



NORTH PARK UNIVERSITY

The Office of
International Affairs

Post-Completion Optional Practical Training (OPT)

Online Application Instructions

**DO NOT submit your online OPT application without your OPT I-20.
Request this new I-20 by completing the [OPT I-20 request form](#).**

Please remember that you are personally filing the Form I-765. This means that you are responsible for ensuring that the information on the application is correct and complete. You must read and follow USCIS's directions carefully as you complete the application. The Office of International Affairs at North Park University does NOT have access to your application thus cannot correct, edit, or change any information on your application for you.

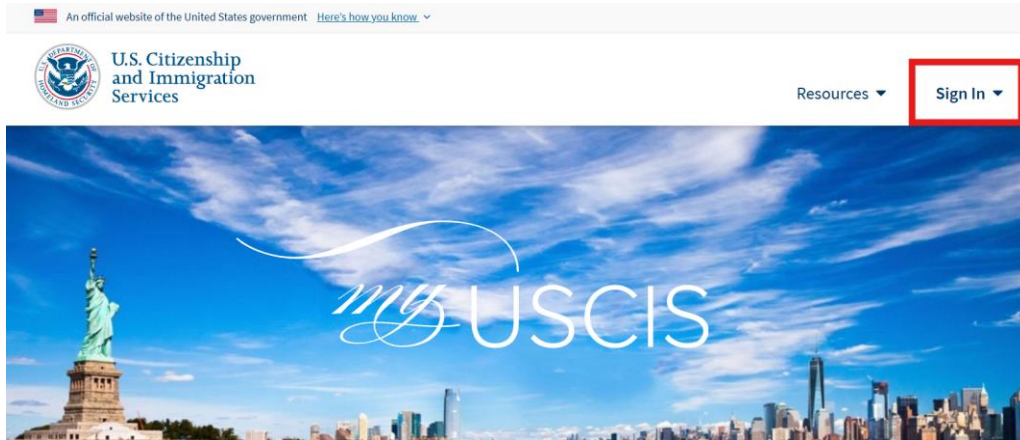
Step 1: Prepare Your Documents

Save copies of these documents as .pdf or .jpeg documents and follow USCIS's requirements for file names. Do not use foreign characters.

1. Passport identification page
2. Form I-94 arrival record - retrieve your most recent [I-94 record](#) and save as a .pdf
3. Digital Photos - you must upload a digital passport-style photo taken within the last thirty days and the photo must follow the U.S. Department of State [Photo Composition Template](#). Be sure to check that your photo file has an acceptable name that follows USCIS's file name formatting outlined in the instructions and is saved as either a .jpeg / .jpg or .png file type. The online OPT application has a photo tool you can use to check your photo. **Note: USCIS currently requires OPT applicants to attend a Biometrics appointment at an Application Support Center to get official photos taken as part of the OPT application. More information below (current as of June 2026).*
4. Any I-20s with CPT authorization or previous OPT authorization, if applicable. Include any I-20s with CPT authorization from North Park or any school you previously attended.
5. An I-20 from a previous school or degree program, if applicable. The online application does not explicitly ask for this, but it is recommended you include previous I-20(s) as unsolicited evidence.
6. Any previously issued Employment Authorization Documents (EAD) cards, if applicable
7. **Your new OPT I-20 obtained from the Office of International Affairs**
 - a) [OPT I-20 Request Form](#), signed by both you and your advisor.

- b) OIA will contact you when your new I-20 has been prepared. Please allow 3 business days for processing.
- c) Be sure to sign your new I-20 in ink or with a digital signature at the bottom of page 1, in the "Student Attestation" section
- d) Confirm your I-20 has your OPT recommendation with the requested start date and that all your personal information is correct.

Step 2: Create Your myUSCIS Account



- Set up your myUSCIS account by going to uscis.gov and selecting "Sign In" --> "Create Account"
- Use a personal e-mail to create your myUSCIS account. Do not use your school e-mail.
- The system will send you a one-time PIN to log into your account; you will need to continue to use two-factor authentication when signing-in to your account.

- Save your log-in information as you will need to return to your account to continue your application. You must log in every 30 days or else the application will reset.
- Once you create your [myUSCIS](#) account, read through USCIS's [Tips for Filing Forms Online](#) page. After you have reviewed the information, start your online I-765 application (next step).

A Note about Premium Processing: Premium Processing is an optional, additional application, which will expedite the processing of your OPT application. It requires a separate I-907 application form with an **additional fee** that guarantees processing of an OPT application within **30 calendar days**, which means they will issue an approval notice, a denial notice, a notice of intent to deny, or a request for evidence. Learn more [here](#). You do NOT need to apply for premium processing, unless you desire 30 day processing.

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

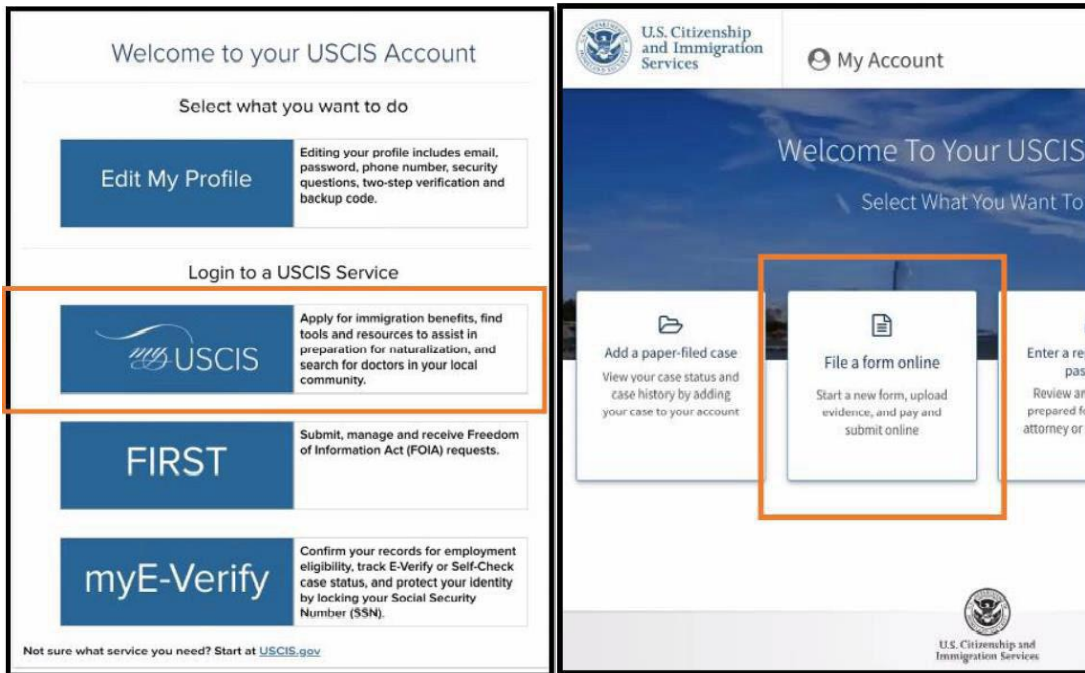
If you select YES: You will be asked to complete Form I-907 after signing your I-765. Both forms are submitted and paid for at the same time. This answer cannot be changed after signing. The additional fee is **\$1,780 (as of March 1, 2026)**.

If you select NO: You may still request Premium Processing after submitting the application.

Step 3: Prepare and Submit Your Online I-765 Application for Post-Completion OPT



Click on myUSCIS, then "File a Form Online"



Look for the option to file Form I-765 (toward the bottom) - be sure to select the correct form!

File a Form

Once you start your form, we will automatically save your information for 30 days, or from the last time you worked on the form.

Select the form you want to file online.

- Application to Replace Permanent Resident Card (I-90)
- Request for a Hearing on a Decision in Naturalization Proceedings (N-336)
- Application for Naturalization (N-400)
- Application for Replacement Naturalization/Citizenship Document (N-565)
- Application for Certificate of Citizenship (N-600)
- Application for Citizenship and Issuance of Certificate Under Section 322 (N-600K)

Application for Employment Authorization (I-765)

Only certain F-1 students seeking optional practical training (OPT) may file Form I-765 online. This includes:

- Pre-completion OPT - (c)(3)(A) eligibility category;
- Post-completion OPT - (c)(3)(B) eligibility category; or
- a 24-month extension for STEM students (students holding a degree in science technology, engineering, or mathematics) - (c)(3)(C) eligibility category.

For all other eligibility categories, you must submit a paper [Form I-765](#).

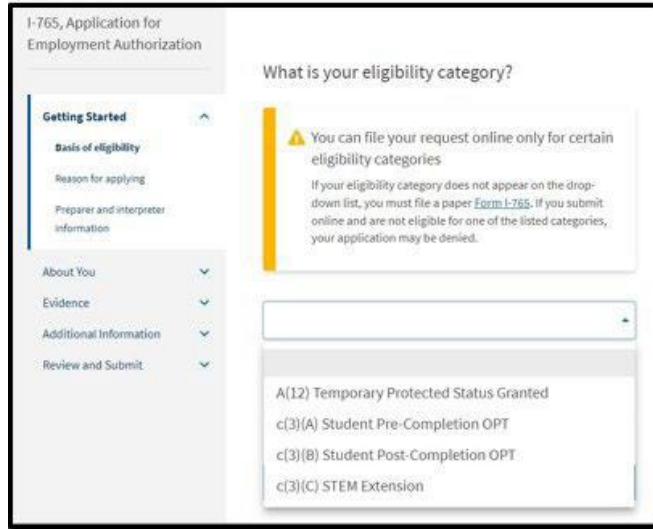
- Petition for Alien Relative (I-130)
- Application To Extend/Change Nonimmigrant Status (I-539)

Start form

Cancel

Section 1: “Getting Started”

Basis of eligibility: select (c)(3)(B) Student Post-Completion OPT



What is your reason for applying? For post-completion OPT for your first time at this academic level, select “initial permission to accept employment.”

What is your reason for applying?

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

Have you previously filed Form I-765?

- Yes
- No

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[Next](#)

*If you have filed the Form I-765 for a previous OPT or category, choose “Yes”

Is someone assisting you with completing this application?

Is someone assisting you with completing this application?

Yes

No

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Next

Most students should select “no” unless you have an immigration attorney or other representative helping you prepare the application.

Section 2: “About You”

Your name: Include any names you have identified as currently or in the past

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
<input type="text"/>	<input type="text"/>

Family name (last name)

Have you used any other names since birth?

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

Yes

No

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Your Contact Information

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

How may we contact you?

Daytime telephone number

Mobile telephone number (if any)

This is the same as my daytime telephone number.

Email address

Current mailing 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

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Use an address where you can receive your OPT application materials including the mailed paper receipt notice, approval notice, and EAD card. This should be an address where you can receive mail for approximately 6 months into the future in case of application processing delays. If you will move from your current apartment or travel internationally earlier than 6 months into the future, it is recommended you include a friend or family member's U.S. address in your I-765. Put their name in the "in care of" field.

Notes:

- Mail from USCIS will come from the U.S. Postal Service, or USPS. You can sign up for [informed delivery](#) to receive notifications about mail you receive.
- If you include a friend or family member's address, select "no" to the question is your current mailing address the same as your physical address.

Personal Information

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 gender?

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?

Immigration Information

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

Status at last arrival

What is the passport number of your most recently issued passport?

What is your travel document number (if any)?

What is the expiration date of your passport or travel document?

MM/DD/YYYY

What country issued your passport or travel document?

What is your current immigration status or category?

What is your Student and Exchange Visitor Information System (SEVIS) Number (if any)?

Use the "Additional Information" section to include all previously used SEVIS numbers.

N-

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- **I-94 Number:** Download most recent I-94
 - Click on "Get Travel History" to see your number, status and place of arrival.
- **Travel document number:** leave blank
- **SEVIS number:** Enter the numbers which follow the "N" in your SEVIS number on your I-20

What is your A-Number?

I do not have or know my A-Number.

Has the Social Security Administration (SSA) ever officially issued a Social Security card to you?

Yes

No

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.

Do you want the SSA to issue you a Social Security card?

Yes

No

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- **A-Number**
 - Most students should select “I do not have or know my A-number.”
 - If you have been issued an A-number from a previous EAD such as OPT or other application, please list your A-number. The A-number is the USCIS # listed on your previous EAD card, if applicable.
- **What is your USCIS Online Account Number?**
 - Most students should select “I do not have or know my USCIS Online Account Number.” You may already have a USCIS Online Account Number if you previously filed certain 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.
- **Social Security Number:** answer according to whether you already have an SSN.
 - Part 2: answer “No”
 - The SSA is currently not issuing SSN cards through the Form I-765. If you do not have an SSN you can apply *after* you receive your EAD card.

Section 3: "Evidence"

To complete the online I-765 form, you will need to upload required documents and evidence, which you should have already prepared in Step 1.

- **2 x 2 photo** of you taken within 30 days.
- **Form I-94**
- **Employment Authorization Document:** Upload your passport biographical page here
- **If you have previously applied for OPT**, a copy of your previous EAD card(s).
- **Previously Authorized CPT or OPT I-20s** from NPU and all previous schools you attended.
 - If you do not have your CPT I-20s, contact OIA for assistance. If you do not have CPT I-20s from a previous school, write a statement outlining your CPT dates and the program information at that time. You can upload the statement in this section
- **New Form I-20:** Your new I-20 with post-completion OPT recommendation
 - Be sure to print, sign (ink or digital) and then scan your I-20 before you upload it
 - **This I-20 must be uploaded and your complete I-765 application submitted to USCIS within 30 days from the OPT I-20 issue date (highlighted) or your application may be denied.**
- **Any other evidence** relevant to your application and your particular circumstances.

SAMPLE OPT I-20

SEVIS ID:		Class of Admission:	
SURNAME/PRIMARY NAME	GIVEN NAME	F-1 ACADEMIC AND LANGUAGE	
PREFERRED NAME	PASSPORT NAME		
COUNTRY OF BIRTH	COUNTRY OF CITIZENSHIP		
DATE OF BIRTH	ADMISSION NUMBER		
FORM I-904 REASON FOR THIS ATTENDANCE	USER ID/NAME		
SCHOOL INFORMATION			
SCHOOL NAME University of California at Berkeley University of California at Berkeley	SCHOOL ADDRESS Berkeley International Office, 2109 Redwood, Berkeley, CA 94710		
SCHOOL OFFICIAL TO CONTACT UPON ARRIVAL International Student Advisors	SCHOOL CODE AND APPROVAL DATE SPCLAPPROV: 000 17 JANUARY 2018		
PROGRAM OF STUDY			
EDUCATION LEVEL	MAJOR 1 Chemistry, General BS (BS)	MAJOR 2 None (0:0000)	
PROGRAM ENGLISH PROFICIENCY REQUIRED	ENGL EN PROFICIENCY NOTES Student is proficient	EARLIEST ADMISSION DATE	
START OF CLASSES 11 AUGUST 2018	PROGRAM START/END DATE 11 AUGUST 2018 - 18 DECEMBER 2017		
FINANCIALS			
ESTIMATED AVERAGE COSTS FOR 11 MONTHS		STUDENT'S FUNDING FOR 11 MONTHS	
Tuition and Fees	\$ 21,611	Personal Funds	\$ 0
Living Expenses	\$ 8,480	Private Firm/Trade School	\$ 0
Expenses of Dependents (0)	\$ 0	Family Support	\$ 40,000
Other	\$ 0	On-Campus Employment	\$ 0
TOTAL	\$ 30,091	TOTAL	\$ 40,000
REMARKS			
<p>SCHOOL ATTESTATION</p> <p>I certify under penalty of perjury that all information provided above was reviewed before I issued this form and is true and correct. I executed this form in the United States after review and verification in the United States by me or other officials of the school of the student's application, transcripts, or other records of interest related and proof of financial resources, which were reviewed on the school prior to the issuance of this form. The school has determined that the above named student's qualifications meet all conditions for admission to the school and the student will be required to pursue a full program of study as indicated by I-20. I am a permanent, full-time employee of the school and am authorized to issue this form.</p> <p>advisor signature DATE ISSUED: 07 December 2017 PLACE ISSUED: Berkeley, CA</p> <p>STUDENT ATTESTATION</p> <p>I have read and agreed to comply with the terms and conditions of my admission and those of my educational stay. I certify that all information provided on this form is true and correct to the best of my knowledge. I certify that I am in possession of the United States passport, and under the program of pursuing a full program of study at the school named above. I also authorize the school to release any information from my records needed by DHS.</p> <p>student signature</p>			

SEVIS ID: N0011744461 (F-1)

NAME: Shiyong Qu

EMPLOYMENT AUTHORIZATIONS

TYPE	FULL/PART-TIME	STATUS	START DATE	END DATE
POST-COMPLETION OPT	FULL TIME	REQUESTED	16 JUNE 2022	15 JUNE 2023

CHANGE OF STATUS/CAP-GAP EXTENSION

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AUTHORIZED REDUCED COURSE LOAD

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CURRENT SESSION DATES

CURRENT SESSION START DATE	CURRENT SESSION END DATE
28 JANUARY 2022	24 MAY 2022

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		

Section 4: "Additional Information"

This section is to provide additional explanation or information for your responses in your I-765 or for your uploaded evidence. This section does not allow for uploads.


In this section you can include additional information such as:

- Previous SEVIS ID #s or previous academic studies (Section: About You; Page: Your immigration information; Question: What is your SEVIS number?)
- If you have missing I-20s for previously authorized CPT or OPT, include those details (Section: Evidence, Page: Form I-20, Question: I-20 Certificate of Eligibility for Nonimmigrant Student Status)

Section 5: Review and Submit

I-765, Application for Employment Authorization

- Getting Started
- About You
- Evidence
- Additional Information
- Review and Submit**
 - Review your application
 - Your application summary**
 - Your statement

[Review the I-765 form information](#)  Print

Here is a summary of all the information you provided in your application.

Make sure you have provided responses for everything that applies to you before you submit your application. You can edit your responses by going to each application section using the site navigation.

We also prepared a draft case snapshot with your responses, which you can download below.

[View draft snapshot](#)

Getting Started

Basis of eligibility

What is your eligibility category? c(3)(B) Student Post-Completion OPT

[MyUSCIS](#) will review your I-765 for completeness. It is your responsibility to check that all uploaded documents are correct. Correct any errors under the “alerts and warnings” section. If there are no alerts or warnings, your I-765 has been checked for completeness. There is an option to print this page or save your draft I-765 as a .pdf file. Please review your application for accuracy and save a copy for your records.

Employment Authorization

- [Getting Started](#)
- About You
- Evidence
- Additional Information
- Review and Submit**
 - Review your application**
 - Your application summary
 - Your statement


Check your application before you submit

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

We encourage you to provide as many responses as you can throughout the application. Missing or incomplete information may slow down the review process after you submit your application.


You can return to this page to review your application as many times as you want before you submit it.

Your fee

 Your form filing fee is: \$470

Refund Policy: USCIS does not refund fees, regardless of any action we take on your application, petition or request, or how long USCIS takes to reach a decision. By continuing this transaction, you acknowledge that you must submit fees in the exact amount and that you are paying the fees for a government service.

Alerts and warnings

 We found no alerts or warnings in your application.

Section 6: Submit Payment

- To find the current fee, please check the [USCIS Fee Calculator](#)
- Once your application is complete, the system will direct you to Pay.gov, a US government payment site, to pay the required I-765 application fee.
- There, you will be able to pay the application fee using a US credit / debit card or through an ACH transfer (direct withdrawal) from your US checking account.
 - If you pay by direct withdrawal, you will need to provide your bank account number and your bank's ABA routing number
 - Look at a copy of a [bank check](#) or bank statement from your account for your account number and your bank's ABA routing number or contact your bank for assistance.
- **IMPORTANT: Once you submit your payment information and that payment is successfully received, USCIS considers your application OFFICIALLY SUBMITTED.**
 - You cannot change or edit your I-765 application responses after payment has been submitted.
 - The fee is non-refundable once payment has been made.
- Once your application is submitted, USCIS will assign a receipt number.
 - You can print out an electronic receipt from your myUSCIS portal.
 - A paper receipt will follow in the mail a few weeks after the electronic submission

Step 4: Monitor Your Account for Updates and Follow-up

Monitor Your myUSCIS Portal & U.S. Mailing Address

After you have submitted your OPT application, you are responsible for monitoring your USCIS account for messages and updates. Through your account, you should be able to:

- print an electronic receipt (a paper receipt will also be mailed to you)
- send additional information, in case you receive a request for additional evidence (RFE) from USCIS
- print a PDF version of your application for your records

It is recommended that you notify the Office of International Affairs if USCIS requests any additional information regarding your case, so that we can help to advise you on your options.

You can also check your case status here, for updates:

<https://egov.uscis.gov/casestatus/landing.do>

You should receive the following documents in the mail in the weeks/months after submitting your OPT application: (1) I-797 Receipt Notice, (2) Biometrics Appointment Notice (3) I-797 Notice of Approval, and (4) EAD Card. Please retain all official mail from USCIS for your records.

Attend Biometrics Appointment

You will be required to attend a Biometrics appointment at an Application Support Center to get photos taken and complete your OPT application process.

1. You will receive confirmation of a scheduled ASC Biometrics appointment myUSCIS portal within a week after applying for OPT. The official notice will be mailed to you and should also appear in the “Documents” tab (see attached).

Your Cases

I-765, Application for Employment Authorization
 Submitted on March 4, 2026 | Receipt # [REDACTED]
[Download PDF](#) ▼


Case Status | Case History | Documents

March 7, 2026
Biometrics Appointment Was Scheduled

On March 7, 2026, we scheduled you for a biometrics appointment and sent you an appointment notice for Receipt Number [REDACTED]. Please follow the instructions in the notice. If you do not receive your appointment notice by April 6, 2026, please go to www.uscis.gov/e-request to request a copy of the notice. If you move, go to www.uscis.gov/addresschange to give us your new mailing address.

Current as of today at 3:35 p.m.



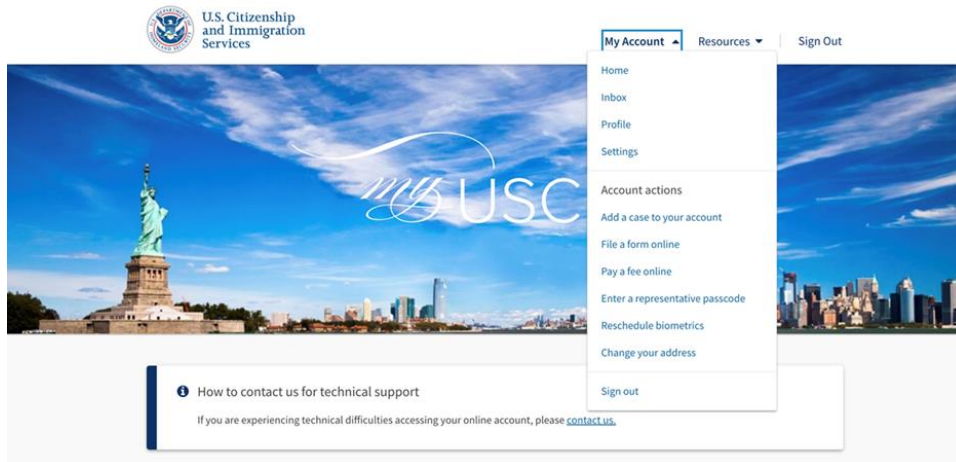
ASC Appointment Notice		CASE TYPE I765 - APPLICATION FOR EMPLOYMENT AUTHORIZATION	NOTICE DATE 04/03/2026
APPLICATION/PETITION/REQUEST NUMBER [REDACTED]		USCIS AP [REDACTED]	CODE 2
ACCOUNT NUMBER [REDACTED]	TCR	SERVICE CENTER YSC	PAGE 1 of 2
3305 W FOSTER AVE CHICAGO IL 60625-4831			
<p>READ THIS ENTIRE NOTICE CAREFULLY. To process your application, petition, or request, U.S. Citizenship and Immigration Services (USCIS) must collect your biometrics. Please appear at the Application Support Center (ASC) at the date and time specified. TO REQUEST THAT USCIS RESCHEDULE YOUR APPOINTMENT, SEE THE INSTRUCTIONS AT THE BOTTOM OF THIS NOTICE. IF YOU FAIL TO APPEAR AS SCHEDULED, USCIS WILL CONSIDER YOUR BENEFIT REQUEST ABANDONED AND IT MAY BE DENIED.</p>			
APPLICATION SUPPORT CENTER USCIS NORRIDGE 4701 North Cumberland Ave 1-3 BCD Norridge IL 60706		DATE AND TIME OF APPOINTMENT 04/20/2026 09:00AM	
WHEN YOU APPEAR AT THE ASC FOR BIOMETRICS SUBMISSION, YOU MUST BRING:			

*If you do not receive a notice of appointment within 3 weeks of application, please notify OIA.

2. Attend your appointment on the scheduled date – bring a paper copy of your appointment notice and bring your passport.

3. After you attend your appointment, follow any instructions on your Appointment Notice if you are required to submit documents. Even if no follow up submission is required, we recommend uploading the stamped copy of your appointment notice to your USCIS online account as proof that you've completed this step.

**If you need to reschedule your current ASC Biometrics Appointment, you may log in to your [USCIS online account](#) to use the online Self-Rescheduling tool:*



You will be able to change the date, time, and the location of the appointment. Please Note: The Self-Rescheduling tool cannot be used to reschedule an appointment that has already been rescheduled two or more times, is within 12 hours, or has already passed.

IMPORTANT: If you do NOT receive this notice or do not attend an appointment, your OPT application could be denied.

Change of U.S. Address

While your OPT is processing, it is recommended you do not change your mailing address. If you need to change your US address and need to have your EAD sent to another US mailing address, you should update your address information in your USCIS account portal by following the change of address instructions on USCIS's [Tips for Filing Forms Online](#) page.

It is a requirement of your F-1 status to make address updates within 10 days of any change. Once your OPT is approved, you can make address updates at the SEVP Portal. If you need to update your address while your OPT is pending, email the Office of International Affairs with your new address.