OPT USCIS E-FILING INFO & HELPFUL TIPS

Uconn Health Center International Office

OPT USCIS E-FILING - HELPFUL TIPS

Disclaimer: the UConn Health Human Resources International Office (IO) is providing this information as general guidance; however, this does not constitute legal advice. We will make every attempt to help you file your OPT accurately and successfully, but ultimately anything you file with USCIS is your responsibility

READ THIS BEFORE PROCEEDING:

 You MUST first request your OPT I-20 or STEM OPT I-20 from the UCHC IO

Do NOT e-file without this I-20!!

- You must be physically present in the U.S. to file.
- If you choose to e-file, do NOT also mail documents to USCIS.

Getting Started

- Go to USCIS <u>https://www.uscis.gov/i-765</u>
- USCIS recommends using the latest version of Google Chrome, Firefox, or Edge
- Click "File Online"
- Create a USCIS account
- NOTE: If you have created a USCIS Online Account before, please use the <u>same</u> account information to file your application now i.e. if you are applying for STEM OPT, then you will the same account as you did for the post-completion OPT application.

Getting Started

- Important: Your Eligibility Category
 - Select (c)(3)(B) Post-Completion OPT
 - Select (c)(3)(C) STEM Extension OPT
- Even if you have applied for OPT in the past at another level, your reason for filing is "Initial Permission"
- Enter your legal name as it reads in your **passport** and on your I-20.
- Include accurate contact information, including a personal email address
- US Mailing Address should be a reliable address for 4-5 months. Do not rely on US mail forwarding!
- Your US Physical Address is where you physically reside at the time of the application.

ABOUT YOU

- Answer questions accurately about your gender, marital status, and place of birth.
- Enter "Your Immigration Information" per the information listed on your current passport and I-20.
- Ensure you are using the information from your <u>most recent I-94</u>. You can look up your most recent I-94 <u>here</u>.
- Select "F-1 Student, Academic, or Language Program" for current immigration status.

ABOUT YOU

- Your SEVIS number is at the top of your I-20, it begins with "N00....."
- "A Number" USCIS # as listed on current/previous EAD card
 - If you have never had an EAD card, then you can leave this blank
- "USCIS Online Acct Number" unless you have <u>e-filed</u> with USCIS before, you would not have this
- SSN: Select "Yes" and enter your SSN
- Photo Requirements
 - Use the US Dept of State photo tool: <u>https://tsg.phototool.state.gov/photo</u>
 - Ensure the photo you use meets the requirements provided by USCIS (review the requirements carefully!)

EVIDENCE

- Upload a signed copy of the OPT/STEM OPT I-20 recently issued to you by the UConn Health IO; make sure <u>YOU</u> have signed the I-20 on the correct line on page 1 *before* you upload it
- Go to the I-94 website and access your most recent I-94 record.
- Use a clear picture of your unexpired, government-issued passport (biograph/photo page)
- If you were ever issued an EAD previously, you would also upload a clear photo of the EAD(s)
- Make sure all files meet USCIS file requirements.
- If you have ever had previously authorized OPT or CPT, upload clear copies of previous I-20's showing the OPT/CPT authorization.

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REVIEW & PAY

- Review your application very carefully!
- Select "View Draft Snapshot" to download as a PDF.
- We recommend SAVING the I-765 PDF for your records.
- Once you pay, your application is FILED! Make sure you are <u>100% ready to</u> submit before proceeding to payment.
- The USCIS fee is non-refundable (includes premium processing fee)
- Make sure you enter your payment information correctly

RECEIPT & STATUS UPDATES

- You will receive your USCIS receipt number shortly after payment/submission.
- You can log into your USCIS account for all case updates
- You will also receive an official paper USCIS receipt notice in the mail.

Questions? Contact the International Office: Dornenburg@uchc.edu or akader@uchc.edu

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