DO NOT LOSE YOUR OPT EMPLOYMENT ELIGIBILITY

The USCIS may reject I-765 applications for any of these reasons:

- I-765 form not signed
- Improper or missing payment
- I-20 not signed by student and/or DSO

The USCIS has accepted applications for processing and then 90 days later denied I-765 applications if the following occurs:

- Received more than 30 days after school or student signature date on I-20

DOUBLE-CHECK SIGNATURES AND DATES

Do not send materials that are out of date.

- Your I-765 should be sent no later than 20 days after ISSC signature.
- Double-check dates on the I-20, and contact ISSC immediately if you need a new updated I-20 form to resubmit with your application.

If you receive your materials back from USCIS, do not resend.

Double-check dates on the I-20, and contact ISSC immediately if you need a new updated I-20 form to resubmit with your application.

When you have properly filed your application for an Employment Authorization Document (EAD Card), you will receive a Notice of Action from the USCIS with a case number. You can use this case number to track your case online and submit a case inquiry at uscis.gov.

MAINTAINING F-1 STATUS WHILE ON PRE-OPT

- Submit a copy of the EAD card, and report employment status through the links found on https://issc.asu.edu/employment/students-fj/f-1-opt-12-month/pre-opt.
- Report any changes in name, address, employer's name and address, and updated status or interruption of employment in My ASU within 10 days.
- Update your local address with the USCIS and through My ASU within 10 days of moving.
- Students must check their My ASU account and ASU email on a regular basis for immigration updates.

SUBMITTING THE I-765 APPLICATION FOR PRE-OPT EMPLOYMENT AUTHORIZATION

Make copies of all documents you are sending to USCIS and keep them for future reference.

G-1145: Fill out and submit the G-1145 to receive email notification of application acceptance. Download the G-1145 form and instructions online at uscis.gov/G-1145.

I-765: Fill out and submit the I-765 form following the instructions on the back of this page. Download the I-765 form and instructions online at uscis.gov/I-765.

Payment of $410 using ONE of the following methods:

- G-1450 form (uscis.gov/g-1450), if paying by credit card, or
- Check (do not close your checking account), cashier's check, or money order payable to “U.S. Department of Homeland Security”. Write your name and F-94 somewhere on the check or money order.

Two passport style photographs (2” x 2”):

- Taken within the past 30 days.
- Using light pressure and pencil, write name and I-94 number on the back of both.
- Seal pictures in a small envelope with your name and I-94 number on the envelope.

Copy of paper I-94 or electronic record retrieved from https://i94.cbp.dhs.gov.

Copies of any prior EAD cards: Front and back, if applicable.

Copy of signed OPT I-20: Make sure you have signed and dated the I-20 on page 1, under Student Attestation. Use single sided copies.

Copies of all former I-20s you have.

Copy of passport biographical pages: Name, photo, expiration.

Arrange the documents in the order specified in the Pre-OPT Completion Document Checklist (clip them all together - NO STAPLES).

MAILING YOUR I-765 FORM

Using a large mailing envelope, write “I-765” on the lower left corner and write your return address on the top left corner.

Send it via regular mail to:
USCIS
PO Box 21281
Phoenix, AZ 85036

I-765