

Applying for OPT Online Instructions

Documents and necessary information needed before applying:

New passport photo taken within 30 days of application filing (you may purchase these from any one-hour photo) costs approximately \$14.00, please purchase pic digitally on flash drive, it is much easier to upload to application.

- Print your most recent form I-94, see instructions attached.
- Any forms I-20 that have CPT authorization (Please make sure these have your signature)
- Most recent form I-20 that authorizes OPT application (Please make sure this form I-20 has your signature) This will be issued in the ISS office at your OPT meeting when you apply. ***You should not submit the application without our newly endorsed OPT form I-20.
- Copy of your passport and visa
- Copy of your Social Security card and EAD card if you have one from EH.

*****Scan copies of all of these things listed above. Save these in a file. You will need to upload these items when the application prompts you to do so. Save these under SIMPLE file names, example: Passport, Visa, Form I-94, CPT form I-20, OPT I-20, do not add your name to file name.

Debit/credit card that can be charged the full amount (\$470)

Filing online

(You can complete the application at our Application Filing Meeting)

If you cannot come to the meeting to complete the application, you will need to schedule an appointment with Office of International Student Services (ISS). Plan for the meeting in the ISS office to be at least 45 minutes. ***Please have your USCIS online account set up before attending the application filing meeting or the ISS meeting in the office. Have all documents saved and ready to upload to the application before attending as well.

Finding the Form I-765, application for Authorized Employment (OPT)

1. Search USCIS.gov website.
2. Select forms, search and select form I-765, select file online.

3. Select Create an Account, follow instructions to create your account.
4. Remember your User name and PW. You will need it multiple times during this process.

Once account is created, you are ready to file, please be sure to have all documents above scanned and saved to your computer so that you can upload them at the appropriate time.

- If you are applying for Post Completion OPT, F-1 student status, code C3B.
 - If you are applying for STEM, your code will be C3C, F-1 student status.
 - If you choose to complete the application yourself, and have questions with the application, please skip answering the question until an Advisor from ISS can assist you. All answers are saved on the application for you to refer back or add at a later date.
 - You have 30 days to file your application once an ISS Advisor has issued you the new form I-20 requesting OPT.
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After Submitting the application, please send this evidence, form I-94, copy of your social security card, and copy of your completed application to International@ncwu.edu for our records.

Next steps: Pending, then approval. ISS will keep you informed.