Additional Information", and "Review and Submit". The "Getting Started" section is expanded, showing a question: "Is someone assisting you with completing this application?". Below the question are two radio button options: "Yes" and "No". A red arrow points from the text "If another person such as a friend, family member, or immigration attorney is assisting you with your application, please select 'Yes.'" to the "Yes" radio button. Another red arrow points from the text "Select 'Next'." to the "Next" button. The "Next" button is highlighted with a red border. A "Back" button is also visible. A note at the top right states: "You must complete all fields with an asterisk (*) to submit this form."

Select "Next".

Please enter your legal name as it appears on your passport, visa, and form I-20.

If you have changed your name at any point in time such as changing your last name after marriage, select "Yes." Otherwise, select "No."

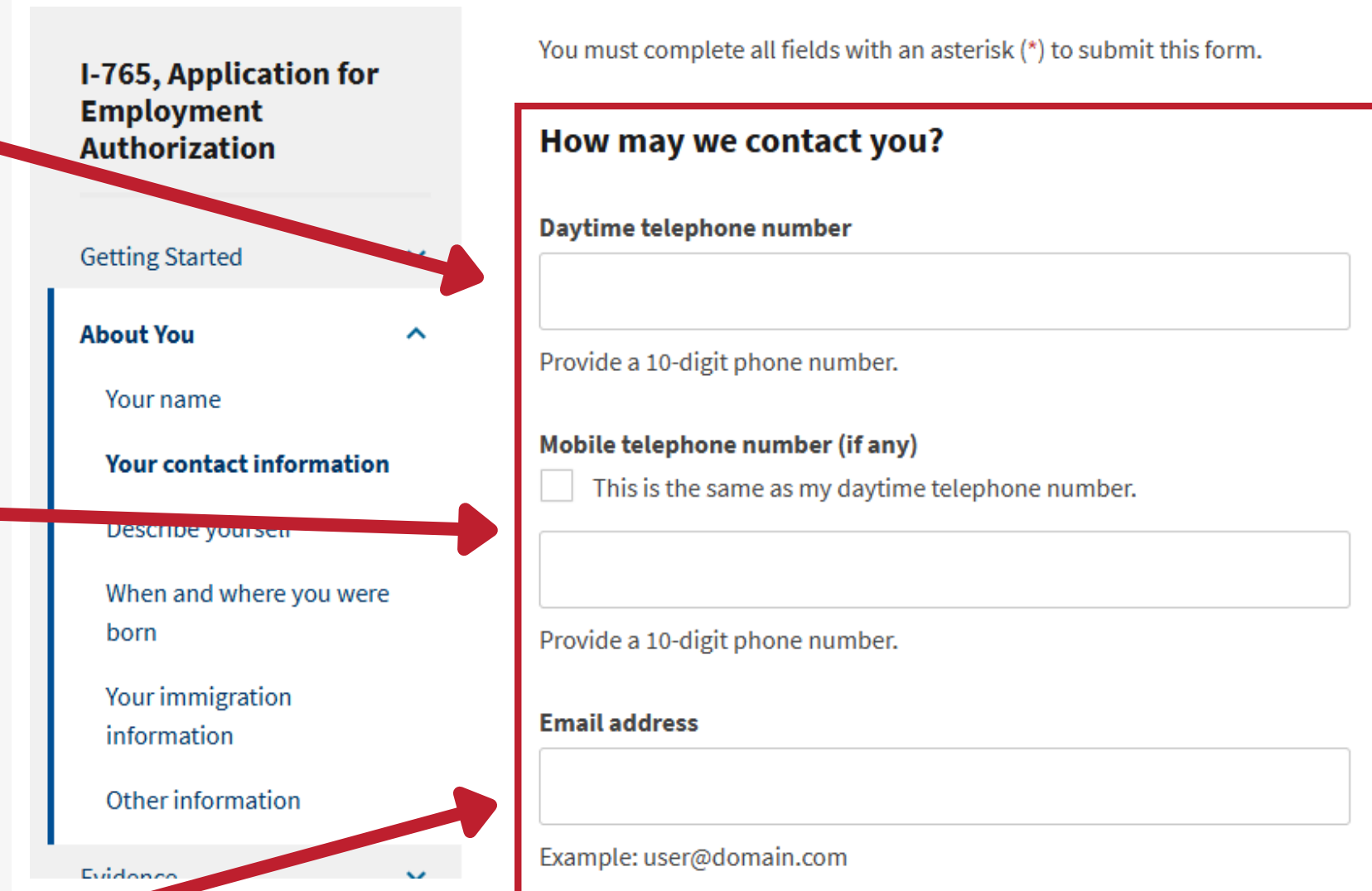
Select "Next".

A screenshot of the I-765 Application for Employment Authorization form. The form is titled "I-765, Application for Employment Authorization" and has a progress bar on the left with steps: "Getting Started", "About you", "Evidence", "Additional Information", and "Review and Submit". The "About you" step is selected. The form contains two main sections: "What is your current legal name?" and "Have you used any other names since birth?". The "What is your current legal name?" section has fields for "Given name (first name)", "Middle name", and "Family name (last name) *". The "Have you used any other names since birth?" section has radio buttons for "Yes" and "No". At the bottom, there are "Back" and "Next" buttons. Red arrows and boxes highlight specific parts: a red arrow points from the "About you" step to the "What is your current legal name?" section; a red arrow points from the "Additional Information" step to the "Have you used any other names since birth?" section; a red box surrounds the "What is your current legal name?" section; a red box surrounds the "Have you used any other names since birth?" section; and a red arrow points from the "Next" button to the "Select 'Next'." text.

Enter your current phone number in the “Daytime Telephone Number” section.

If you have a different phone number that you would like to use for your application, enter it here. If the number you would like to use is the one in the previous section, check the box.

Enter the email address that you check most often. This is where you will receive application information and updates.

A screenshot of the "I-765, Application for Employment Authorization" form. The left sidebar shows a navigation menu with "Getting Started", "About You", "Your contact information", "Describe yourself", "When and where you were born", "Your immigration information", "Other information", and "Evidence". The "About You" section is expanded. The "Your contact information" section is highlighted with a red box. Three red arrows point from the text on the left to the "Daytime telephone number", "Mobile telephone number (if any)", and "Email address" fields in the "Your contact information" section. The "Daytime telephone number" field is a text input box. The "Mobile telephone number (if any)" field is a text input box with a checkbox labeled "This is the same as my daytime telephone number." The "Email address" field is a text input box with an example "user@domain.com" below it. A note at the top right of the form states: "You must complete all fields with an asterisk (*) to submit this form."

Enter the mailing address that you wish to use for your application documents. All USCIS notices regarding this application will go to this address. Remember to include any apartment or unit numbers in the “Address Line 2” section.

If you are using a friend or family member’s address, please fill out the “In Care of Name” section.

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 *

Provide a 5 or 9-digit ZIP code.

Verify your address

We are unable to verify your address with the U.S. Postal Service. To avoid delays, please use the recommended address.

☐ Original address:

☒ Recommended address:

Use selected address

[Edit original address](#)

If the “Verify Your Address” message pops up, always select “Recommended Address” unless the recommended one is incorrect.

If you used your own address in the Mailing Address section, please select "Yes."

If you used another person's address or a PO box address, please select "No" and fill out any additional information needed.

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

☐ Yes

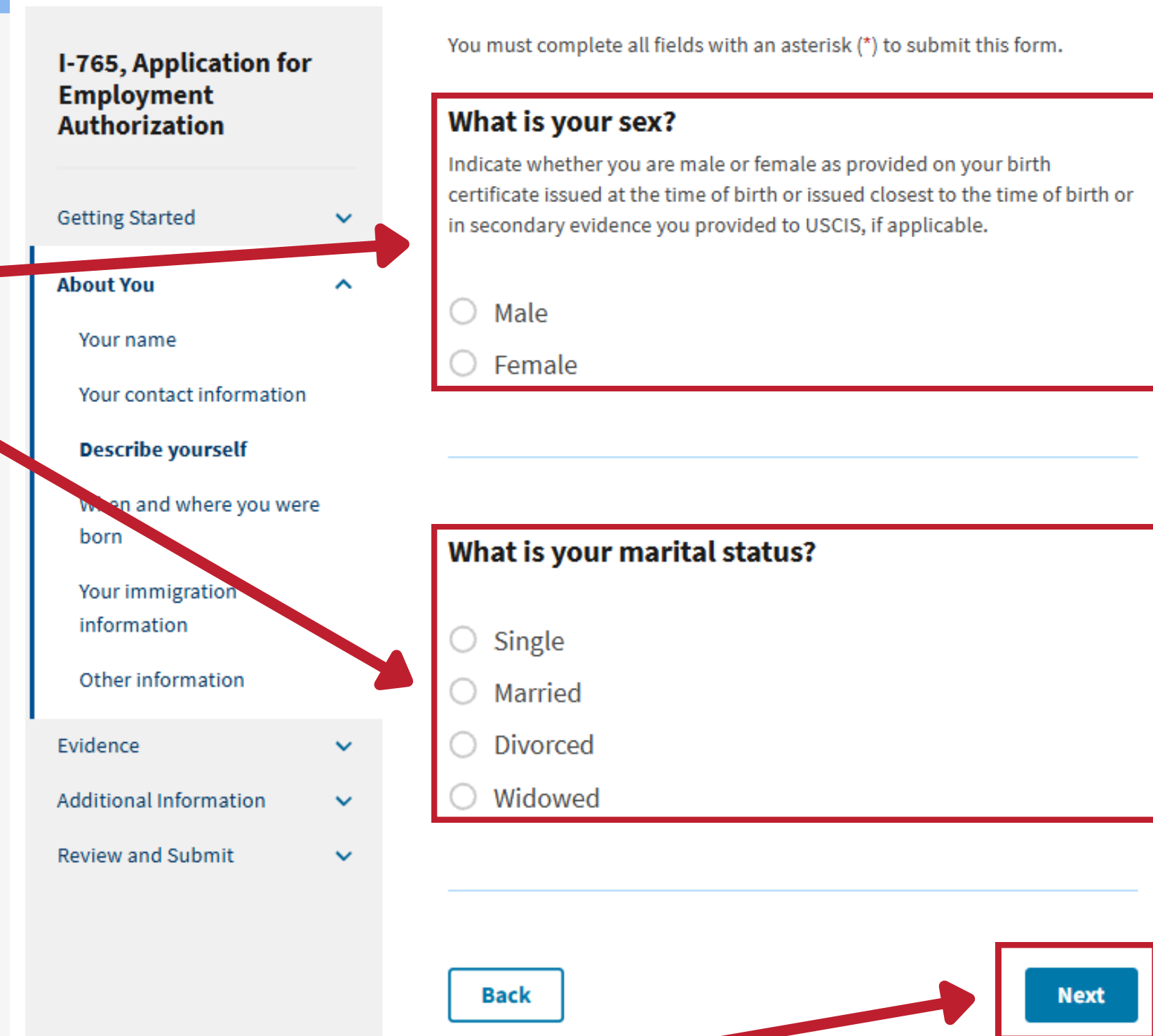
☐ No

[Back](#)

[Next](#)

Select "Next".

Complete the following questions with the most up-to-date and accurate information. This information should match other legal documents such as your I-20, Passport, I-94, Visa, etc.

A screenshot of the USCIS I-765 Application for Employment Authorization form. The left sidebar shows the navigation menu with sections: Getting Started, About You (expanded), Describe yourself, Evidence, Additional Information, and Review and Submit. The main content area shows the "What is your sex?" question with radio button options for Male and Female, and the "What is your marital status?" question with radio button options for Single, Married, Divorced, and Widowed. Red arrows point from the text on the left to the "About You" section, the "Describe yourself" section, and the "Next" button. The "Next" button is highlighted with a red border.

I-765, Application for Employment Authorization

Getting Started

About You

Your name

Your contact information

Describe yourself

When and where you were born

Your immigration information

Other information

Evidence

Additional Information

Review and Submit

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

What is your sex?

Indicate whether you are male or female as provided on your birth certificate issued at the time of birth or issued closest to the time of birth or in secondary evidence you provided to USCIS, if applicable.

☐ Male

☐ Female

What is your marital status?

☐ Single

☐ Married

☐ Divorced

☐ Widowed

Back

Next

Select "Next".

Complete the following questions based on where you were born, which may be different from where you have citizenship. Please ensure all information is accurate.

I-765, Application for Employment Authorization

Getting Started

About You

- Your name
- Your contact information
- Describe yourself
- When and where you were born**
- Your immigration information
- Other information

Evidence

Additional Information

Review and Submit

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

What is your country of birth?

What is your state or province of birth?

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

What is your date of birth? *

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

Select "Next".



Enter in the country or countries that you hold citizenship. If you are a dual or tri citizen, please enter ALL countries you are a citizen of.

Use the following information from your most recent I-94 to complete the corresponding questions:

For: FIRST NAME LAST NAME

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 Public Website and click on the tab for "Get Most Recent I-94" to perform a search for the applicant to confirm that the biographic and travel information displayed on this I-94 printout matches the "Get Most Recent I-94" returned results for this applicant. I-94 FAQs: (<https://i94.cbp.dhs.gov/I94/#/faq>)

Admission I-94 Record Number: _____

Arrival/Issued Date: _____

Class of Admission: F1

Admit Until Date _____

Details provided on the I-94 Information form:

Last/Surname: _____

First (Given) Name: _____

Birth Date: _____

Document Number: _____

Country of Citizenship: _____

Click "Get Travel History" when retrieving your I-94 if you are unsure of what to put here.

I-765, Application for Employment Authorization

Getting Started

About You

Your name

Your contact information

Describe yourself

When and where you were born

Your immigration information

Other information

Evidence

Additional Information

Review and Submit

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

What are your countries of citizenship or nationality?

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

+ Add country

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

Provide an 11-character I-94 Number.

When did you last arrive in the United States?

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

Date of arrival (on or about)

MM/DD/YYYY

Place of arrival

Status at last arrival

Enter your Passport Number in this section.

F-1 students do not have a travel document, your F-1 visa and passport fulfill this requirement. Leave the answer space blank.

Enter the expiration date of the passport with the same passport number that you entered above.

Enter the name of the country that issued your passport.

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?

Select "F-1 – Student, Academic Or Language Program."

Enter the SEVIS ID number listed at the top of your most recent I-20.

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.

Provide a 10, 11, or 12-digit SEVIS number.

Back

Next

Select "Next".

Department of Homeland Security
U.S. Immigration and Customs Enforcement

I-20, Certificate of Eligibility for Nonimmigrant Student Status
OMB NO. 1653-0038

SEVIS ID: N0000000000

SURNAME/PRIMARY NAME

GIVEN NAME

Class of Admission

PREFERRED NAME

PASSPORT NAME

F-1

COUNTRY OF BIRTH

COUNTRY OF CITIZENSHIP

ACADEMIC AND
LANGUAGE

CITY OF BIRTH

DATE OF BIRTH

FORM ISSUE REASON

ADMISSION NUMBER

If you have previously been issued an EAD card, your “A-Number” is the “USCIS#” on your card. Otherwise, check the box.

If you have not previously filed an app. with USCIS, please check the box next to “I do not have or know my USCIS Online Account Number.” Otherwise, enter your account number.

If you have been issued an SSN due to prior work, enter it here. Otherwise, please check the box.

Select “Next”.

I-765, Application for Employment Authorization

Getting Started

About You

Your name

Your contact information

Describe yourself

When and where you were born

Your immigration information

Other information

Evidence

Additional Information

Review and Submit

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

What is your A-Number?

☐ I do not have or know my A-Number.

A-

Provide a 7, 8, or 9-digit number. If the A-Number is fewer than 9 digits, the system will automatically add zero(s) after the “A” and before the first digit so there is a total of 9 digits, for example: A-001234567.

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.

Provide a 12-digit Online Account Number.

What is your U.S. Social Security number (SSN)?

☐ I do not have or know my U.S. Social Security number.

Provide a 9-digit Social Security number.

Back

Next

Upload a 2x2 passport size photo of yourself by selecting “Choose” or by dragging and dropping the file onto the page.

You can get digital passport size photos done at most pharmacies and shipping/mailing businesses.

Select “Next”.

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.

2" X 2" Photo Of You

Upload a recent color photograph of yourself that measures 2 inches by 2 inches, with your face measuring 1 inch to 1 3/8 inch from your chin to the top of your head. Your eyes should be between 1 1/8 inch and 1 3/8 inch from the bottom of the photo.

Make sure your whole face is visible, you are facing the camera directly, and the background is white or off-white. Your head must be bare, unless contrary to your religious beliefs.

If you need help understanding the photo requirements or want to resize, rotate, or crop your photo, you can use the Department of State's [photo composition tools](#). Please note that we cannot approve your application without your photo.

File requirements

- Clear and readable
- Accepted file formats: JPG, JPEG or PNG
- No encrypted or password-protected files
- If your documents are in a foreign language, upload a full English translation and the translator's certification with each original document.
- Upload no more than one document at a time
- Accepted file name characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 12MB per file

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

Back

Next

Upload a copy of your most recent I-94 by selecting “Choose” or by dragging and dropping the file onto the page.

You should retrieve a copy of your I-94 just prior to starting your application so that it is still valid when you click submit.

Retrieve your Most Recent I-94

Select “Next”.

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 this application who have direct knowledge of the event and circumstances.

[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

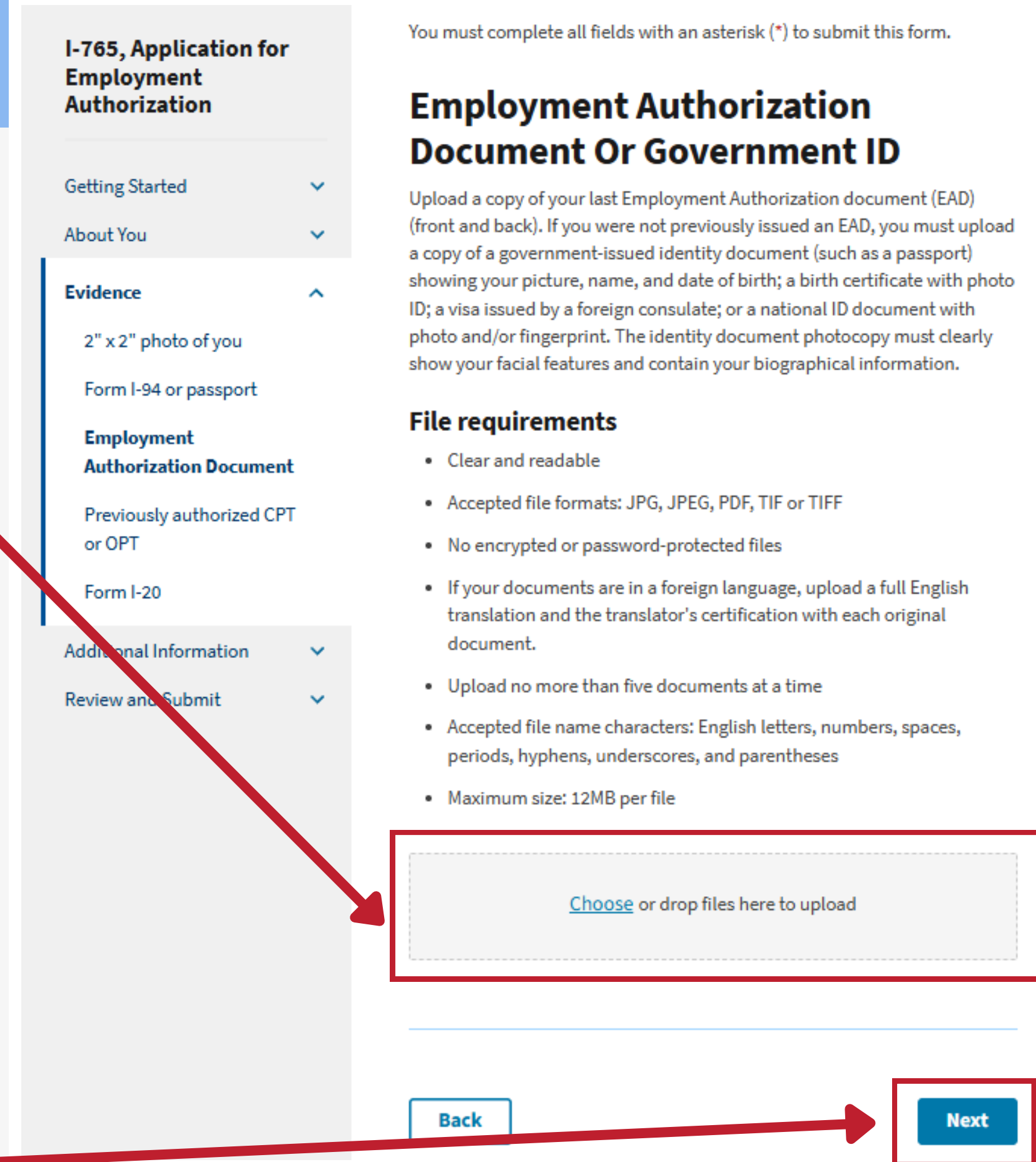
Back Next

If you have been issued an EAD card in the past, upload a photo of it here.

If you have never been issued an EAD card, please upload a picture of your passport.

You can upload the file by selecting "Choose" or by dragging and dropping the file onto the page.

Select "Next".

A screenshot of the I-765 Application for Employment Authorization form. The left sidebar contains a navigation menu with items: "Getting Started", "About You", "Evidence", "Employment Authorization Document", "Previously authorized CPT or OPT", "Form I-20", "Additional Information", and "Review and Submit". The "Evidence" section is expanded, showing options for "2\" x 2\" photo of you", "Form I-94 or passport", "Employment Authorization Document", "Previously authorized CPT or OPT", and "Form I-20". The main content area on the right has a heading "Employment Authorization Document Or Government ID" and a paragraph explaining the upload requirements. Below this is a "File requirements" section with a bulleted list. At the bottom, there is a "Choose or drop files here to upload" button, a "Back" button, and a "Next" button. A red arrow points from the text "upload a photo of it here" to the "Choose or drop files here to upload" button. Another red arrow points from the text "Select \"Next\"." to the "Next" button.

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.

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: 12MB per file

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

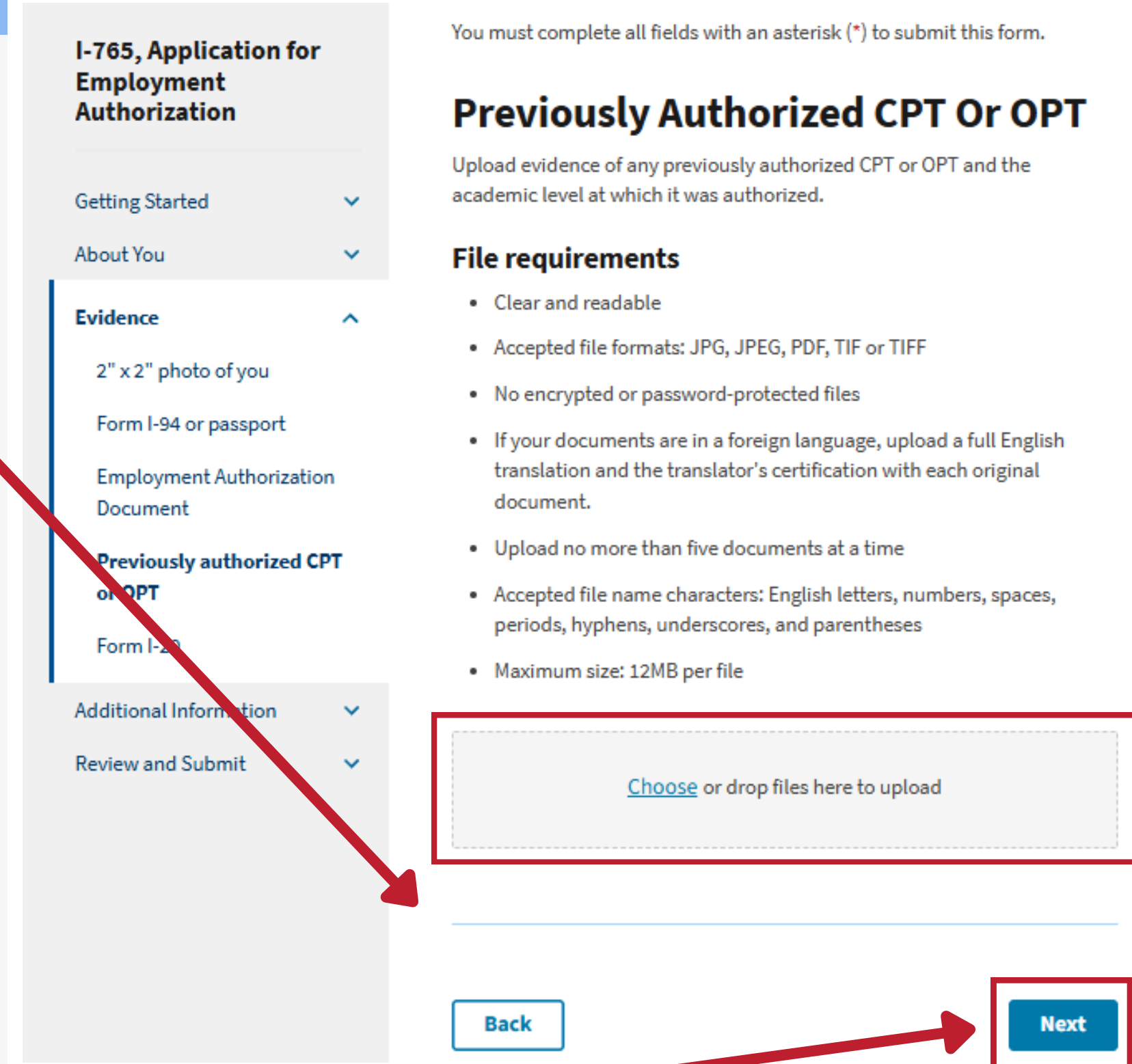
[Back](#) [Next](#)

Upload the CPT screenshot provided to you by International Admissions here.

The file will be included in the email containing your OPT I-20.

You can upload the file by selecting "Choose" or by dragging and dropping the file onto the page.

Select "Next".

A screenshot of the I-765 Application for Employment Authorization form. The left sidebar contains a navigation menu with the following items: "Getting Started", "About You", "Evidence", "Previously authorized CPT or OPT", "Form I-20", "Additional Information", and "Review and Submit". The "Evidence" section is currently expanded. The main content area on the right has a heading "Previously Authorized CPT Or OPT" and a subheading "Upload evidence of any previously authorized CPT or OPT and the academic level at which it was authorized." Below this is a "File requirements" section with a bulleted list: "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", and "Maximum size: 12MB per file". At the bottom of the form is a "Choose or drop files here to upload" button, which is highlighted with a red box. Below this are "Back" and "Next" buttons, with the "Next" button also highlighted with a red box. A red arrow points from the text "Upload the CPT screenshot provided to you by International Admissions here." to the "Choose or drop files here to upload" button. Another red arrow points from the text "Select 'Next'." to the "Next" button.

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

Previously Authorized CPT Or OPT

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

File requirements

- Clear and readable
- Accepted file formats: JPG, JPEG, PDF, TIF or TIFF
- No encrypted or password-protected files
- If your documents are in a foreign language, upload a full English translation and the translator's certification with each original document.
- Upload no more than five documents at a time
- Accepted file name characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 12MB per file

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

Back

Next

Upload a copy of your most recent I-20 by selecting “Choose” or by dragging and dropping the file onto the page.

Make sure you are submitting the right I-20. Check page 1 for both your signature and the DSO signature and check page 2 for the OPT recommendation.

Uploading the incorrect I-20 may cause delays in your application.

Select “Next”.

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

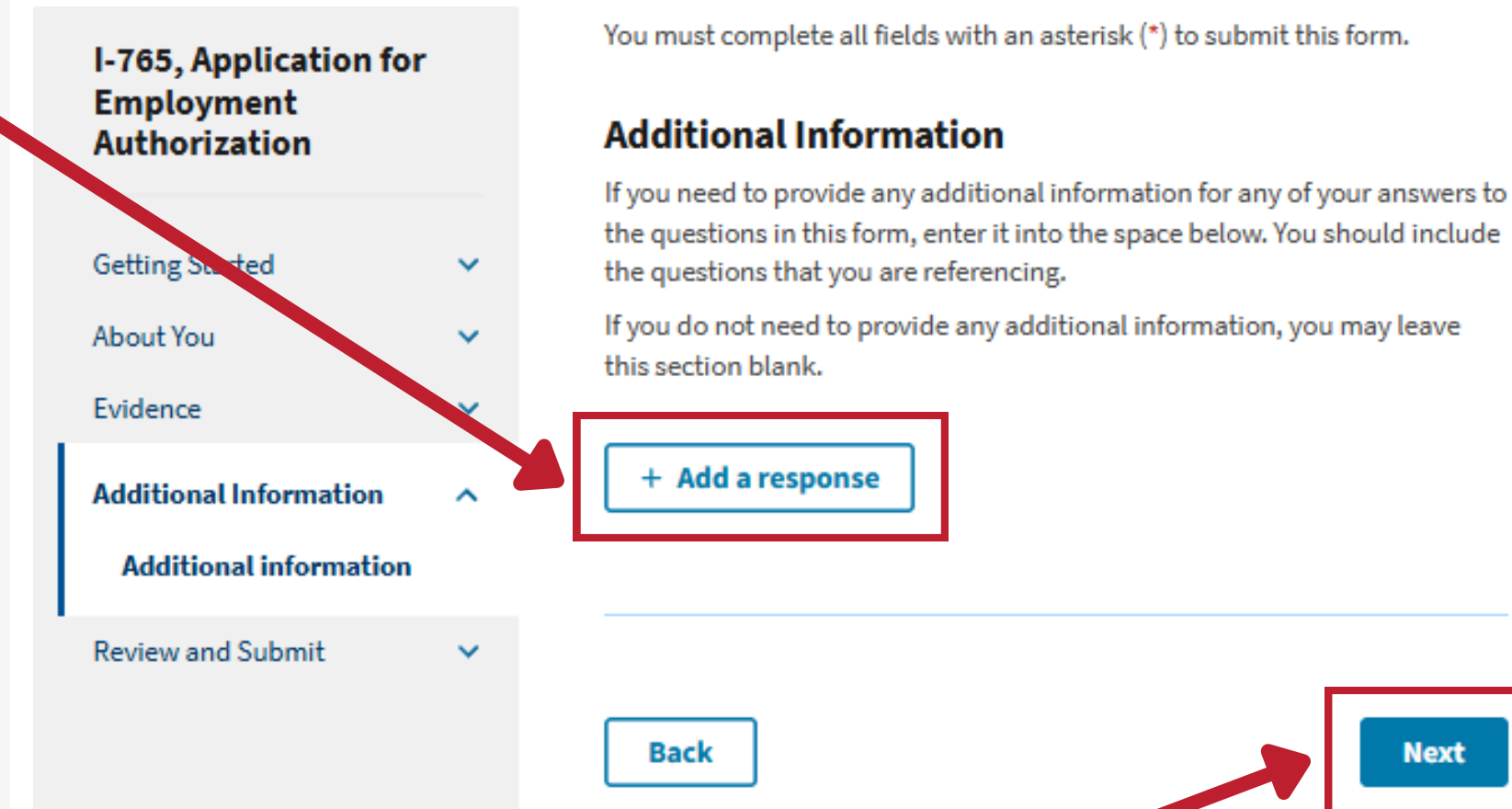
- Clear and readable
- Accepted file formats: JPG, JPEG, PDF, TIF or TIFF
- No encrypted or password-protected files
- If your documents are in a foreign language, upload a full English translation and the translator's certification with each original document.
- Upload no more than five documents at 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

Back

Next

In this section, you can upload a copy of your F-1 visa. Your visa does not have to be valid in order to upload it.

A screenshot of the I-765 Application for Employment Authorization form. On the left is a sidebar with a list of sections: "Getting Started", "About You", "Evidence", "Additional Information" (which is highlighted with a blue bar and an upward arrow), and "Review and Submit". A red arrow points from the text "In this section, you can upload a copy of your F-1 visa..." to the "Additional Information" section in the sidebar. To the right of the sidebar, under the heading "Additional Information", there is a text area for providing additional information. A red box highlights a button labeled "+ Add a response". Below the text area are two buttons: "Back" and "Next". The "Next" button is highlighted with a red box, and a red arrow points from the text "Select 'Next'." to it.

I-765, Application for Employment Authorization

Getting Started ▾

About You ▾

Evidence ▾

Additional Information ▲

Additional information

Review and Submit ▾

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

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](#)

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

Select "Next".

I-765, Application for Employment Authorization

Getting Started



About You



Evidence



Additional Information



Review and Submit



Review your application

Your application summary

Your statement

Check your application before you submit

Please review your application and check it for accuracy and completeness before you submit it.

We encourage you to provide as many responses as you can throughout the application. Missing or incomplete information may 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: \$470

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.

Back

Next

Check your filing fee.

Make sure that there are no alerts or warnings on your application before proceeding.

Select "Next".

Save a copy of your application by selecting “Print” and “Save as a PDF.”

I-765, Application for Employment Authorization

- Getting Started
- About You
- Evidence
- Additional Information

Review The I-765 Form Information

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](#)  [Print](#)

[Close all](#) [Expand all](#)

I-765, Application for Employment Authorization

Getting Started 

About You 

Evidence 

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

Applicant's Certification *

You must read and agree to the certification below. If you knowingly and willfully falsify or conceal a material fact or submit a false document with your application, we can deny your application and may deny any other immigration benefit. You may also face criminal prosecution and penalties provided by the law.

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

Applicant's signature *

You must provide your digital signature below by typing your full legal name. If you do not completely fill out this application, or if you do not submit the required documents listed in the Instructions, we may deny your application. We will record the date of your signature with your application.

Select "Next".

Back

Next

Review the Applicant Certifications.

Check the box next to "I have read and agree to the applicant's statement."

Type your name, in full, as it appears on your immigration documents.

When you have reviewed your application to make sure that all of the information you entered is correct, select “Pay and Submit.”

This link will take you to Pay.Gov where you will select to pay through a bank account or debit/credit card. Please enter your payment details and submit your payment to complete your Form I-765 application.

I-765, Application for Employment Authorization

Getting Started 
About You 
Evidence 
Additional Information 

Review and Submit 
Review your application
Your application summary
Your statement
Your signature
Pay and submit

Pay for and submit your application

The final step to submit your Form I-765, Application for Employment Authorization, is to pay the required fee.

Your application fee is: **\$470.**

Refund policy: By continuing this transaction, you agree that you are paying for a government service and that the filing fee, biometric services fee and all related financial transactions are final and not refundable, regardless of any action USCIS takes on an application, petition or request, or how long USCIS takes to reach a decision. You must submit all fees in the exact amounts.



We will send you to Pay.gov — our safe, 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 application 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



You will see a screen that confirms your Form I-765 has been submitted and receive confirmation that payment is complete.

You're Done!

Please reach out to us at international@nctc.edu or (940) 498-6429 if you have questions.

**Please note that our office cannot directly assist with or review your OPT application, but we can answer general questions regarding the process.*