

Optional Practical Training (OPT) Application Tutorial

Please note that this tutorial is for instructional purposes only. An OPT I-765 application to USCIS is your own personal application. You alone are responsible for timely filing with full documentation, understanding F-1 rules regarding OPT, and properly maintaining F-1 status. Please review the entire tutorial and ask a BIO adviser if you have questions.

Last updated on February 12, 2026. Updates are made frequently; DO NOT download tutorial. Always access the latest version [on BIO's website](#).

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Alert!

Updated USCIS Photo Policy

USCIS Policies have changed as of December 12, 2025 regarding I-765 photos photo requirements.

USCIS policy changes as of December 12, 2025 may require you to attend a Biometric Services Appointment (BSA) at a USCIS Application Support Center (ASC) as part of your application process.

Monitor your online USCIS Case Status!

If a Biometrics appointment is required, you will be notified by USCIS in writing **via your online USCIS account**. FOLLOW ALL INSTRUCTIONS AND REQUIRED RESPONSE DEADLINES. *If you fail to complete this requirement as requested or respond to any RFE, your OPT application will be denied.*

- You may receive 2 separate documents with instructions in your online USCIS account documents: a **Biometrics appointment notice** AND/OR a **Request for Evidence (RFE)**.
- The Biometrics Notice will indicate a date/time/location for an appointment. It also has instructions if you wish to reschedule the appointment or change location.

*** See the [Photo section](#) and [RFE section](#) of this tutorial for more details.***

Alert! Increased OPT/STEM OPT Scrutiny by DHS

- U.S. Immigration and Customs Enforcement (ICE) has recently applied increased scrutiny to the OPT and STEM OPT programs, resulting in recent arrests for students who reported fraudulent employment with non-existent employers or false employment information. In person site visits by DHS have also been reported.
- Falsifying your OPT employment records or reporting employment that is not legitimate may result in serious repercussions.
- SEVIS may also automatically terminate F-1 records for students who have more than 90 days of unemployment.
- See [How to Recognize the Signs of Fraudulent Employer](#)
- BIO also notes USCIS benefit, visa, and entry denials related to failure to provide clear evidence of self-employment or unpaid employment
- Increased scrutiny may also include social media and online review, including whether you have engaged in unauthorized employment in the past. This may include review of social media, Linked in, publicly available resumes/CVs, etc

Alert: Avoid Immigration Scams

- It is very rare for USCIS or SEVP to contact you via phone regarding your application or your SEVIS record. Most notices from SEVP Portal are sent by email, and most notices from USCIS are sent via mail and can be accessed in your online account. They will generally never ask you for money.
- See USCIS's Avoid Scams Initiative website on how to avoid [immigration scams](#), report fraud, and find authorized legal services.

Alert: USCIS Processing Pause & Review for “Travel Ban” Countries

- USCIS has placed a hold on pending benefit requests, including the I-765 OPT/STEM OPT for aliens whose country of birth or country of citizenship is included in 2 different presidential proclamations, pending a comprehensive review.
- The countries subject to USCIS pause are currently: Afghanistan, Angola, Antigua and Barbuda, Benin, Burkina Faso, Burma (Myanmar), Burundi, Chad, Cote d'Ivoire, Cuba, Dominica, Equatorial Guinea, Eritrea, Gabon, Haiti, Iran, Laos, Libya, Malawi, Mali, Mauritania, Niger, Nigeria, Palestinian Authority Travel Documents, Republic of the Congo, Senegal, Sierra Leone, Somalia, South Sudan, Sudan, Syria, Tanzania, The Gambia, Togo, Tonga, Turkmenistan, Venezuela, Yemen, Zambia, Zimbabwe
- Review [BIO's Policy Update January 2026](#)

Can individuals from the impacted countries apply for OPT/STEM OPT?

- YES, you can still apply. BIO cannot predict when the pause will be lifted or how long the OPT/STEM OPT request could be pending.
- Premium Processing will not have any impact on the pause.
- Your F-1 status continues past your I-20 expiration & 60 day grace period if you have a timely filed, pending OPT application with USCIS.
- F-1 12 Month OPT- you cannot begin working until the OPT is approved, and you can only work during the dates listed on your approved EAD card. Days of unemployment do not begin until the start of the approved OPT EAD.
- Talk to a BIO advisor with any questions.

What is OPT? Am I Eligible for OPT?

OPT is an F-1 student employment benefit that allows for work authorization in a student's major field of study. You must be in full-time F-1 status for at least one academic year.*

At UC Berkeley, one academic year means enrollment for consecutive:

- Fall – Spring semesters
- Spring – Fall semesters
- Spring – Summer semesters (enrollment *May through August* for the full Summer term)
- Summer (enrollment *May through August* minimum of 12 units) – Fall semesters

The OPT application cannot be submitted more than 90 days before your program completion date. You must be in the US at time of the application to USCIS.

A job offer is not required to apply for OPT.

Review more details about OPT eligibility, types of OPT employment allowed, and unemployment limits on the [OPT FAQs page](#).

* Some students who **change visa status to F-1** and who have been continuously enrolled in a full-time degree program for at least 1 academic year may qualify for OPT prior to 1 year in F-1 status.

OPT Employment & Remote Work or Absence from the US

OPT employment allows remote work for US employers. Employment for *non-US employers* does not meet OPT employment requirements and cannot be authorized.

F-1s are considered to be in violation of F-1 if they are absent from the US for 5 continuous months . Continuous absence of 5 months or will result in possible termination of your F-1 record.

If you must temporarily work remotely for your US employer, you must return to the US within 5 months of your departure.

If your employment does not require physical presence in the US, then it is not appropriate employment for OPT.

Review more details about OPT eligibility, types of OPT employment allowed, and unemployment limits on the [OPT FAQs page](#).

Are you eligible for OPT?

CPT Usage

- If you have used 1 year or more of full-time Curricular Practical Training (CPT), during your current degree level, then you do not qualify for OPT.
- Part-time CPT does not count towards OPT disqualification.
- Note that heavy CPT usage either part-time or full-time can cause your OPT application to be subject to additional scrutiny. Be prepared to provide evidence of all prior CPT I-20s, as well as the academic work related to your CPT.

Application Process Overview

1. Request an OPT I-20

The OPT I-20 will be ready 5 business days after submitting the OPT request form and Post-Completion Services Fee payment to Berkeley International Office.

2. Prepare and submit your I-765 application materials to USCIS

Gather and submit required online USCIS I-765 application documents, including a copy of your new OPT I-20. **DO NOT SUBMIT YOUR APPLICATION TO USCIS WITHOUT YOUR OPT I-20!**

How long will USCIS processing take?

Check USCIS's current OPT and STEM OPT processing times. Select Form: "I-765" Form Category: "Based on a request by a qualified F-1 academic student [(c)(3)]" Service Center: "SCOPS". (Over the years, BIO has observed processing times ranging from 1-5 months, with most processed within 90 days.)

3. Receive your Employment Authorization Document (OPT EAD card)

Section 1:

Request OPT I-20 and Choose Your Start Date

Request your OPT I-20



F-1 Optional Practical Training (OPT) I-20 Request

Logged In as:

Introduction

[Summary Review](#)

What is OPT?

Post-Completion Optional Practical Training (OPT) is work authorization available to F-1 international students who want to seek employment in the U.S. in their major field(s) of study after completion of their program.

Students must have been full-time students for at least two consecutive semesters in order to be eligible for OPT. To maintain OPT status, students must obtain and report full-time employment (more than 20 hours a week) related to their major.

Upon your submission of this OPT request form, Berkeley International Office will issue you an OPT I-20 which you will use to apply for your OPT Authorization from the U.S. Citizenship and Immigration Services (USCIS).

[Continue](#)

Complete the online [OPT Request Form](#):

- Confirm your expected program completion date.
- On Campus Employment - All current on-campus employment authorization **MUST END** on or before your Program Completion Date. You can only begin work again, directly related to your field of study, *after* your OPT EAD approved start date.
- Requires approval from your academic advisor
- Choose your OPT start date.
- Includes \$250 Post-Completion Services Fee to Berkeley International Office via credit/debit card. [Pay online. Find link on our OPT webpage.](#)

Choose your OPT start and end date

- See [OPT Timelines](#) for your application windows & dates
- Your OPT **requested start date** is the date that you would like your 12 months of work authorization to begin. It must be within the 60-day grace period after the program completion date.
- The **end date** will usually be 1 year from your start date (*i.e. a July 2 start date will have a July 1 end date.*)
- **Job Offers- DON'T WAIT** until you get a job offer to apply for OPT or select your dates! Estimate when you would like to be available to work, and choose that start date. If you wait for an offer, you may not be able to apply for OPT in time, unless you are willing to pay a high fee for premium processing.
- The **requested OPT start & end dates** will be noted on page 2 of your new OPT I-20.

NOTE: Once USCIS receives the OPT application, it is not possible to change the requested start and end date.

Requested OPT Authorization Dates [Summary Review](#)

Your requested OPT start date is the date you would like your work authorization to begin. It must fall within the 60 days immediately following the Program End Date listed on your I-20. Your OPT end date will usually be one year after the requested OPT start date. To view OPT timeline examples, please see the [OPT Tutorial](#).

Sample Application Timeline. The dates on this sample may not correspond with the dates you will apply for OPT:

1. Requested OPT Start Date
Your requested OPT start date must be within the 60 days immediately following your I-20 Program End Date. Refer to the [OPT Tutorial](#) for the range of OPT start dates available for your I-20 program end date.

MM/DD/YYYY

This is a required field.

2. Requested OPT End Date
Your OPT end date should be one year after your start date. For example, if you are requesting an OPT start date of June 1, 2023, you should request an OPT end date of May 31, 2024. If you are requesting dates that are less than one year, please speak with a B/O advisor to discuss your situation.

MM/DD/YYYY

This is a required field.

[Continue](#)

Obtain Academic Advisor Recommendation

Your online OPT form will be sent to your academic advisor for approval. They will approve your program completion and post-completion OPT eligibility.

See here for [Advisor e-Form Instructions & FAQ](#)

Undergraduates:

- **L&S INSTRUCTIONS-** 1) Make an appointment with your Major Advisor. They will confirm that you are on track to complete all major requirements. If you are, the major advisor will either prepare a memo verifying that information or add a note into the BOA online advising system. 2) Complete the BIO OPT form using the email ins_international_students@berkeley.edu . *If you do not complete Step 1 first, your request will be denied by L&S.*
- **OTHER COLLEGES-** See [OPT Request Form](#) form for instructions

Graduates:

- Use the email of your Graduate Student Affairs Officer (GSAO), unless you are instructed by your department to use a faculty advisor or other staff member.
- Effective Fall 2026, F-1 I-20/J-1 DS-2019 completion dates will be based on the final term of registration and enrollment. Filing Fee will not satisfy this requirement. See BIO's [Filing Fee policy](#) for more information.
- Expected completion = last day of your final semester of degree completion enrollment, **OR** thesis/dissertation filing date
- Speak with a BIO advisor if you have a job offer beginning *before* the last day of the semester. Graduate students who only have a dissertation/thesis remaining may be eligible to begin their post-completion OPT before filing.

Submission to Your Academic Advisor

[Summary Review](#)

Once you submit this form, your academic advisor will receive an email prompting them to review your OPT request. Your advisor must confirm that you are expected to complete all degree requirements and coursework by the start of OPT. Many advisors require students to attend an advising appointment prior to approving an OPT request.

L&S students: Speak with both your major and college advisors to confirm that you will be completing all degree requirements and coursework by the start of OPT.

Double majors: Even though BIO only requires an academic advisor from one department to sign this form, we strongly encourage you to check in with advisors in all your majors to ensure you are on track to all complete degree requirements and coursework in all majors by the start of OPT.

Your academic advisor's berkeley.edu email address:

(L&S undergraduate students, enter ins_international_students@berkeley.edu here)

This is a required field.

Notes for your academic advisor (Optional)

If you would like to provide any notes or additional information about this request for your academic advisor, you may do so here

Program completion: Completing in Summer Session?

To qualify for a **Summer** I-20 completion date, you must:

- Have a final in-person degree course requirement to be completed in Summer.
- Be enrolled full time during Summer Session or receive [Reduced Course Load](#) approval from BIO for final term.
- Use the end date of your specific Summer Session as your program completion date (i.e. Summer Session A end date), **OR**
- Use the general Summer Session end date (i.e. last date of Summer Session E).
- If you have only been enrolled for 1 previous semester (Spring) and are completing in your second semester-Summer, you must be enrolled *May through August*, from the start to the end of the Summer term.
- **Note: If summer is your final semester, any on-campus employment or Curricular Practical Training is limited to 20 hours per week.**

Summer Program Completion: Graduate Students Filing Thesis/Dissertation May-August

Option 1

- Use Spring Semester program completion date*
- No summer enrollment required for visa purposes
- Degree conferred in Spring or Summer (depends on when you file)
- OPT start date must be within 60 days of Spring Semester program completion date
- Employment: on-campus or CPT during Spring can only be part-time

Option 2

- Use Summer Session program completion date*
- Enrollment for Summer Session required for visa purposes. Number of final units determined by your academic department.
- If Summer enrollment is less than full-time, complete [Final Term RCL form](#).
- Degree conferred in Summer
- OPT start date must be within 60 days of Summer program completion date
- Employment: on-campus or CPT during Summer can only be part-time

* Please speak with a BIO advisor about your program completion date and choosing an OPT start date. We will help you determine which option best suits your situation and needs.

Program Completion & Employment

- Your I-20 will be shortened to reflect your Program Completion date.
- ALL CURRENT EMPLOYMENT must STOP on or before your Program Completion date- this includes on or off-campus employment.
- After your program Completion Date, you may only work during the dates listed on your approved OPT EAD card. Working before or after the EAD card dates is a serious violation of F-1 status.
- Think carefully about your employment needs when choosing your OPT start date.

OPT Application Timelines

Your OPT application deadlines are based on your final semester completion date.

CLICK LINKS to go to your specific completion timeline!

- [Summer 2025](#) completion: 08/15/2025
- [Fall 2025](#) completion: 12/19/2025
- [Spring 2026](#) completion: 05/15/2026
- [Summer 2026](#) completion: 08/14/2026

SPECIAL PROGRAMS: *A few degree programs have different completion dates that don't match the general UC Berkeley academic calendar.*

Law (L.L.M., J.D., J.S.D) and Masters of Financial Engineering (M.F.E) and Masters of Translational Medicine (M.T.M)

- **LLM Summer 2025/2026** (multiple completion dates) - check your individual I-20 completion date and use this [OPT planner \(Step 3\)](#) to calculate your application window.
- [Law Fall 2025](#) completion: 12/15/2025
- [Law Spring 2026](#) completion: 05/13/2026
- [M.F.E Spring 2026](#) completion: 03/12/2026
- [MTM Spring 2026](#) completion: 06/12/2026

OPT Application Timeline: Summer 2025

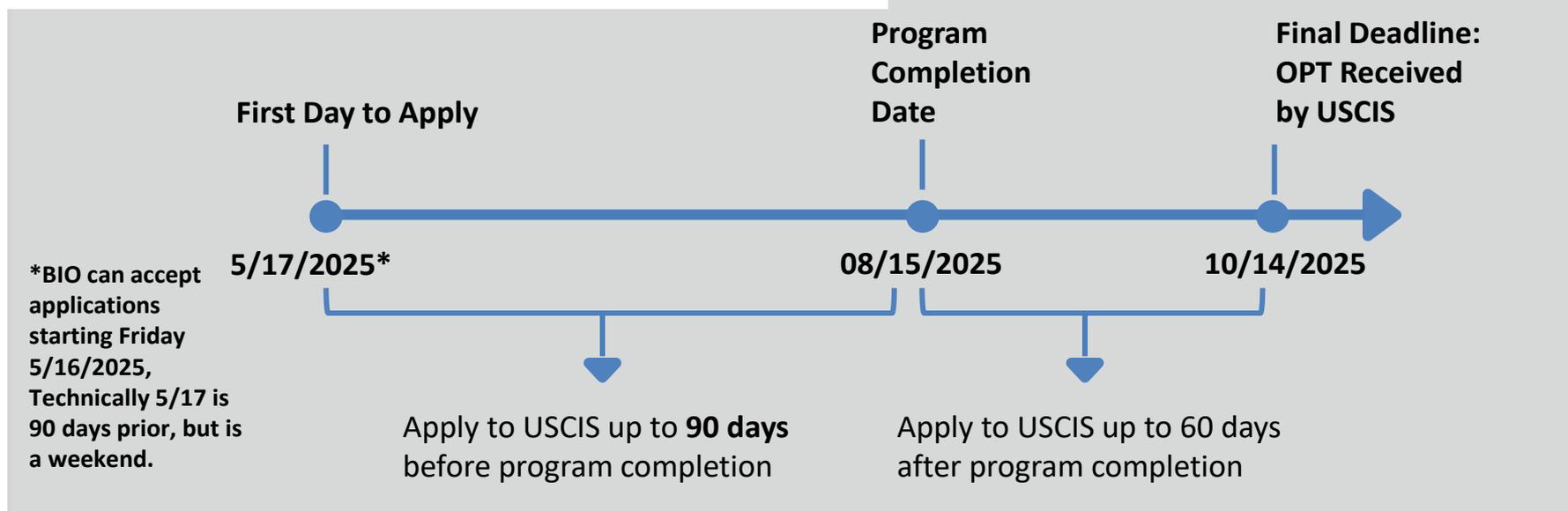
(Based on August 15, 2025 program completion)

BIO OPT I-20 processing time = 5 business days. BIO can only begin OPT I-20 processing on the “First Date to Apply”.

USCIS processing time has ranged from 1-5 months

[Check current USCIS Processing times](#) for “I-765” “Based on a request by a qualified F-1 academic student [(c)(3)]” with “Service Center Operations (SCOPS)”

Requested OPT start date must begin within 60 days of program completion date
Choose any date from **8/16/24-10/14/25**



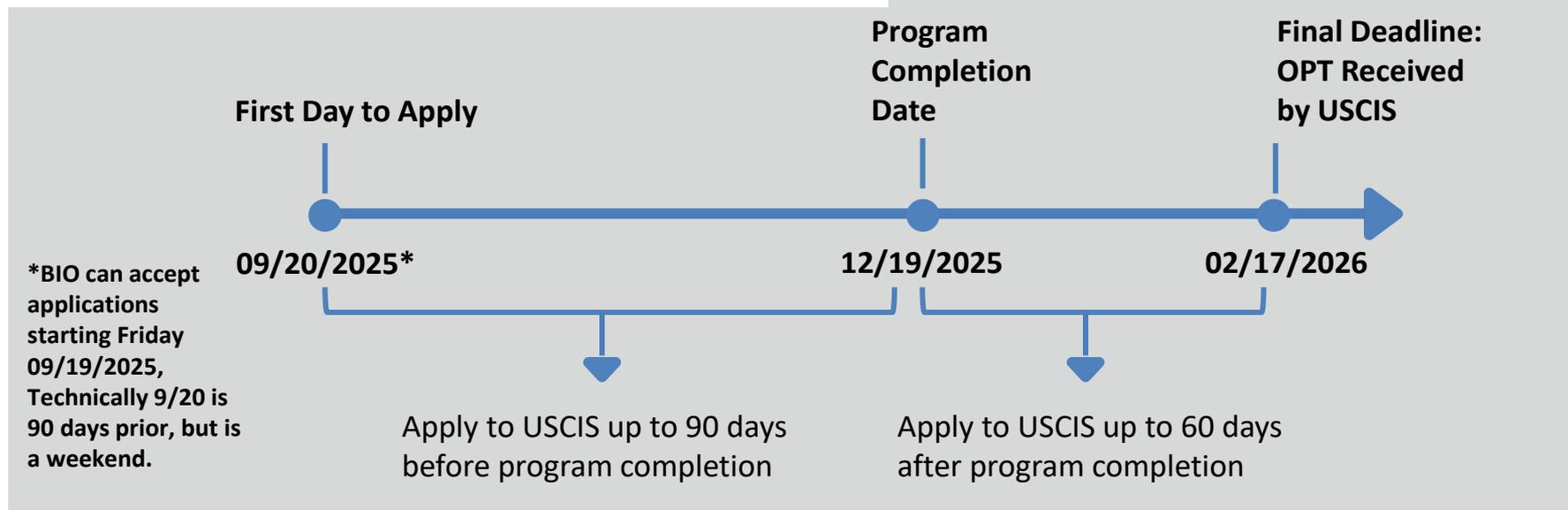
* For E-filed applications, USCIS uses [UTC or Coordinated Universal Time](#) to determine the time/date filed. If you are filing CLOSE to your deadline check the UTC time/date of filing!

OPT Application Timeline: Fall 2025

(Based on December 19, 2025 program completion)

BIO OPT I-20 processing time = 5 business days. BIO can only begin OPT I-20 processing on the “First Date to Apply”
 USCIS processing time has ranged from 1-5 months
[Check current USCIS Processing times](#) for “I-765” “Based on a request by a qualified F-1 academic student [(c)(3)]” with “Service Center Operations (SCOPS)”

Requested OPT start date must begin within 60 days of program completion date.
 Choose any date from **12/20/25-02/17/26**

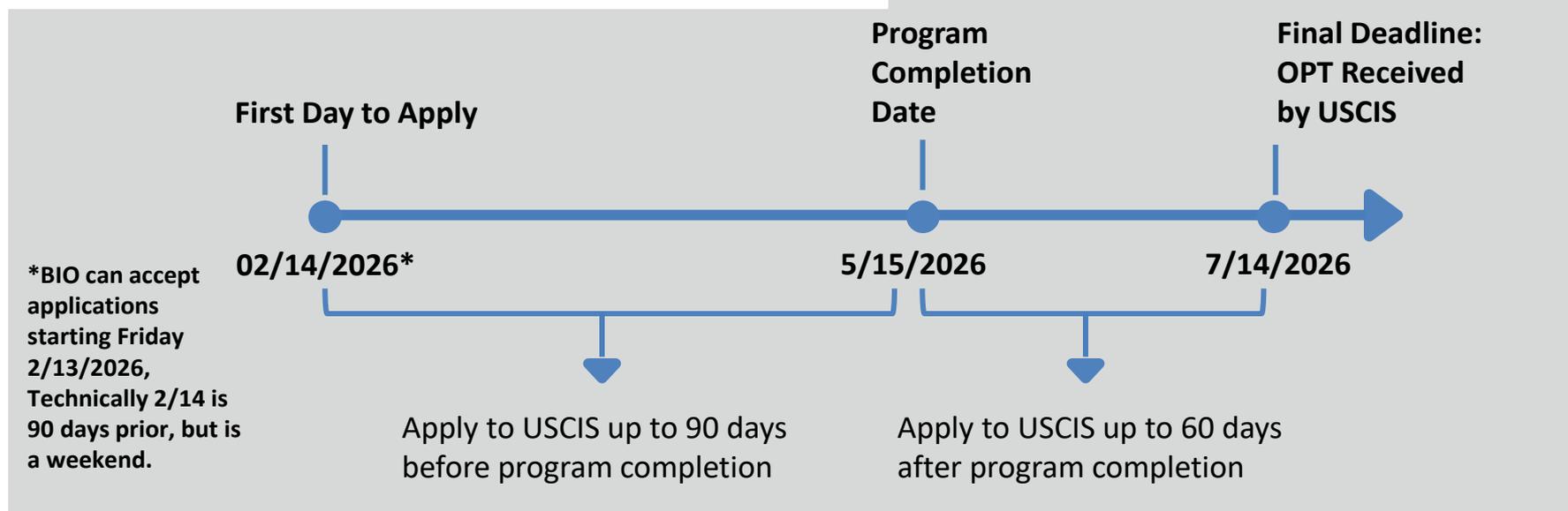


* For E-filed applications, USCIS uses [UTC or Coordinated Universal Time](#) to determine the time/date filed. If you are filing CLOSE to your deadline check the UTC time/date of filing!

OPT Application Timeline: Spring 2026 (Based on May 15, 2026 program completion)

BIO OPT I-20 processing time = 5 business days. BIO can only begin OPT I-20 processing on the “First Date to Apply”
 USCIS processing time has ranged from 1-5 months
[Check current USCIS Processing times](#) for “I-765” “Based on a request by a qualified F-1 academic student [(c)(3)]” with “Service Center Operations (SCOPS)”

Requested OPT start date must begin within 60 days of program completion date
 Choose any date from **5/16/26-7/14/26**



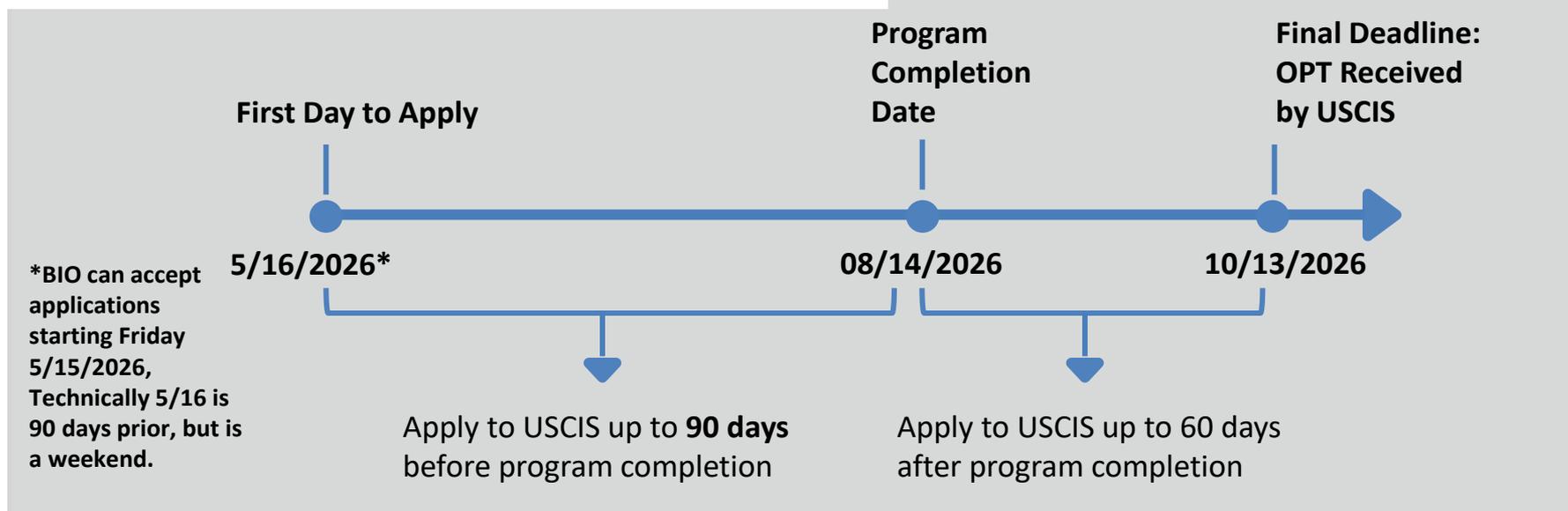
* For E-filed applications, USCIS uses [UTC or Coordinated Universal Time](#) to determine the time/date filed. If you are filing CLOSE to your deadline check the UTC time/date of filing!

OPT Application Timeline: Summer 2026

(Based on August 14, 2026 program completion)

BIO OPT I-20 processing time = 5 business days. BIO can only begin OPT I-20 processing on the “First Date to Apply”
 USCIS processing time has ranged from 1-5 months
[Check current USCIS Processing times](#) for “I-765” “Based on a request by a qualified F-1 academic student [(c)(3)]” with “Service Center Operations (SCOPS)”

Requested OPT start date must begin within 60 days of program completion date
 Choose any date from **8/15/26-10/13/26**



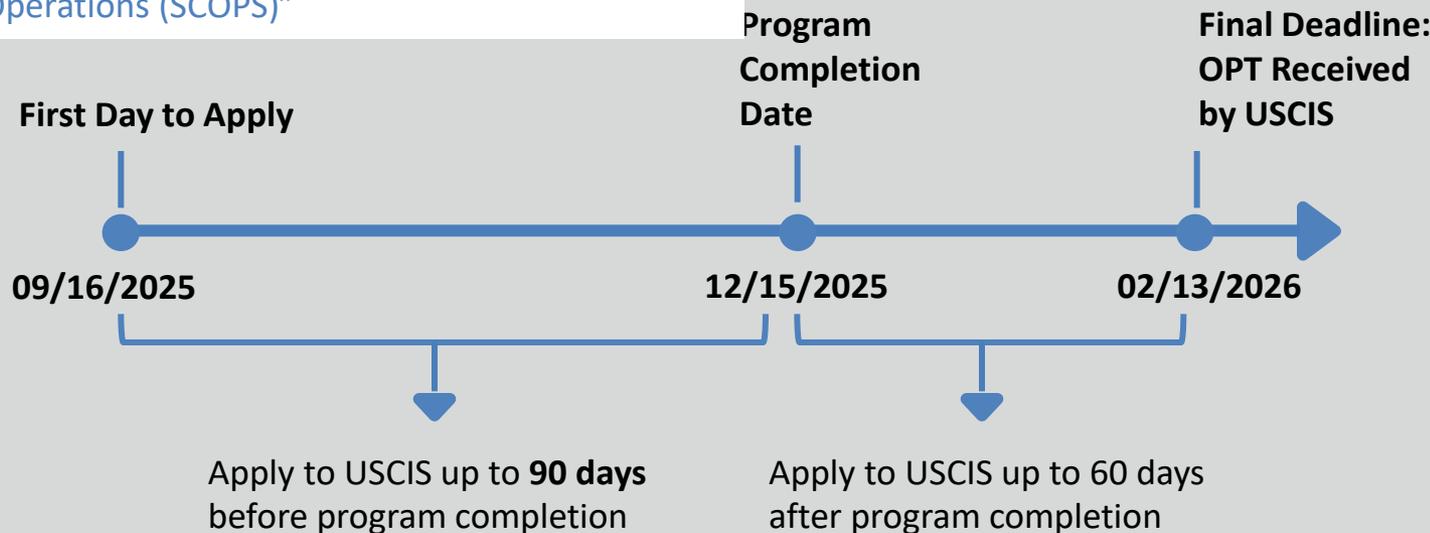
* For E-filed applications, USCIS uses [UTC or Coordinated Universal Time](#) to determine the time/date filed. If you are filing CLOSE to your deadline check the UTC time/date of filing!

OPT Application Timeline: Law Fall 2025

(LLM, JD, JSD based on December 15, 2025 program completion)

BIO OPT I-20 processing time = 5 business days. BIO can only begin OPT I-20 processing on the “First Date to Apply”
 USCIS processing time has ranged from 1-5 months
[Check current USCIS Processing times](#) for “I-765” “Based on a request by a qualified F-1 academic student [(c)(3)]” with “Service Center Operations (SCOPS)”

Requested OPT start date must begin within 60 days of program completion date
 Choose any date from **12/16/25-02/13/26**

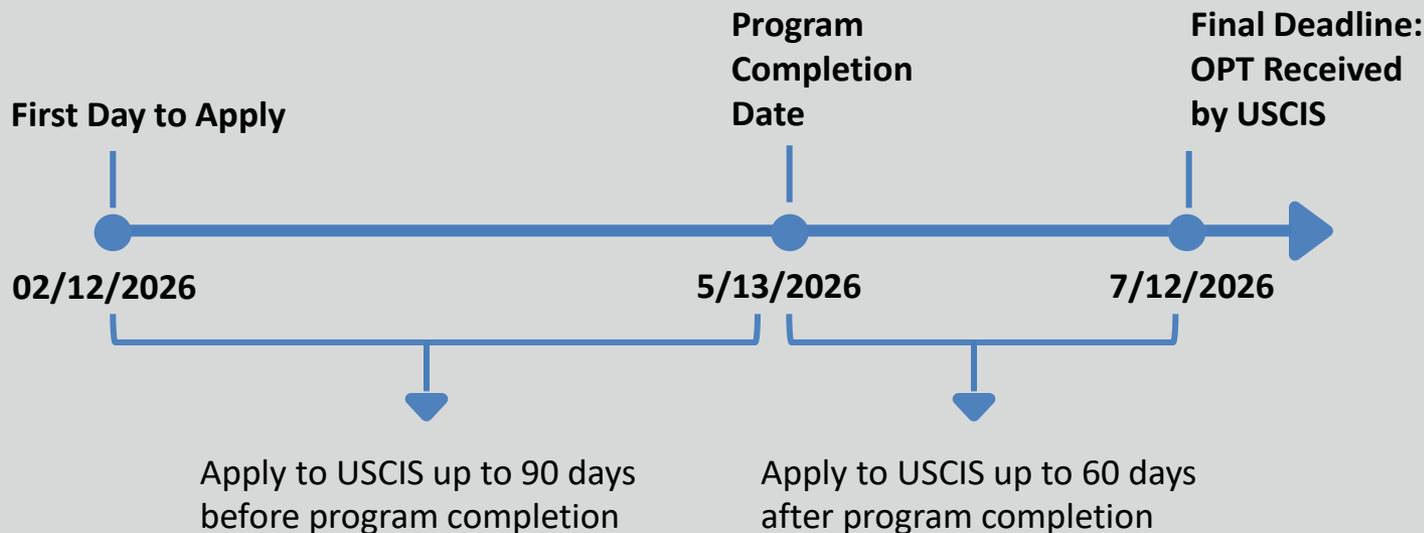


* For E-filed applications, USCIS uses [UTC or Coordinated Universal Time](#) to determine the time/date filed. If you are filing CLOSE to your deadline check the UTC time/date of filing!

OPT Application Timeline: Law Spring 2026 (LLM, JD, JSD based on May 13, 2026 program completion)

BIO OPT I-20 processing time = 5 business days. BIO can only begin OPT I-20 processing on the “First Date to Apply”
 USCIS processing time has ranged from 1-5 months
[Check current USCIS Processing times](#) for “I-765” “Based on a request by a qualified F-1 academic student [(c)(3)]” with “Service Center Operations (SCOPS)”

Requested OPT start date must begin within 60 days of program completion date
 Choose any date from **5/14/26-7/12/26**



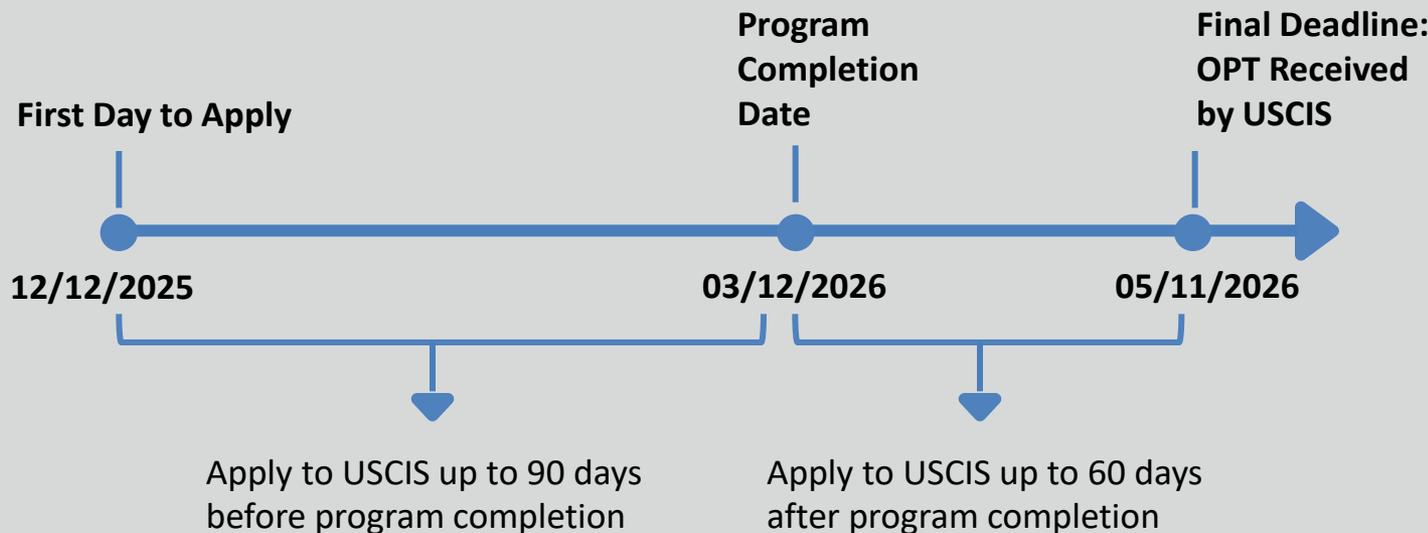
* For E-filed applications, USCIS uses [UTC or Coordinated Universal Time](#) to determine the time/date filed. If you are filing CLOSE to your deadline check the UTC time/date of filing!

OPT Application Timeline: MFE Spring 2026

(Special program with March 12, 2026 program completion)

BIO OPT I-20 processing time = 5 business days. BIO can only begin OPT I-20 processing on the “First Date to Apply”
 USCIS processing time has ranged from 1-5 months
[Check current USCIS Processing times](#) for “I-765” “Based on a request by a qualified F-1 academic student [(c)(3)]” with “Service Center Operations (SCOPS)”

Requested OPT start date must begin within 60 days of program completion date
 Choose any date from **03/13/26- 05/11/26**



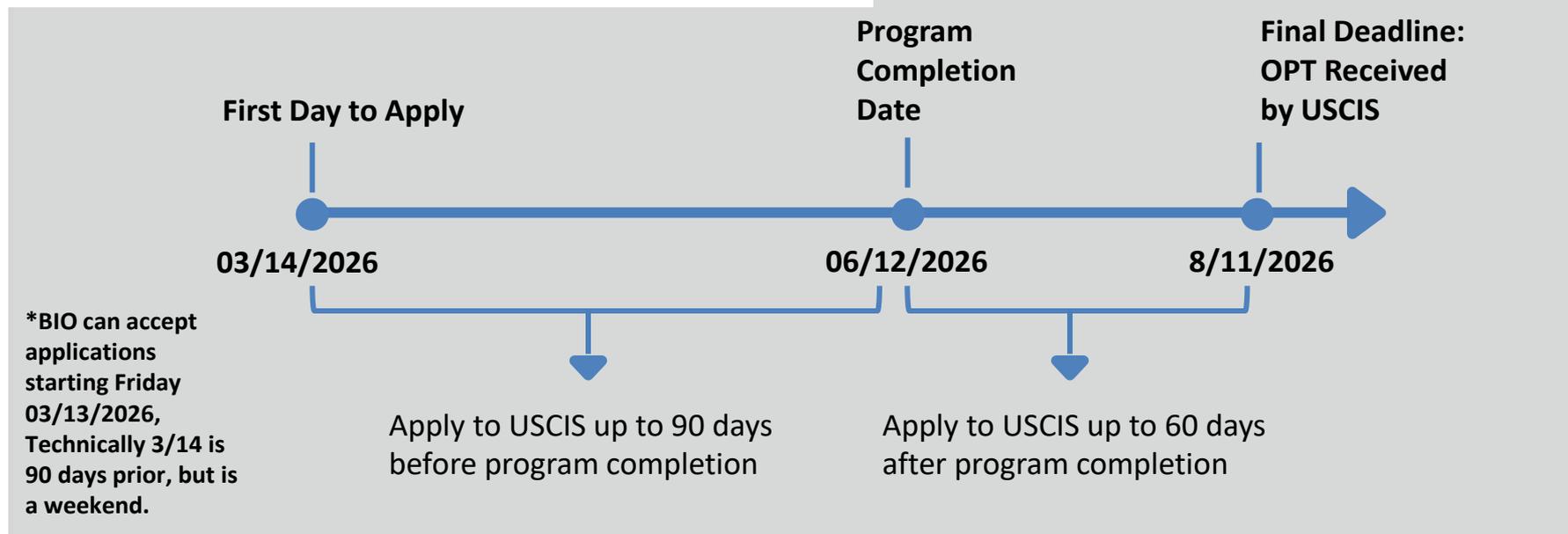
* For E-filed applications, USCIS uses [UTC or Coordinated Universal Time](#) to determine the time/date filed. If you are filing CLOSE to your deadline check the UTC time/date of filing!

OPT Application Timeline: MTM Spring 2026

(Special program with June 12, 2026 program completion)

BIO OPT I-20 processing time = 5 business days. BIO can only begin OPT I-20 processing on the “First Date to Apply”
 USCIS processing time has ranged from 1-5 months
[Check current USCIS Processing times](#) for “I-765” “Based on a request by a qualified F-1 academic student [(c)(3)]” with “Service Center Operations (SCOPS)”

Requested OPT start date must begin within 60 days of program completion date
 Choose any date from **6/13/26-08/11/26**

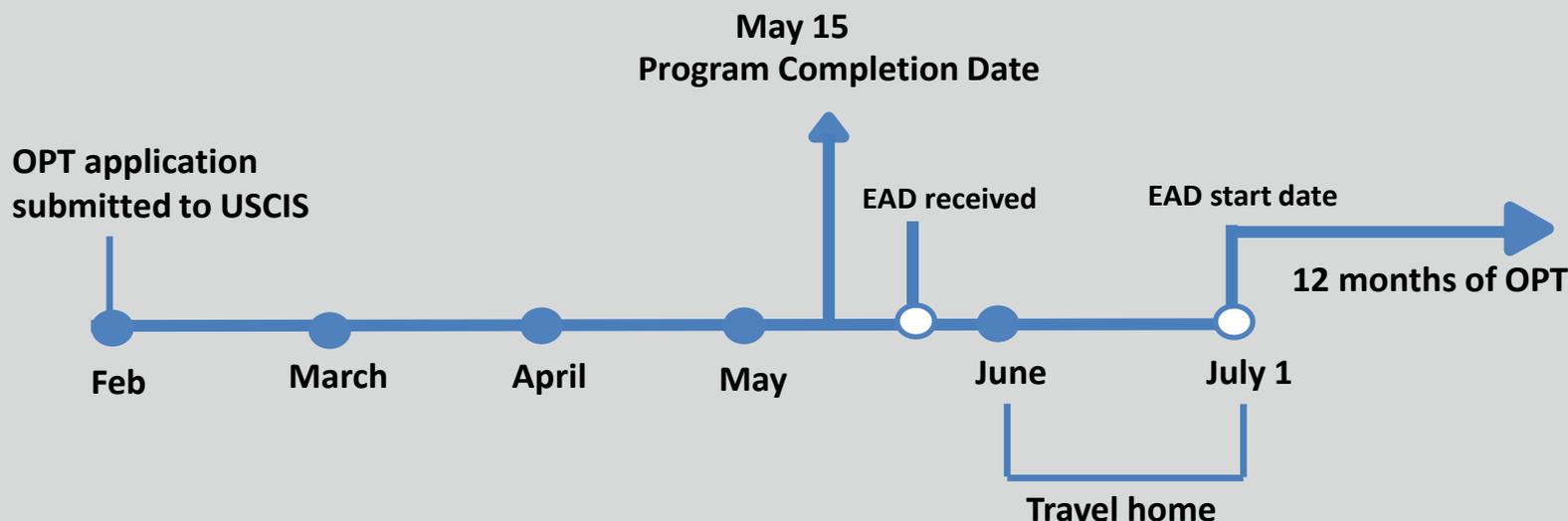


* For E-filed applications, USCIS uses [UTC or Coordinated Universal Time](#) to determine the time/date filed. If you are filing CLOSE to your deadline check the UTC time/date of filing!

Scenario 1: Spring Completion

Apply early! Good timing.

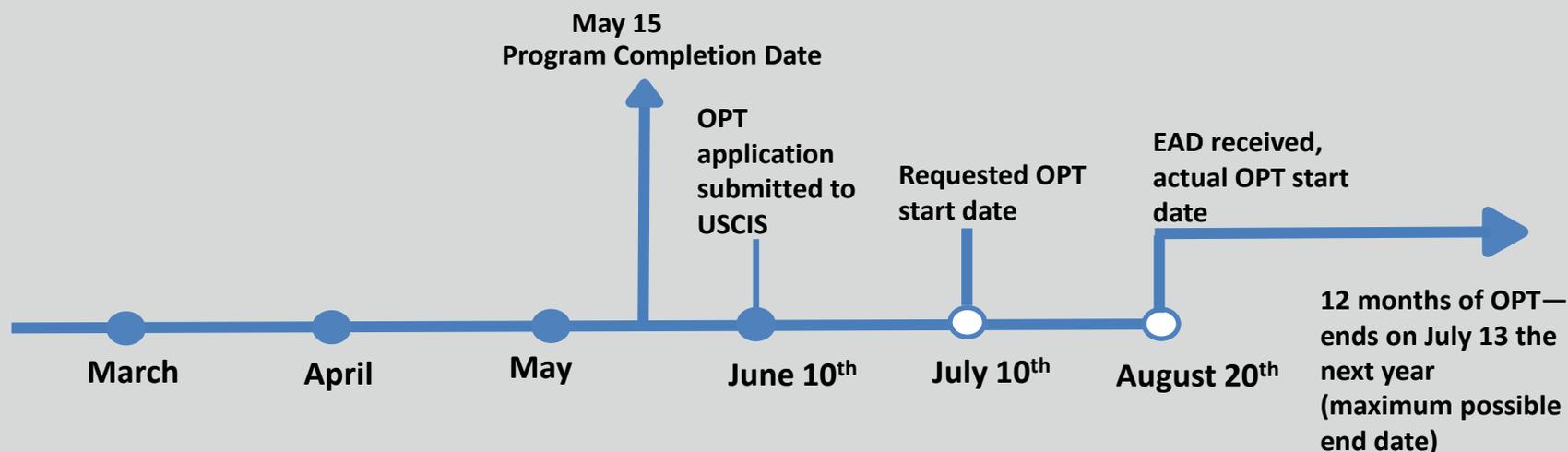
On Feb. 19th, Sue submits her I-765 application for OPT to USCIS. She is completing her program on May 16th and chooses July 1st as the OPT start date because she plans to be available to start work on that day. She Receives the EAD on June 1. Her employer is pleased to see proof of the work permission early even though she cannot start working until July 1st, as noted on the EAD. Sue decides to go home for one month to celebrate her program completion and will return using her OPT travel documents.



Scenario 2: Spring Completion

Apply late, lose some OPT time.

George waits to find out his job offer start date, instead of applying for OPT early with an estimated start date. In May, he receives a job offer with a start date of July 10th. He requests July 10th as his start date, and submits his OPT I-765 application to USCIS on June 10th. On July 10th, George still hasn't received his EAD, so he can't work. George receives his EAD on August 20th and it expires the following year on July 13th. George has lost almost 1 month of his 12 month OPT because his application was approved after the latest available OPT start date. OPT EAD cards can't be backdated, but the OPT has a maximum end date no more than 14 months from program completion.



Check your OPT I-20 for accuracy

After receiving your OPT I-20, notify BIO immediately if there are any errors.

I-20, Page 1

Education Level

Education Level may have changed. (ex. PhD candidate decides to graduate with a Master's)

Program End Date

Program completion date will be updated to the program completion date on the OPT request form. (I-20 will remain valid through OPT authorization period on page 2 or the approved EAD card dates)

Remember: All current on or off-campus employment authorization MUST END on or before your Program End Date. You can only begin work again, directly related to your field of study, after your OPT EAD approved start date.

School Attestation

Make sure there is a BIO advisor signature. Check the DATE ISSUED— USCIS must receive your application within **30 days of this date**.

Student Attestation

Print, sign & date I-20. Sign by hand! Students 18 and over **do not** need a parent's signature.

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:			
SURNAME/PRIMARY NAME	GIVEN NAME	Class of Admission	
PREFERRED NAME	PASSPORT NAME	F-1	
COUNTRY OF BIRTH	COUNTRY OF CITIZENSHIP		
DATE OF BIRTH	ADMISSION NUMBER	ACADEMIC AND LANGUAGE	
FORM ISSUE REASON CONTINUED ATTENDANCE	LEGACY NAME		
SCHOOL INFORMATION			
SCHOOL NAME University of California at Berkeley University of California at Berkeley	SCHOOL ADDRESS Berkeley International Office, 2299 Piedmont, Berkeley, CA 94720		
SCHOOL OFFICIAL TO CONTACT UPON ARRIVAL International Student Advisor	SCHOOL CODE AND APPROVAL DATE SFR214F00615000 27 JANUARY 2008		
PROGRAM OF STUDY			
EDUCATION LEVEL BACHELOR'S	MAJOR 1 Chemistry, General 40.0801	MAJOR 2 None 00.0000	
PROGRAM ENGLISH PROFICIENCY Required	ENGLISH PROFICIENCY NOTES Student is proficient	EARLIEST ADMISSION DATE	
START OF CLASSES 31 AUGUST 2018	PROGRAM START/END DATE 31 AUGUST 2018 - 31 DECEMBER 2017		
FINANCIALS			
ESTIMATED AVERAGE COSTS FOR: 12 MONTHS		STUDENT'S FUNDING FOR: 12 MONTHS	
Tuition and Fees	\$ 21,401	Personal Funds	\$ 0
Living Expenses	\$ 9,480	Funds From This School	\$
Expenses of Dependents (0)	\$	Family Support	\$ 30,881
Other	\$	On-Campus Employment	\$
TOTAL	\$ 30,881	TOTAL	\$ 30,881
REMARKS			
SCHOOL ATTESTATION			
I certify under penalty of perjury that all information provided above was entered before I signed this form and is true and correct. I executed this form in the United States after review and evaluation in the United States by me or other officials of the school of the student's application, transcripts, or other records of courses taken and proof of financial responsibility, which were received at the school prior to the execution of this form. The school has determined that the above named student's qualifications meet all standards for admission to the school and the student will be required to pursue a full program of study as defined by 8 CFR 214.3(f)(6). I am a designated school official of the above named school and am authorized to issue this form.			
SIGNATURE OF: <i>Advisor Signature</i>		DATE ISSUED 07 December 2017	PLACE ISSUED Berkeley, CA
STUDENT ATTESTATION			
I have read and agreed to comply with the terms and conditions of my admission and those of any extension of stay. I certify that all information provided on this form refers specifically to me and is true and correct to the best of my knowledge. I certify that I seek to enter or remain in the United States temporarily, and solely for the purpose of pursuing a full program of study at the school named above. I also authorize the named school to release any information from my records needed by DHS pursuant to 8 CFR 214.3(g) to determine my nonimmigrant status. Parent or guardian, and student, must sign if student is under 18.			
SIGNATURE OF: <i>Student Signature</i>		DATE MM/DD/YYYY	
NAME OF PARENT OR GUARDIAN	SIGNATURE	ADDRESS (city/state or province/country)	DATE

Check your OPT I-20 for accuracy

I-20, Page 2

OPT requested start and end dates will be automatically adjusted if USCIS does not complete the processing of your OPT by the requested date. Your EAD will reflect the approved dates. Apply as early as possible.

You will receive a new travel signature at the time you request your OPT I-20.

Please note: USCIS must receive your application within 30 days of the DATE ISSUED date on PAGE 1, *not* the travel signature date. (The travel signature may be a later date.)

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: N00123456789 (F-1) NAME: Wenyi Wang

EMPLOYMENT AUTHORIZATIONS

TYPE	FULL/PART-TIME	STATUS	START DATE	END DATE
POST-COMPLETION OPT	FULL TIME	REQUESTED	15 JUNE 2017	14 JUNE 2018

CHANGE OF STATUS/CAP-GAP EXTENSION

AUTHORIZED REDUCED COURSE LOAD

CURRENT SESSION DATES

CURRENT SESSION START DATE	CURRENT SESSION END DATE
17 JANUARY 2017	12 MAY 2017

TRAVEL ENDORSEMENT

This page, when properly endorsed, may be used for re-entry of the student to attend the same school after a temporary absence from the United States. Each endorsement is valid for one year.

Designated School Official	TITLE	SIGNATURE	DATE ISSUED	PLACE ISSUED
		X		
Advisor Name	DSO Berkeley, CA	X <i>Advisor Signature</i>	MM/DD/YYYY	
		X		
		X		



Section 2:

Prepare & Submit Your Application Materials to USCIS

Can I file my USCIS OPT/STEM OPT Extension online?

This tutorial provides instructions for submitting the OPT or STEM OPT application by e-filing with USCIS. It's also possible to file by mail. **E-filing is recommended.** See the [USCIS e-filing website](#) for more information.

What is e-filing?

USCIS e-filing allows you to:

- Create a USCIS account
- Pay the USCIS I-765 fee online
- Complete the I-765 form online and upload documents

USCIS will send all notifications to you via your online account. These include pending notices, requests for evidence, denials and approvals. USCIS will also send you these notices in paper form through the mail.

If you encounter problems, check with BIO and we will do our best to direct you to resources for support. The [USCIS Ombudsman has a helpful website](#) with a [detailed Q&A about I-765 e-filing](#) questions which may be helpful to you.

Options to Submit OPT Application (USCIS Form I-765)

E-filing: Filing Online (recommended)

Continue to the next slides in the tutorial for instructions specific to filing your OPT application with USCIS online.

Online Filing Benefits:

- Simpler and has less risk of application documents lost in the mail, or mail delays.
- Immediate receipt number upon submitting application.
- Lower risk of rejection due to payment issues, mistakes in filling out the application or forgotten documents
- You can receive and respond to requests for evidence or other problems online
- You can communicate with USCIS via your online account
- USCIS will send all notifications to you via your online account. These include pending notices, requests for evidence, denials and approvals. USCIS will also send you these notices in paper form through the mail. See the [USCIS e-filing website](#) for more information.

Filing by Mail

If you choose to file by mail (**not recommended**):

1. You can request basic instructions from a BIO advisor on how to file the I-765 by mail. BIO no longer provides step by step paper I-765 instructions.
2. You will mail the complete paper Form I-765 and copies of required documentation to USCIS.
3. Continue in this tutorial to [Section 3: After Filing & OPT Issues](#)

Why is filing by Mail NOT recommended?

- This application process is slower due to mailing
- You will not receive receipt notices or request for evidence electronically
- Higher risk of lost application, denial due to incorrect fee payment, late applications

Required documents for e-filed OPT I-765 application

- Photo meeting USCIS I-765 Passport-style Photo Requirements*
- USCIS Fee - See the [USCIS I-765 page](#) for current filing fee.
- Form I-765- You will submit this form online. See the [USCIS I-765 page](#). DO NOT submit the I-765 before you have *received* your OPT I-20!
- Copy of OPT I-20 (pages 1-3) issued by BIO within the past 30 days. Don't forget to sign it!
- Copy of currently valid passport biographical page *and* F-1 visa stamp, if applicable.
- Copy of expired passport biographical page if you used that document to enter the U.S. most recently
- Printout of [electronic I-94 record](#) or copy of paper Form I-94 (both sides).
- Copies of **all previous CPT I-20s** (*from UCB and/or previous schools*), if applicable.
- Copies of **all previous OPT I-20s and EAD card(s)** (*from UCB and/or previous schools*), if applicable.
- SPECIAL CASES (RARE): If your UC Berkeley OPT I-20 shows *less than 1 academic year* (2 semesters) of enrollment.
 - **Readmitted/Transfer students** – 1) Copies of I-20s from previous Transfer schools *and* 2) BIO Adviser Transfer I-20 Letter
 - **Change of Status students** – 1) Copy of Change of Status Approval Notice *and* 2) Official UC Berkeley transcript *and* 3) BIO Adviser Change of Status letter

*Due to changes in USCIS photo policies, you may also receive a notification in your USCIS account to attend a biometrics/photo appointment at a [USCIS Application Support Center \(ASC\)](#). See the [Photo section](#) for more details.

No documents are required for F-2 dependents.

Gather the required documentation: Photos

Photo Requirements

The I-765 requires you to submit photos. USCIS Photo [Policies have changed](#) as of December 12, 2025. Photos for the OPT application must meet the specifications of U.S. style passports. To see a full description of these specifications, go to the [U.S. Department of State](#) website.

E-FILING: Follow all instructions in the online I-765 form to submit photos, as USCIS has specific requirements. *The form instructs you to upload photos, but you will likely still be required to attend a biometrics/photo appointment later.*

USCIS Biometrics or Photo Appointment Requirement

- [USCIS policy changes as of December 12, 2025](#) may require you to attend a Biometric Services Appointment (BSA) at [a USCIS Application Support Center \(ASC\)](#)
- **Monitor your USCIS case status!** If a Biometrics appointment is required, you will be notified by USCIS in writing via your online USCIS account. FOLLOW ALL INSTRUCTIONS AND REQUIRED RESPONSE DEADLINES. *If you fail to complete this requirement as requested or respond to any RFE, your OPT application will be denied.*
 - You may receive 2 separate documents with instructions in your online USCIS account documents: a **Biometrics appointment notice** AND/OR a **Request for Evidence (RFE)**.
 - The Biometrics Notice will indicate a date/time/location for an appointment. It also has instructions if you wish to reschedule the appointment or change location.
- If you have legal concerns regarding attending a Biometrics appointment at a USCIS facility, contact BIO or an immigration attorney.

Preparing your USCIS fee payment method: Filing online

Filing online

- If you file the form I-765 online, the online form will automatically calculate the correct fee and you will pay online when you submit the e-filed application.
- You must pay with a valid credit or debit card, or provide your bank routing and checking account numbers to have money taken directly from your U.S. bank account.
- Check the [USCIS I-765 website](#) for the current filing fee.
- DO NOT complete the submission of your I-765 or pay the fee until you have your OPT I-20 and all other required documents!

Gather the required documentation

Photocopy of UCB OPT I-20 (all 3 pages):

- Must be received by USCIS within 30 days of DATE ISSUED on page 1.
- Original must be signed by a BIO advisor, either *by hand or electronically*.
- Original must be signed *by hand* by the student at the bottom of page 1 *before copying*. If you received an electronic copy of your I-20, you must print it out and sign it by hand.
- The requested OPT start and end dates will appear on page 2. **CHECK THE OPT RECOMMENDATION ON PAGE 2!**

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: N			
SURNAME/PRIMARY NAME	GIVEN NAME	CLASS	
PREFERRED NAME	PASSPORT NAME	F-1	
COUNTRY OF BIRTH	COUNTRY OF CITIZENSHIP		
DATE OF BIRTH	ADMISSION NUMBER	ACADEMIC AND LANGUAGE	
FORM ISSUE REASON CONTINUED ATTENDANCE	LEGACY NAME		
SCHOOL INFORMATION			
SCHOOL NAME University of California at Berkeley University of California at Berkeley		SCHOOL ADDRESS Berkeley International Office, Berkeley, CA 94720	
SCHOOL OFFICIAL TO CONTACT UPON ARRIVAL International Student & Scholar Advisor		SCHOOL CODE AND APPROVAL DATE SPR214F00615000 27 JANUARY 2003	
PROGRAM OF STUDY			
EDUCATION LEVEL DOCTORATE	MAJOR 1 Political Science and Government, General 45.1001	MAJOR 2 None 00.0000	
NORMAL PROGRAM LENGTH 48 Months	PROGRAM ENGLISH PROFICIENCY Required	ENGLISH PROFICIENCY NOTES Student is proficient	
PROGRAM START DATE 21 JANUARY 2014	PROGRAM END DATE 18 DECEMBER 2015		
FINANCIALS			
ESTIMATED AVERAGE COSTS FOR: 12 MONTHS		STUDENT'S FUNDING FOR: 12 MONTHS	
Tuition and Fees	\$ 30,903	Personal Funds	\$ 0
Living Expenses	\$ 18,000	Dept. Support	\$ 48,903
Expenses of Dependents (0)	\$ 0	Funds From Another Source	\$
Other	\$	On-Campus Employment	\$
TOTAL	\$ 48,903	TOTAL	\$ 48,903
REMARKS			
SCHOOL ATTESTATION			
I certify under penalty of perjury that all information provided above was entered before I signed this form and is true and correct. I executed this form in the United States after review and evaluation in the United States by me or other officials of the school of the student's application, transcripts, or other records of courses taken and proof of financial responsibility, which were received at the school prior to the execution of this form. The school has determined that the above named student's qualifications meet all standards for admission to the school and the student will be required to pursue a full program of study as defined by 8 CFR 214.2(f)(6). I am a designated school official of the above named school and am authorized to issue this form.			
SIGNATURE OF: Scholar Advisor	DATE ISSUED 05 October 2014	PLACE ISSUED Berkeley, CA	
STUDENT ATTESTATION			
I have read and agree to comply with the terms and conditions of my admission and those of any extension of stay. I certify that all information provided on this form reflects specifically to me and is true and correct to the best of my knowledge. I certify that I seek to enter or remain in the United States temporarily, and solely for the purpose of pursuing a full program of study at the school named above. I also authorize the named school to release any information from my records needed by DHS pursuant to 8 CFR 214.3(g) to determine my nonimmigrant status. Parent or guardian, and student, must sign if student is under 18.			
SIGNATURE OF:	X	DATE	
NAME OF PARENT OR GUARDIAN	SIGNATURE	ADDRESS (city/state or province/country)	DATE
ICE Form I-20 (3/31/2018)		Page 1 of 3	

Gather the required documentation

**CHECK TO BE SURE
YOUR OPT
RECOMMENDATION
IS ON PAGE 2!**

Department of Homeland Security I-20, Certificate of Eligibility for Nonimmigrant Student Status
U.S. Immigration and Customs Enforcement OMB NO. 1653-0038

SEVIS ID: **(F-1)** **NAME:**

EMPLOYMENT AUTHORIZATIONS

TYPE	FULL/PART-TIME	STATUS	START DATE	END DATE
POST-COMPLETION OPT	FULL TIME	REQUESTED	05 JULY 2023	04 JULY 2024

CHANGE OF STATUS/CAP-GAP EXTENSION

AUTHORIZED REDUCED COURSE LOAD

CURRENT SESSION DATES

CURRENT SESSION START DATE	CURRENT SESSION END DATE
17 JANUARY 2023	12 MAY 2023

TRAVEL ENDORSEMENT

This page, when properly endorsed, may be used for re-entry of the student to attend the same school after a temporary absence from the United States. Each endorsement is valid for one year.

Designated School Official	TITLE	SIGNATURE	DATE ISSUED	PLACE ISSUED
		X		
		X		
		X		
		X		

Gather the required documentation

Photocopy of I-94 Information:

The I-94 can be *either*:

- An electronic I-94 record. Visit: <https://i94.cbp.dhs.gov> to access and print your record. Select “Get Most Recent I-94”.

OR (less common)

- A paper I-94 card stapled into your passport. Include a copy of both sides, even though the back side may be blank.

OR (less common)

- A copy of an I-797 Change of Status Approval Notice which includes a new I-94.

U.S. Customs and Border Protection
Securing America's Borders

Most Recent I-94

Admission (I-94) Record Number :

Most Recent Date of Entry: 2017 March 06

Class of Admission : F1

Admit Until Date : D/S

Details provided on the I-94 Information form:

Last/Surname :

First (Given) Name :

Birth Date :

Passport Number :

Country of Issuance :

► Effective April 26, 2013, DHS began automating the admission process. An alien lawfully admitted or paroled into the U.S. is no longer required to be in possession of a preprinted Form I-94. A record of admission printed from the CBP website constitutes a lawful record of admission. See 8 CFR § 1.4(d).

► If an employer, local, state or federal agency requests admission information, present your admission (I-94) number along with any additional required documents requested by that employer or agency.

► Note: For security reasons, we recommend that you close your browser after you have finished retrieving your I-94 number.

Electronic I-94 Record

DEPARTMENT OF HOMELAND SECURITY
U.S. Customs and Border Protection

CBP No. 8888-8888

Departure Record

Admission Number:
123456789 01

18. Family Name: _____

19. First (Given) Name: _____ 20. Birth Date (DD/MM/YY): _____

21. Country of Citizenship: _____

CBP Form I-94

Paper I-94 (front)

Warning A nonimmigrant who accepts unauthorized employment is subject to deportation.

Important Retain this permit in your possession, *you must surrender it when you leave the U.S.* Failure to do so may delay your entry into the U.S. in the future. You are authorized to stay in the U.S. only until the date written on this form. To remain past this date, without permission from Department of Homeland Security authorities, is a violation of the law.

Surrender this permit when you leave the U.S.:

- By sea or air, to the transportation line;
- Across the Canadian border, to a Canadian Official;
- Across the Mexican border, to a U.S. Official.

Students planning to reenter the U.S. within 30 days to return to the same school, see "Arrival-Departure" on page 2 of Form I-20 prior to surrendering this permit.

Record of Changes

Port: _____

Date: _____

Carrier: _____

Flight # / Ship Name: _____

Departure Record

Paper I-94 (back)

Gather the required documentation

Photocopy of all previous OPT and CPT I-20s:

- If you have NEVER used CPT or OPT in the past, you do not need to include previous I-20s.
- Include copies of all previous CPT and OPT I-20s at UCB and previous schools.
- Old and new versions of the I-20 are acceptable.
- Copy **all 3 pages**.
- Keep the originals for your records.
- You may need to request copies of any lost CPT/OPT I-20s.

- UCB I-20s : [Email BIO](#) for an I-20 Copy request form.
- Previous School I-20s: contact them directly

U.S. Department of Justice
Immigration and Naturalization Service

Certificate of Eligibility for Nonimmigrant (F-1) Student Status - For Academic and Language Students (OMB No. 1115-0051)

Page 1

Please read instructions on Page 2. This page must be completed and signed in the U.S. by a designated school official.

1. Family Name (surname): _____ Middle Name: _____
First (given) Name: _____
Country of birth: _____ Date of birth (month/year): _____
Country of citizenship: _____ Admission number: _____

2. School (School district) name: _____
University of California at Berkeley
University of California at Berkeley
School Official to be notified of student's arrival in U.S. (Name and Title): _____
David Reardon
Student Affairs Officer
School address (contact up only): _____
Services for International Students and CPT Placement
Berkeley, CA 94720-2325
School email (contact up only, if any) and approval date: _____
approved on 05/27/2015

3. This certificate is issued to the student named above for: _____
Initial attendance at this school: _____

4. Level of education the student is pursuing or will pursue in the United States: _____
MASTER 's

5. The student named above has been accepted for a full course of study at this school, maturing on 03/22/2016. Community and Regional Time _____
The student is expected to report to the school no later than 08/26/2016 _____
and complete studies not later than 12/31/2016. The normal length of study is _____ months.

6. English proficiency: _____
The student has the required English proficiency.

7. This school estimates the student's average costs for an academic term of _____
a. Tuition and fees \$ 20,244.00
b. Living expenses \$ 14,200.00
c. Expenses of dependents () \$ 0.00
d. Other (specify): \$ 0.00
Total \$ 34,444.00

8. This school has information showing the following as the student's means of support, estimated for an academic term of 12 months (Use the same number of months given in item 7):
a. Student's personal funds _____
b. Funds from another source _____
Specify type: _____
c. _____
Specify type: _____
d. On-campus employment _____
Total _____

9. Remarks: _____

10. Student Certification: I certify under penalty of perjury that all information provided above in items 1 through 9 was and is true and correct. I executed this form in the United States after review and evaluation in the United States by a student application, transcripts, or other records of courses taken and proof of financial responsibility, which on execution of this form, the school has determined that the above named student's qualifications meet all standards it will be required to pursue a full course of study as defined by 8 CFR 214.2(f)(5). I am a designated official of the school to issue this form.

David Reardon Student Affairs Officer 05/27
Name of School Official Signature of Designated School Official Title Date Issued

11. Student Certification: I have read and agreed to comply with the terms and conditions of my admission and those of page 2. I certify that all information provided on this form refers specifically to me and is true and correct to the best of my knowledge. I am a designated school official of the school named above and I am authorized to issue this form. I also authorize the named school to release any information from my records which is needed by the DHS per my nonimmigrant status.

Name of Student _____ Signature of Student _____
Name of parent or guardian _____ Signature of parent or guardian _____ Address (city) _____ (State or Province if student under 18) _____
Form I-20 A-B (Rev. 04-27-81)EN Microfilm Index

Old Version

Department of Homeland Security I-20, Certificate of Eligibility for Nonimmigrant Student Status
U.S. Immigration and Customs Enforcement OMB No. 1653-0038

SEVIS ID: N _____

BURNAME/PRIMARY NAME _____ GIVEN NAME _____ CLASS _____

PREFERRED NAME _____ PASSPORT NAME _____ F-1
COUNTRY OF BIRTH _____ COUNTRY OF CITIZENSHIP _____ ACADEMIC AND LANGUAGE _____

DATE OF BIRTH _____ ADMISSION NUMBER _____

FORM ISSUE REASON _____ LEGACY NAME _____

SCHOOL INFORMATION

SCHOOL NAME _____ SCHOOL ADDRESS _____
University of California at Berkeley Berkeley International Office, Berkeley, CA 94720
UNIVERSITY OF CALIFORNIA AT BERKELEY
INTERNATIONAL STUDENT & SCHOLAR ADVISOR SCHOOL CODE AND APPROVAL DATE
0371490013000 27 JANUARY 2015

PROGRAM OF STUDY

EDUCATION LEVEL _____ MAJOR 1 _____ MAJOR 2 _____
DOCTORATE Political Science and Government, Honors 00.0000
General 00.1002

NORMAL PROGRAM LENGTH _____ PROGRAM ENGLISH PROFICIENCY _____ ENGLISH PROFICIENCY NOTES _____
18 Months Required Student is proficient

PROGRAM START DATE _____ PROGRAM END DATE _____
21 JANUARY 2014 18 DECEMBER 2015

FINANCIALS

ESTIMATED AVERAGE COSTS FOR: 12 MONTHS STUDENT'S FUNDING FOR: 12 MONTHS

Tuition and Fees	\$ 30,903	Personal Funds	\$ 0
Living Expenses	\$ 18,000	Dept. Support	\$ 48,503
Expenses of Dependents (0)	\$ 0	Funds From Another Source	\$ 0
Other	\$ 0	On-Campus Employment	\$ 0
TOTAL	\$ 48,903	TOTAL	\$ 48,503

REMARKS _____

SCHOOL ATTESTATION

I certify under penalty of perjury that all information provided above was entered before I signed this form and is true and correct. I executed this form in the United States after review and evaluation in the United States by me or other officials of the school of the student's application, transcripts, or other records of courses taken and proof of financial responsibility, which were received at the school prior to the execution of this form. The school has determined that the above named student's qualifications meet all standards for admission to the school and the student will be required to pursue a full program of study as defined by 8 CFR 214.2(f)(5). I am a designated school official of the above named school and am authorized to issue this form.

N _____ DATE ISSUED _____ PLACE ISSUED _____
Signature of _____ International Student & Scholar Advisor 05 October 2015 Berkeley, CA

STUDENT ATTESTATION

I have read and agree to comply with the terms and conditions of my admission and those of any extension of my I. I certify that all information provided on this form refers specifically to me and is true and correct to the best of my knowledge. I certify that I seek to enter or remain in the United States temporarily, and solely for the purpose of pursuing a full program of study at the school named above. I also authorize the named school to release any information from my records needed by DHS pursuant to 8 CFR 214.2(f)(5) to determine my nonimmigrant status. Parent or guardian, and student, must sign if student is under 18.

N _____ DATE _____
Signature of _____

NAME OF PARENT OR GUARDIAN _____ SIGNATURE _____ ADDRESS (city/state or province/country) _____ DATE _____

ICE Form I-20 (3/31/2018) Page 1 of 3

SPECIAL CASES

TRANSFER & READMITTED STUDENTS

If you are a student who has not been continuously enrolled at UC Berkeley, and you transferred your I-20 to UC Berkeley within the last 2 semesters do the following:

- I-20 s should show the same SEVIS ID Number
- Check your current UC Berkeley I-20 Program Start Date and Program End Date
- If your I-20 shows *less than one academic year of enrollment* (2 semesters) then you must also include **copies of I-20s from your previous transfer schools to prove that you have been in continuous F-1 status for 1 academic year.**
- You can also request a letter from your BIO adviser for your OPT application

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: N			
SURNAME/PRIMARY NAME		GIVEN NAME	CLASS
PREFERRED NAME		PASSPORT NAME	F-1 ACADEMIC AND LANGUAGE
COUNTRY OF BIRTH		COUNTRY OF CITIZENSHIP	
DATE OF BIRTH		ADMISSION NUMBER	
FORM ISSUE REASON CONTINUED ATTENDANCE		LEGACY NAME	
SCHOOL INFORMATION			
SCHOOL NAME University of California at Berkeley University of California at Berkeley		SCHOOL ADDRESS Berkeley International Office, Berkeley, CA 94720	
SCHOOL OFFICIAL TO CONTACT UPON ARRIVAL International Student & Scholar Advisor		SCHOOL CODE AND APPROVAL DATE SER214F00615000 27 JANUARY 2003	
PROGRAM OF STUDY			
EDUCATION LEVEL DOCTORATE	MAJOR 1 Political Science and Government, General 45.1001	MAJOR 2 None 00.0000	
NORMAL PROGRAM LENGTH 48 Months	PROGRAM ENGLISH PROFICIENCY Required	ENGLISH PROFICIENCY NOTES Student is proficient	
PROGRAM START DATE 01 JANUARY 2014	PROGRAM END DATE 18 DECEMBER 2015		
FINANCIALS			
ESTIMATED AVERAGE COSTS FOR: 12 MONTHS		STUDENT'S FUNDING FOR: 12 MONTHS	
Tuition and Fees	\$ 30,903	Personal Funds	\$ 0
Living Expenses	\$ 18,000	Dept. Support	\$ 48,903
Expenses of Dependents (0)	\$ 0	Funds From Another Source	\$
Other	\$	On-Campus Employment	\$
TOTAL	\$ 48,903	TOTAL	\$ 48,903
PROGRAM START/END DATE			
01-January 2019 - 17 MAY 2019			
STUDENT ATTESTATION			
I have read and agreed to comply with the terms and conditions of my admission and those of any extension of stay. I certify that all information provided on this form refers specifically to me and is true and correct to the best of my knowledge. I certify that I seek to enter or remain in the United States temporarily, and solely for the purpose of pursuing a full program of study at the school named above. I also authorize the named school to release any information from my records needed by DHS pursuant to 8 CFR 214.3(g) to determine my nonimmigrant status. Parent or guardian, and student, must sign if student is under 18.			
X SIGNATURE OF:		DATE	
NAME OF PARENT OR GUARDIAN	X SIGNATURE	ADDRESS (city/state or province/country) DATE	

SPECIAL CASES

CHANGE OF STATUS STUDENTS

If you are a student who changed your visa status inside the US within the last 2 semesters:

- Check your current UC Berkeley I-20 Program Start Date and Program End Date
- If your I-20 shows *less than one academic year of enrollment* (2 semesters) then you must also include 1) a copy of your **Change of Status Approval Notice** AND 2) official UC Berkeley transcript showing your continuous enrollment for at least 1 academic year.
- You can also request a letter from your BIO adviser for your OPT application

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: N			
SURNAME/PRIMARY NAME		GIVEN NAME	CLASS F-1 ACADEMIC AND LANGUAGE
PREFERRED NAME		PASSPORT NAME	
COUNTRY OF BIRTH		COUNTRY OF CITIZENSHIP	
DATE OF BIRTH		ADMISSION NUMBER	
FORM ISSUE REASON CONTINUED ATTENDANCE		LEGACY NAME	
SCHOOL INFORMATION			
SCHOOL NAME University of California at Berkeley University of California at Berkeley		SCHOOL ADDRESS Berkeley International Office, Berkeley, CA 94720	
SCHOOL OFFICIAL TO CONTACT UPON ARRIVAL International Student & Scholar Advisor		SCHOOL CODE AND APPROVAL DATE SFE214FD0615000 27 JANUARY 2003	
PROGRAM OF STUDY			
EDUCATION LEVEL DOCTORATE	MAJOR 1 Political Science and Government, General 45.1001	MAJOR 2 None 00.0000	
NORMAL PROGRAM LENGTH 48 Months	PROGRAM ENGLISH PROFICIENCY Required	ENGLISH PROFICIENCY NOTES Student is proficient	
PROGRAM START DATE 21 JANUARY 2014	PROGRAM END DATE 18 DECEMBER 2015		
FINANCIALS			
ESTIMATED AVERAGE COSTS FOR: 12 MONTHS		STUDENT'S FUNDING FOR: 12 MONTHS	
Tuition and Fees	\$ 30,903	Personal Funds	\$ 0
Living Expenses	\$ 18,000	Dept. Support	\$ 48,903
Expenses of Dependents (0)	\$ 0	Funds From Another Source	\$
Other	\$	On-Campus Employment	\$
TOTAL	\$ 48,903	TOTAL	\$ 48,903

PROGRAM START/END DATE

01-January 2019 - 17 MAY 2019

STUDENT ATTESTATION

I have read and agreed to comply with the terms and conditions of my admission and those of any extension of stay. I certify that all information provided on this form refers specifically to me and is true and correct to the best of my knowledge. I certify that I seek to enter or remain in the United States temporarily, and solely for the purpose of pursuing a full program of study at the school named above. I also authorize the named school to release any information from my records needed by DHS pursuant to 8 CFR 214.3(g) to determine my nonimmigrant status. Parent or guardian, and student, must sign if student is under 18.

X

SIGNATURE OF: _____ DATE _____

NAME OF PARENT OR GUARDIAN _____ SIGNATURE _____ ADDRESS (city/state or province/country) _____ DATE _____

We recommend that you apply early.

The Application Deadline

- USCIS must **receive** your complete I-765 OPT application within **30 days from the OPT I-20 ISSUE DATE** on page 1.
 - The issue date is located next to the advisor's signature on page 1 of the OPT I-20.
- Additionally, USCIS must receive your I-765 application **before the end of your 60 day grace period.**
- E-filed applications** are immediately receipted on the day you fully submit the online request.
- For E-filed applications, USCIS uses [UTC or Coordinated Universal Time](#) to determine the time/date filed. If you are filing CLOSE to your deadline check the UTC time/date of filing!

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: N			
SURNAME/PRIMARY NAME	GIVEN NAME	CLASS	
PREFERRED NAME	PASSPORT NAME	F-1 ACADEMIC AND LANGUAGE	
COUNTRY OF BIRTH	COUNTRY OF CITIZENSHIP		
DATE OF BIRTH	ADMISSION NUMBER		
FORM ISSUE REASON CONTINUED ATTENDANCE	LEGACY NAME		
SCHOOL INFORMATION			
SCHOOL NAME University of California at Berkeley University of California at Berkeley	SCHOOL ADDRESS Berkeley International Office, Berkeley, CA 94720		
SCHOOL OFFICIAL TO CONTACT UPON ARRIVAL International Student & Scholar Advisor	SCHOOL CODE AND APPROVAL DATE SFR214F00615000 27 JANUARY 2003		
PROGRAM OF STUDY			
EDUCATION LEVEL DOCTORATE	MAJOR 1 Political Science and Government, General 45.1001	MAJOR 2 None 00.0000	
NORMAL PROGRAM LENGTH 48 Months	PROGRAM ENGLISH PROFICIENCY Required	ENGLISH PROFICIENCY NOTES Student is proficient	
PROGRAM START DATE 21 JANUARY 2014	PROGRAM END DATE 18 DECEMBER 2015		
FINANCIALS			
ESTIMATED AVERAGE COSTS FOR: 12 MONTHS		STUDENT'S FUNDING FOR: 12 MONTHS	
Tuition and Fees	\$ 30,903	Personal Funds	\$ 0
Living Expenses	\$ 18,000	Dept. Support	\$ 48,903
Expenses of Dependents (0)	\$ 0	Funds From Another Source	\$
Other	\$	On-Campus Employment	\$
TOTAL	\$ 48,903	TOTAL	\$ 48,903
REMARKS			
SCHOOL ATTESTATION			
I certify under penalty of perjury that all information provided above was entered before I signed this form and is true and correct. I executed this form in the United States after review and evaluation in the United States by me or other officials of the school. I have reviewed the student's application, transcripts, or other records of courses taken and proof of financial responsibility, which were received at the school prior to the execution of this form. The school has determined that the above named student's qualifications meet all standards for admission to the school and the student must be required to pursue a full program of study as defined by 8 CFR 214.2(f)(6). I am a designated school official of the above named school and am authorized to issue this form.			
SIGNATURE OF: Scholar Advisor	DATE ISSUED 05 October 2015	PLACE ISSUED Berkeley, CA	
STUDENT ATTESTATION			
I have read and agreed to comply with the terms and conditions of my admission and those of any extension of stay. I certify that all information provided on this form refers specifically to me and is true and correct to the best of my knowledge. I certify that I seek to enter or remain in the United States temporarily, and solely for the purpose of pursuing a full program of study at the school named above. I also authorize the named school to release any information from my records needed by DHS pursuant to 8 CFR 214.3(g) to determine my nonimmigrant status. Parent or guardian, and student, must sign if student is under 18.			
SIGNATURE OF: X	DATE		
NAME OF PARENT OR GUARDIAN	SIGNATURE	ADDRESS (city/state or province/country)	DATE

Your application must be submitted to USCIS from within the U.S. If you exit the U.S. after your program completion date without applying for OPT, you cannot return and will lose your option for OPT.

I-765 Form & Fees

- **If you are applying by e-filing:** The online application will automatically be up-to date with the current form and fees.

Some parts of the I-765 can be confusing. The following slides will help you complete those “tricky” questions.

E-FILING: Please note that the paper I-765 mirrors the online I-765 when e-filing, but some questions for e-filing may be missing, since the form adapts as you answer. The [USCIS Ombudsman has a helpful website](#) with a [detailed Q&A about I-765 e-filing](#) questions which may be helpful to you.

Contact BIO with ANY questions or uncertainties about completing the I-765.

Online Form I-765

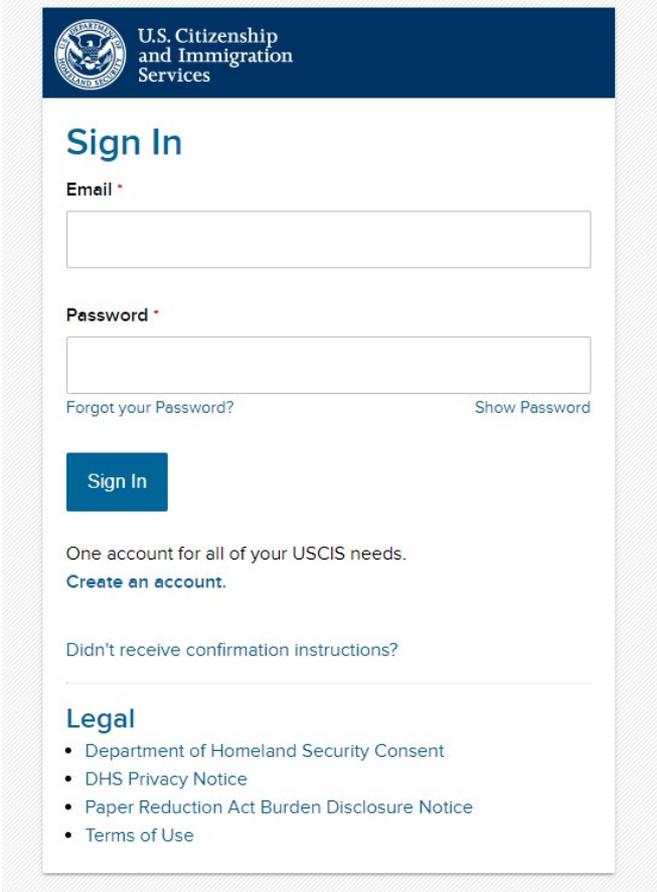
Create USCIS account:

<https://myaccount.uscis.gov/>

USCIS online filing allows you to:

- Create a USCIS account
- Pay the USCIS I-765 fee online
- Complete the I-765 form online and upload required documents

See instructions on [how to create a USCIS online account](#)



The screenshot shows the USCIS Sign In page. At the top, there is a dark blue header with the USCIS logo and the text "U.S. Citizenship and Immigration Services". Below the header, the page title "Sign In" is displayed in a large, bold, blue font. Underneath, there are two input fields: "Email" and "Password", both marked with an asterisk. Below the password field, there are two links: "Forgot your Password?" and "Show Password". A blue "Sign In" button is positioned below the input fields. Below the button, there is a message: "One account for all of your USCIS needs. [Create an account.](#)". Below this message, there is a link: "Didn't receive confirmation instructions?". At the bottom of the page, there is a "Legal" section with a list of links: "Department of Homeland Security Consent", "DHS Privacy Notice", "Paper Reduction Act Burden Disclosure Notice", and "Terms of Use".

Online Form I-765

After logging in

- select “File form online”



- Select **I-765, Application for Employment Authorization**, click ‘Start form’ button
- Review the information, click ‘Next’
- Review ‘Completing Your Form Online’

Online Form I-765

I-765, Application for
Employment
Authorization

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

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

Getting Started

Basis of eligibility

- **What is your eligibility category?**
 - Select eligibility category: **(c)(3)(B) Student Post-Completion OPT**
 - Choose if you wish to upgrade to [Premium Processing](#)

Reason for applying

- **What is your reason for applying?**
 - Select **‘Initial permission to accept employment’**
- **Have you previously filed Form I-765?**
 - If you have previously filed the form I-765 with USCIS (e.g. applied for OPT in the past), select **‘Yes’**.
 - *If this is your first time filing the I-765* (either via mail or online) or applying for OPT, and you have only have worked on-campus or applied for CPT, select **‘No’**.
 - Select **‘Yes’ only** if you have submitted an I-765 before to USCIS for an EAD card- even if it was rejected, denied or withdrawn.

Preparer and interpreter information

- **Is someone assisting you with completing this application?**
 - This is asking if an attorney or translator has assisted you. Select **‘No’**. Then Next.

Online Form I-765

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 ▼

What is your current legal name?

Your current legal name is the name on your birth certificate, unless it changed after birth by a legal action such as marriage or court order. Do not provide any nicknames here.

Given name (first name)

Middle name

Family name (last name)

Have you used any other names since birth?

Other names used may include nicknames, aliases and maiden names.

Yes

No

About You

Your name

- **What is your current legal name?**
 - Enter your name exactly as it appears in the Surname/Family Name and Given Name fields *on your I-20*.
 - Note your I-20 DOES NOT use the Middle Name field. Leave the Middle Name field **blank**.
- **Have you used any other names since birth?**
 - If you select 'Yes', enter your previous names, including nicknames you have used in official records or documentation.
 - If your **I-20 Preferred Name** is different then the names you wrote for #1, include that here. Click Next.

Your contact information

- **How may we contact you?**
 - Provide 'Daytime telephone number', 'Mobile telephone number' (if different from Daytime telephone number, and 'Email address'.
- **What is your current U.S. mailing address?**
 - Enter your mailing address.
 - If the address belongs to someone other than yourself, put their full name (First Name Last Name). This person **MUST** be listed as a resident of the address with the U.S. Postal Service.
- **Is your current mailing address the same as your physical address?**
 - If 'No', enter your physical address.

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

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

Yes

No

Online Form I-765

The responses to these questions should be straightforward.

Please complete them accurately.

- **Describe yourself**
 - **What is your sex?**
 - **What is your marital status?**
 - **When and where you were born**
 - **What is your city, town, or village of birth?**
 - **What is your state or province of birth?**
 - **What is your country of birth?**
 - **What is your date of birth?**

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

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

What is your state or province of birth?

What is your country of birth?

What is your date of birth?

Online Form I-765

Your Immigration Information

- **What is your country of citizenship or nationality?**
 - List *all countries* where you are currently a citizen or national.
- **What is your Form I-94 Arrival-Departure Record Number (if any)?**
 - Enter your [current I-94 number](#). This is at the number found on the electronic I-94 record or on the top left corner of the paper Form I-94 card.
- **When did you last arrive in the United States?**
 - List your arrival date (your most recent entry date found on your passport admission stamp, electronic I-94 record or paper I-94 card), place of arrival (choose 'San Francisco Intl' if you entered via SFO Airport), and status at arrival.
- **What is the passport number of your most recently issued passport?**
 - Passport information should match the country on your I-20
- **What is your travel document number (if any)?**
 - Leave blank. (You have a *passport*, not a travel document!)
- **What is the expiration date of your passport or travel document?**
- **What country issued your passport or travel document?**
- **What is your current immigration status or category?**
 - This status *should be reflected in your current I94*. Current status should be "F-1 student." If your I-94 does not reflect F-1 status, talk to a BIO advisor immediately.
- **What is your Student and Exchange Visitor Information System (SEVIS) Number (if any)?**
 - Use the "Additional Information" section later to *include all previously used SEVIS numbers*, if you had any *previous* F-1 or J-1 record.

What is your country 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)?

When did you last arrive in the United States?

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

Date of arrival

MM/DD/YYYY

Place of arrival

SAN DIEGO, CA
 SAN FERNANDO VALLEY
 SAN FRANCISCO ASYLUM OFFICE
SAN FRANCISCO INTL
 SAN FRANCISCO, CA
 SAN JOSE, CA
 SAN JUAN, PR
 SAN LUIS OBISPO, CA

Online Form I-765

Other Information

- **What is your A-Number?**
 - Check box 'I do not have or know my A-Number' if you have never received an EAD before
 - If you have previously had a USCIS EAD, you should note the USCIS number on the previous EAD card.
- **What is your USCIS Online Account Number?**
 - Provide your USCIS Online Account Number (OAN) if you already have one
- **What is your U.S. Social Security Number (SSN)**
 - Provide your SSN if you already have one

If you don't already have a Social Security Number and card, you'll have to apply later after receiving your OPT EAD card.

You can apply for an SSN **NO EARLIER** than the start date of your approved OPT EAD card. See [How to Apply for an SSN](#)

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.

Online Form I-765

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

Evidence

Upload supporting documents

- **2 x 2 Photo of You**
 - **I-94, Arrival and Departure Record or Passport**
 - Upload I-94 only
 - **Employment Authorization Document or Government ID**
 - Upload a copy of passport and F-1 visa
 - If previously issued an EAD, upload front and back copies of the EAD card.
 - **Previously Authorized CPT or OPT**
 - Upload I-20 copies of any previously authorized CPT and/or OPT.
 - **Form I-20**
 - Upload a copy of the **new OPT I-20** (all 3 pages). Remember- the I-20 is only valid for OPT application and upload IF it is no more than 30 days after the I-20 ISSUE DATE on page 1 of the I-20.
- If your I-20 is too old, contact BIO for a new OPT I-20! If the I-20 is too old or is not your OPT I-20, the application will be DENIED**

Online Form I-765: Additional Information

The screenshot shows the 'Additional Information' section of the online Form I-765. On the left is a navigation menu with the following items: 'Getting Started' (dropdown), 'About You' (dropdown), 'Evidence' (dropdown), 'Additional Information' (dropdown, currently selected), and 'Review and Submit' (dropdown). The 'Additional Information' section is titled 'Additional Information' and contains the following text: '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.' and 'If you do not need to provide any additional information, you may leave this section blank.' Below the text is a button labeled '+ Add a response'. At the bottom of the form are two buttons: 'Back' and 'Next'.

There are some circumstances when it is important to clarify or add additional information to your application. These are:

- You have completed Form I-765 previously (previous OPT, or other USCIS work authorization)
- When you most recently entered the US on a passport that was valid at that time but is now expired
- When you have had previous SEVIS IDs from previous F, J or M statuses

On the following slides, we offer guidance on how to explain these situations to USCIS.

Online Form I-765: Additional Information

Previous I-765

1. In the Additional Information section, click **Add Response**.
2. **Indicate that you are adding additional information about this question:**
Getting Started– Reason for Applying--Have you previously filed Form I-765?
3. *Explain: (Example) “ I have previous OPT/STEM Authorization. See attached documentation for previous OPT or STEM authorization(s). ” and then list your previous OPT and STEM OPT start & end dates and receipt numbers. (Example: “OPT 07/10/2021-07/09/2022. Receipt number: IOE1234567890”)*
Upload copies of all previous and OPT/STEM I-20s and EAD card(s) to the Evidence – Employment Authorization section.
 - Not common: If your previous OPT application was rejected or denied, enter “*See attached documentation for previous I-765 OPT denial.*” Upload a copy of the previous denial, etc.

Online Form I-765: Additional Information

Expired passport

You entered the US on a passport that has expired, and now have a new passport.

1. In the Additional Information section, click **Add Response**.
2. **Indicate that you are adding additional information about this question:** *About You– Your Immigration Information-- What is the passport number of your most recently issued passport?*
3. **If you most recently entered the US on a passport that is no longer valid and you now have a renewed passport, write the following, filling in your own details for the date and numbers :** *“I most recently entered the US on MM-DD-YYYY with passport ##### and was issued I-94 #####. Since this date, I have renewed my passport. My new passport number is #####. See attached copies of both passports”.*
4. **Upload** copies of new and old passports to the Evidence section associated with the passport.

If you have had previous SEVIS IDs from previous F, J or M statuses:

1. In the Additional Information section, click **Add Response**.
2. **Indicate that you are adding additional information about this question:** *About You–Your Immigration Information--What is your Student and Exchange Visitor Information System (SEVIS) Number (if any)?*
3. If you have previously had *other* F or J SEVIS ID numbers, list previous SEVIS IDs write them in the response here. N00XXXXXXX

Online Form I-765

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

We will review your application to check for accuracy and completeness before you submit it.

We encourage you to provide as many responses as you can throughout the application, to the best of your knowledge. Missing information can 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:

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.

Applicant's statement

You must read and agree to the statement below.

I can read and understand English, and have read and understand every question and instruction on this application, as well as my answer to every question.

Back
Next

I have read and agree to the applicant's statement

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

Oski Bear

Review and Submit

- Review your information and uploaded evidence for accuracy and completeness. The form filing fee and any warning about incomplete sections in your application will be listed on this page.
- Next page, check your **application summary**, and print/save a copy for your personal records.
- Next page, **read and agree to the statement** by checking the box.
- Next page, review **Applicant's Declaration and Certification**, check box “I have read and agree to the applicant’s statement”, and type your digital signature.
- Next page, **pay for the filing fee and submit your application** electronically. Once you have paid and submitted your application successfully, you should receive the receipt number. Keep this number for your personal records.

TOP 4 MOST COMMON E-FILING OPT DENIAL REASONS

1. Copy of OPT I-20 (pages 1-3) is TOO OLD

- **New OPT applications:** USCIS must **receive** your complete OPT application no later than 30 days* after the ORIGINAL OPT I-20 ISSUE DATE on page 1 of the I-20.
- **Resubmission after OPT Rejection or Denial-** If your OPT is REJECTED OR DENIED you must NOTIFY BIO. You will need to request a NEW OPT I-20 recommendation FROM BIO **before** you resubmit your OPT application. Again- USCIS must **receive** your new, complete OPT re-application no later than 30 days after the OPT I-20 ISSUE DATE on page 1 of the I-20.

2. Online filing *without OPT I-20*

- Be sure to include the OPT I-20 before fully submitting online application.

3. Submitted OPT Application after deadline*

- Your OPT application must be received by USCIS *before* the end of the 60-day grace period following your Program Completion Date.

4. Applied for the wrong I-765 category

- You are applying for category: **(c)(3)B) Student Post-Completion OPT**
- Watch out for drop-down menu errors!

* For E-filed applications, USCIS uses [UTC or Coordinated Universal Time](#) to determine the time/date filed. If you are filing CLOSE to your deadline check the UTC time/date of filing!

Section 3:

After Filing and OPT Issues

I-797C Notice of Action

E-file: You will receive a receipt notice **immediately** via your USCIS online account, and later receive the paper I-797C receipt notice by mail.

Mail: You should receive the notice by mail within 2-4 weeks after mailing the OPT application to USCIS.

- **The I-797C is necessary if you want to:**
 1. inquire about the status of your OPT application.
 2. travel outside the U.S. while your OPT is pending.

Receipt Number

The case number for the OPT application at USCIS. Check the status of the case via your USCIS account and on the USCIS web site at <https://www.uscis.gov>

Received Date

Date the application was received by USCIS

Address Information

Verify your name, date of birth, and address on the I-765 receipt notice. (Date of birth does not appear on e-filed notices.) If incorrect, contact BIO immediately.

Contacting USCIS

If you have any problems or questions with the OPT application, contact a BIO advisor before calling the USCIS Customer Service.

Department of Homeland Security
U.S. Citizenship and Immigration Services

THIS NOTICE DOES NOT GRANT ANY IMMIGRATION STATUS OR BENEFIT.

Form I-797C, Notice of Action

NOTICE TYPE Receipt	NOTICE DATE April 13, 2012
CASE TYPE I-765, Application for Employment Authorization	USCIS ALIEN NUMBER
RECEIPT NUMBER WAC...	RECEIVED DATE April 11, 2012
	PAGE 1 of 1
	DATE OF BIRTH December 19, 1982

Your Name
Mailing Address Listed on your I-765
Berkeley, CA

PAYMENT INFORMATION:
Application/Petition Fee: \$380.00
Biometrics Fee: \$0.00
Total Amount Received: \$380.00
Total Balance Due: \$0.00

APPLICANT/PETITIONER NAME AND MAILING ADDRESS

The above application/petition has been received by our office and is in process.
Please verify your personal information listed above and immediately notify the USCIS National Customer Service Center at the phone number listed below if there are any changes.
Please note that if a priority date is printed on this notice, the priority does not reflect earlier retained priority dates.

If you have questions about possible immigration benefits and services, filing information, or USCIS forms, please call the USCIS National Customer Service Center (NCSC) at 1-800-375-5283. If you are hearing impaired, please call the NCSC TDD at 1-800-767-1833. Please also refer to the USCIS website: www.uscis.gov.

If you have any questions or comments regarding this notice or the status of your case, please contact our customer service number. You will be notified separately about any other case you may have filed.

USCIS Office Address:
USCIS
California Service Center
P.O. Box 30111
Laguna Nigel, CA 92607-0111

USCIS Customer Service Number:
(800)375-5283

Form I-797C Lockbox (LB) 01/02/12 Y

USCIS Issues & Tracking Your Case

E-Filing:

You can use your [USCIS online account](#) to:

- Get your current case status and the history of your case;
- Respond to Requests for Evidence (RFEs);
- Access every notice USCIS sends you; and
- Send USCIS secure messages and get answers.

Address Changes:

If your address changes, you can update it online through your existing [USCIS online account](#) if you filed your form online

Keep in mind that address changes can take time to process, and could jeopardize your OPT EAD delivery. We recommend keeping the same address for your entire OPT processing, if possible.

Filing by Mail?

- **Sign up for an account** at <https://www.uscis.gov>. This will allow you to receive automatic updates and monitor your case. Click “Check Your Case Status” and then select “Sign Up.”
- [Add your paper-filed case to your account](#) (Step 13)
- **General Case Tracking:**
If you don't sign up for an account (NOT RECOMMENDED), you can still track your case using the “Check Your Case Status” Tool.



CASE STATUS ONLINE

Enter a Receipt Number ?

CHECK STATUS

[PRIVACY ACT STATEMENT](#)



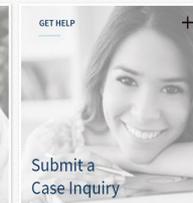
Why sign up for an account?

[Click Here](#)

 ACCOUNT LOGIN

 SIGN UP

RELATED TOOLS



Processing

Premium Processing is now available for the I-765 form.

What is premium processing?

- USCIS will process your OPT/STEM I-765 request **within 30 business days** of submission of the fully completed I-907 form.

How much does it cost?

- It's expensive! See the current Premium Processing for Form I-765 under the "Filing Fee" section on the [Form I-907](#) website.

How can I request premium processing

- You can either file at the same time you complete your I-765 application. Or you can file the [Form I-907 online](#) *later* and "upgrade" your already pending OPT application. (The 30 business day processing guarantee only starts from when you pay the I-907 premium fee.)
- For more information see [How Do I Request Premium Processing?](#)

Is it worth it?

- [Check current USCIS Processing times](#) for "I-765" "Based on a request by a qualified F-1 academic student [(c)(3)]" with "Service Center Operations (SCOPS)"
- **Premium processing doesn't guarantee OPT approval! It also doesn't guarantee you will receive your EAD card within 30 business days because mailing isn't included. You will just be guaranteed an adjudication within 30 business days: either an approval, denial, request for additional evidence, or in some rare cases routing to administrative processing.**

USCIS Issues: Case Inquiries & Expedites

Case Inquiries & Processing times:

You can submit inquiries and requests about your case using the Case Inquiry tool for these issues:

- If you don't receive your receipt notice, EAD or other notifications
- If there is an error on your receipt notice or EAD card
- If your case is pending **longer than the normal processing time**. [Check current USCIS Processing times](#) for "I-765" "Based on a request by a qualified F-1 academic student [(c)(3)]" with "Service Center Operations (SCOPS)"
 - Scroll down the page, enter your receipt date and select "Get Inquiry Date". This will advise you on if your case is being processed within normal timeframes, and provide you the first date you can make an inquiry.

Expedites (*without* paying Premium Processing):

USCIS *almost always denies* F-1 expedite requests for OPT. USCIS may consider expediting if the request meets one or more of the expedite criteria below. See [expedite criteria & instructions here](#).

- Severe financial loss to a company or person, if expedite is not due to applicant's failure: (1) to file the benefit request in a reasonable time frame; or (2) to respond to any RFE in a timely manner;
- Urgent humanitarian reasons;
- Compelling U.S. Government interests (such as urgent cases for the Department of Defense or DHS, or other public safety or national security interests); or
- Clear USCIS error.

NOTE: 1) Severe financial loss to a company means the **company would be at risk of failing**. 2) The need to obtain employment authorization, standing alone, **without evidence of other compelling factors**, does not warrant expedited treatment

Application Problems: RFE, Rejection, Denial

USCIS WILL NOTIFY YOU VIA YOUR USCIS ACCOUNT (AND BY MAIL) OF ANY REQUESTS FOR EVIDENCE OR NOTICE OF DENIAL. CHECK THE CASE STATUS AND DOCUMENTS SECTIONS OF YOUR USCIS ACCOUNT.

Request for Evidence (RFE)

If there is a problem with your application, USCIS may send you a notice called a “**Request for Evidence (RFE)**.” An RFE does not mean that your application has been rejected. It means that you need to send in additional documents before a decision can be made.

- If you do not respond, the application will be denied.
- Getting an RFE will delay the processing of your application.
- You may receive an RFE related to USCIS photo requirements for Biometrics.
- Follow all instructions to respond by the deadline! You should respond either:
1) ONLINE (preferred) via your online USCIS account OR 2) by mail.

Denial, Rejections– Denials are usually the result of the student not fulfilling the eligibility requirements, e.g. application not received within 60 days of program completion date*. Denials are issued by adjudicators.

- If you are denied before the end of your filing grace period, you could re-apply. If this happens, you must make corrections and submit a new application. You **MUST** need to request a NEW OPT I-20 recommendation from BIO **before** resubmitting your OPT application. USCIS must receive your new, complete OPT re-application no later than 30 days after the OPT I-20 ISSUE DATE on page 1 of the I-20 and before the end date of your 60-day grace period*.

* For E-filed applications, USCIS uses [UTC or Coordinated Universal Time](#) to determine the time/date filed. If you are re- filing CLOSE to your deadline check the UTC time/date of filing!

U.S. Department of Homeland Security U.S. Citizenship and Immigration Services		Notice of Action	
Case #	Application/Petition	Application/Petition	
Receipt #	I-129 Petition for Alien Worker	Application/Petition	
Case #	Page	1 of 3	
Issue Date	JUNE 23, 2006	Biometrics	
		Request for Evidence	
<p>IMPORTANT: WHEN YOU HAVE COMPLIED WITH THE INSTRUCTIONS ON THIS FORM, RESUBMIT THIS NOTICE ON TOP OF ALL REQUESTED DOCUMENTS AND/OR INFORMATION TO THE ADDRESS BELOW. THE OFFICE HAS RETAINED YOUR PETITION/APPLICATION WITH SUPPORTING DOCUMENTS.</p>		<p>THE INFORMATION REQUESTED BELOW MUST BE RECEIVED BY THIS OFFICE NO LATER THAN SEVENTY-FOUR (74) DAYS FROM THE DATE OF THIS NOTICE. IF YOU DO NOT PROVIDE THE REQUESTED INFORMATION WITHIN THE TIME ALLOTTED, YOUR APPLICATION WILL BE CONSIDERED ABANDONED PURSUANT TO 8 C.F.R. 101.106 (1) AND, AS SUCH, WILL BE DENIED.</p>	
CSC - DIV V			
RETURN THIS NOTICE ON TOP OF THE REQUESTED INFORMATION LISTED ON THE ATTACHED SHEET.			
Note: You are given until SEPTEMBER 23, 2006 in which to submit the information requested.			
Pursuant to 8 C.F.R. 101.2(b)(11) failure to submit ALL evidence requested at one time may result in the denial of your petition.			
For more information, visit our website at WWW.USCIS.gov			
Or call us at 1-800-375-5283			
Telephone service for the hearing impaired: 1-800-767-1833			
You will be notified separately about any other applications or petitions you filed. Save a photocopy of this notice. Please enclose a copy of it if you write to us about this case, or if you file another application based on this decision. Our address is:			
U.S. CITIZENSHIP AND IMMIGRATION SERVICES CALIFORNIA SERVICE CENTER P.O. BOX 18590 LAGUNA HILLS, CA 92657-0590 (714) 831-8427		Bar Code Label Here	
Form I-297 (1/04)		Please see additional information on the back.	

Tips: To avoid delays, review your application materials for completeness and sign all the forms before submitting them to the USCIS.

Contact BIO IMMEDIATELY if you receive a non-Biometrics related RFE, Rejection, or Denial Notice for assistance!

(If you have questions about a biometrics RFE, please contact BIO for assistance.)

Application Problems: RFE, Rejection, Denial

How will I receive an RFE, Denial, or Rejection?

- **E-File:** You will receive all notices in your USCIS online account Documents section, and will receive a copy by mail as well.
- **Filing by Mail-** You will receive all notices by mail. If you've added paper-filed applications to your online USCIS account, you may be able to access notices there.

The Employment Authorization Document (EAD)

- Review your EAD card to make sure the information is accurate. If it is not, contact a BIO advisor immediately!
- Present your EAD to employers as proof of your legal work authorization in the US.
- The EAD is a required document for entry to the U.S. during OPT.
- You can **ONLY** work during the dates listed on the approved EAD card- not before and not after!
- Upload a copy of your EAD card at io.berkeley.edu/ssu.



Next Steps: After your OPT Approval

Your OPT has been approved! Remember- you are still F-1! While on OPT, students must follow certain rules and regulations to maintain their proper F-1 status in the U.S.

What are my REQUIRED next steps?

1. Register for [the BIO SSU Hub](#) (Address and Employer Reporting System) and review your [OPT Reporting Requirements](#)
 - Upload a copy of your OPT EAD card
 - Update your address
 - Report your employment information
2. Review the [OPT Frequently Asked Questions page](#) to understand rules and policies during OPT:
 - Types of Qualifying Employment
 - 90-Day Unemployment Rule
 - Traveling Outside the U.S. & Risks
 - Taking Classes While on OPT
 - Early Completion of OPT
 - Beginning a New Program of Study
 - Ending OPT
3. Understand your options to extend OPT.
 - [OPT STEM Extension](#)
 - [Cap-Gap Extension](#)

Want a final review of your OPT application?

Want to review all your documents in detail before submitting them to USCIS?

Attend one of BIO's OPT Document Check Workshops!

These group review sessions allow you to follow along as a BIO adviser leads you through the application step by step and cover required documents, how to fill out the forms, and most common mistakes in the application. In addition, there is a Q&A portion during which you can ask specific questions about your own application.

See our [Events calendar](#) to sign up for an upcoming session.

Still have questions?

See BIO's [Student Services Advising page](#)