



PRINCETON UNIVERSITY DAVIS INTERNATIONAL CENTER USCIS ONLINE APPLICATION OVERVIEW FOR PRE-OPT & POST-OPT

IMPORTANT! HAVE YOU RECEIVED YOUR OPT I-20?

DO NOT pay the I-765 application fee until your application has been reviewed by the Davis IC and new I-20 has been issued with OPT recommendation on page 2. Once you pay the fee on the pay.gov prompt, your application will be considered complete and submitted to USCIS. Failure to include the scan of the OPT I-20 signed by you in blue ink before you submit to USCIS will result in denial of your application without refund of payment.

PREPARE THE FOLLOWING DOCUMENTS TO UPLOAD

- Recent passport-style photo that meets the [U.S. Department of State Photo Tool](#) requirements.
- Current electronic I-94 arrival page printed from [Customs and Border Protection](#). If your I-94 record does not list your class of admission as F-1, or if your most recent entry date is incorrect, stop and email your [International Student Advisor](#) and do not submit your OPT application to USCIS until resolved.
- Scan of your new OPT I-20 signed by you in blue ink on page 1 with OPT recommendation on page 2. Make sure you have printed and signed the I-20 on page 1 in blue ink before uploading.
- If applicable, scans of any I-20s from your current level of education or any prior programs in the U.S. with approved CPT or OPT listed.
- Identity page(s) of passport, including expiration date OR if previously engaged in OPT or other employment authorization through USCIS, scans of the front and back of any previous EAD card(s).

CREATE OR LOG INTO YOUR USCIS ACCOUNT

Create a [USCIS Online Account](#) or [log into your USCIS account](#) if you already have one.

COMPLETE FORM I-765 WITH USCIS

It is your responsibility as the applicant to ensure that your OPT application with USCIS is fully complete and the information provided is accurate. Incorrect or incomplete information may result in serious consequences such as application delays, rejection, requests for further evidence, or denials.

Complete form I-765 following the [USCIS I-765 Instructions](#).

I-765 FORM COMPLETION FREQUENTLY ASKED QUESTIONS:

What is my eligibility category?

- The category of OPT can be found by reviewing page 2 of your current OPT I-20 which contains the details of your OPT recommendation.
 - Pre-Completion OPT (c)(3)(A)
 - Post-Completion OPT (c)(3)(B)

What is my reason for applying?

- Those applying for Pre-Completion and Post-Completion OPT should select “Initial Permission.”

What should I put as my U.S. mailing address?

- Students using a mailing address that is different than their residential address will also need to enter their residential address (dorm, apartment, etc.) as their physical address.
- This is where all documentation regarding your application will be mailed. It is critical that this address is entered correctly and that it will remain valid for the duration of the OPT processing time. If not, it may result in severe delays, return of your EAD card to USCIS, and/or being unable to locate the card that may result in having to file a new application.

- If you are an Undergraduate Student, you may choose to use our address in the following format: Princeton University - Davis IC, Princeton, NJ 08544
 - If you use the Davis IC address, you are giving permission to the Davis IC to open your mail from USCIS at Davis IC discretion. Please also allow Davis IC time to coordinate getting the EAD card to you.
- If you are a Graduate Student, you may choose to use your academic department's address in the following format: Princeton University- your academic department abbreviation (i.e., ELE, MAE, COS, SPIA, etc.), Princeton, NJ, 08544

Where do I find my A number?

- If you were previously issued an EAD card, you can find your A Number listed under USCIS# on the EAD card.

REMINDERS:

- If you have previously used CPT(s), list it in the additional information section. Include the start and end dates, whether it was full-time or part-time, and the academic level (i.e., Bachelor's, Master's, Doctorate).
- If you have previously used OPT(s), list it in the additional information section. Include the receipt number, the start and end dates, whether it was full-time or part-time, and the academic level (i.e., Bachelor's, Master's, Doctorate).
- If you have previously issued SEVIS ID(s) that differs from your current one, list it in the additional information section.

UPLOAD EVIDENCE TO THE FOLLOWING SECTIONS

2x2 Photo of You Section

- Upload your passport-style photo that meets the [U.S. Department of State Photo Tool](#) requirements.

Form I-94 Section

- Current electronic I-94 arrival page printed from [Customs and Border Protection](#). If your I-94 record does not list your class of admission as F-1, or if your most recent entry date is incorrect, stop and email your [International Student Advisor](#) and do not submit your OPT application to USCIS until resolved.

Employment Authorization Document Section

- Upload identity page(s) of passport OR if previously engaged in OPT or other employment authorization through USCIS, include scans of the front and back of any previous EAD card(s).

Previously Authorized CPT or OPT Section

- If you have previously used CPT or OPT for your current level of education or any prior programs in the U.S., upload copies of all I-20s with CPT or OPT listed.

Form I-20 Section

- Upload copy of your new OPT I-20 signed by you on page 1 in blue ink with OPT recommendation on page 2. Make sure you have printed and signed the I-20 in blue ink on page 1 before uploading.

REVIEW, PAY THE APPLICATION FEE, AND SUBMIT

You MUST be in the United States when you submit your OPT application to USCIS and your OPT I-20 may not be older than 30 days.

- Be sure to review your application for accuracy and completeness BEFORE paying the online filing fee. Once you pay the fee, your application will be submitted to USCIS.
- Applicants will be directed to pay the I-765 fee at a U.S. Government safe and secure website called pay.gov. The fee may be paid by a withdrawal from a checking or savings account or by a debit or credit card.
- You will be prompted for information needed to pay the fee according to the payment method selected. Save a copy of the payment receipt for your records.
- After submission, you may log into your USCIS account to monitor your OPT status and receive updates.

Questions? Contact your [International Student Advisor](#)