

UAB THE UNIVERSITY OF
ALABAMA AT BIRMINGHAM.

UAB
INTERNATIONAL STUDENT
& SCHOLAR SERVICES
The University of Alabama at Birmingham

Step by Step Guide: Filing OPT/STEM OPT Application online

Filing Tips

✓ DO

- ✓ **Gather digital versions of your supporting documents.**
 - Passport
 - Most recent [I-94](#)
 - [Passport photo](#)
 - I-20 with OPT/STEM OPT recommendation on page 2.
 - Sign your I-20 at the bottom of page 1
 - USCIS MUST receive OPT application within 30 days of our recommendation.
 - Previous I-20 with CPT/OPT work authorization (if you have one)
 - Copies of all previous EAD(s) issued to you (if you have one)

- ✓ **STEM Applicants ONLY.**
 - You must upload a copy of your official transcript & diploma for the STEM degree
- ✓ [Create USCIS account.](#)
- ✓ **Filing fee \$470.**

Step 1: Create USCIS account

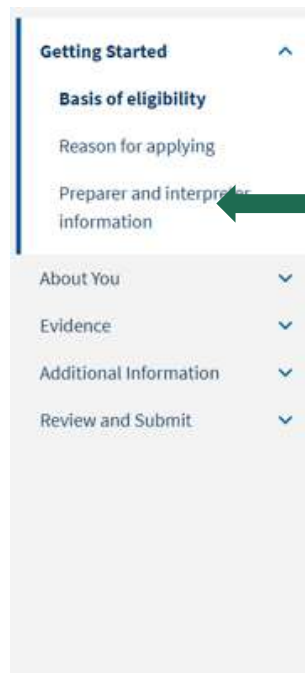


Step 2: File Form I-765 Online

- Logged in to [your USCIS account](#)
- Click **'My Account'**
- Select **'I-765 Application for Employment Authorization'**

Getting Started

- **Basis of Eligibility**
 - **(c)(3)(A) Pre-completion OPT** – select this option if your requested OPT start date occurs **before** the program end date listed on your I-20
 - **(c)(3)(B) Post-completion OPT**– select this option if your requested OPT start date occurs **after** end date listed on your I-20, or after completion of program.
 - **(c)(3)(C) STEM Extension** – select this option if you are currently on valid post-completion OPT and eligible to apply for STEM extension based on your degree
 - STEM OPT applicants only (c)(3)(C):
 - What is your degree?
 - List degree level and major field of study for your STEM OPT qualifying degree, as listed on page 1 of your I-20.
 - What is your employer's name as listed in E-Verify?
 - The University of Alabama at Birmingham
 - What is your employer's E-Verify company identification number or a valid E-Verify client company identification number?
 - 1234177



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

(a)(12) Temporary Protected Status Granted

(c)(3)(A) Student Pre-Completion OPT

(c)(3)(B) Student Post-Completion OPT

(c)(3)(C) STEM Extension

Step 2: Continue

Getting Started

- **Reason for applying**
 - What is your reason for applying?
 - Select 'Initial permission to accept employment'
 - STEM OPT applicants ONLY
 - Select 'Renewal of permission to accept employment'
 - Have you previously filed Form I-765?
 - If you have previously filed Form I-765, select 'Yes'
 - If you have not previously filed Form I-765, select 'No'
- **Prepare and Interpreter Information**
 - Is someone assisting you with completing this application?
 - Select 'No'

The screenshot displays a web application interface for Form I-765. On the left is a vertical navigation menu with the following items: 'Getting Started' (expanded), 'Basis of eligibility', 'Reason for applying' (highlighted with a green arrow), 'Preparer and interpreter information', 'About You', 'Evidence', 'Additional Information', and 'Review and Submit'. The main content area contains three questions:

1. **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

2. **Have you previously filed Form I-765?**
 Yes
 No

3. **Is someone assisting you with completing this application?**
 Yes
 No

A second green arrow points to 'Preparer and interpreter information' in the bottom screenshot, which is currently collapsed in the navigation menu.

Step 2: Continue

About You

- **Your Name**
 - What is your legal name?
 - Enter your name as it appears on your passport and visa
 - Have you used any other name since birth?
 - If 'yes', provide the other names you have used. If 'no', continue to the next section.
- **Your Contact Information**
 - How may we contact you?
 - Enter your mobile number and email address.
 - What is your current U.S. mailing address?
 - This is where your EAD will be sent. You must enter an address that will be valid for the next 4-5 months. If your address will change, you can ask a relative or employer if you can add their name and U.S. address. EADs will not be sent abroad. If you use a relative or employer's address, you must write their full name in the "In Care of Name (if any)" field.
 - You are welcome to use the ISSS/Sterne Library mailing address (below) on your I-765.
 - **UAB ISSS c/o Justin Lampley, PDSO
SL 1720 2nd Ave South
SL 248
Birmingham, AL 35294**
 - Is your current mailing address the same as your physical address?
Select 'yes' or 'no'.



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 ▾

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

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Family name (last name) *

Have you used any other names since birth?

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

Yes

How may we contact you?

Daytime telephone number

Provide a 10-digit phone number.

Mobile telephone number (if any)

This is the same as my daytime telephone number.

Provide a 10-digit phone number.

Email address

Example: user@domain.com

What is your current U.S. mailing address?

Step 2: Continue

About you


- **Describe Yourself**
 - What is your gender?
 - Select the gender as is reflected on your passport
 - What is your marital status?
 - Select your current marital status
- **When and Where Were You Born?**
 - What is your city, town, or village of birth?
 - Complete the information as is listed on your passport/birth certificate
 - What is your state or province of birth?
 - Complete the information as is listed on your passport/birth certificate (if it applies to you)
 - Is your country of birth?
 - Complete the information as is listed on your passport/birth certificate
 - What is your date of birth?
 - Insert your date of birth (MM/DD/YYYY)


- 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

Step 2: Continue

About you

- **Your immigration information**
 - What is your country of citizenship or nationality?
 - Your I-94 Arrival-Departure Record Number can be retrieved [here](#)
 - When did you last arrive in the United States?
 - Insert the name of your country of citizenship. If you hold multiple citizenships or nationalities, select “add country” to ensure all countries of citizenships or nationalities are reflected.
 - What is your Form I-94 Arrival-Departure Record Number (if any)?
 - List your arrival date, place of arrival and status at arrival. You can refer to your most recent I-94 for this information.
 - What is the passport number of your most recently issued passport?
 - Please refer to the biographical page of your passport.
 - What is your travel document number (if any)?
 - Note: most F-1 students would not have a travel document separate from their passport.
 - What is the expiration date of your passport or travel document?
 - Please refer to the biographical page of your passport.
 - What country issued your passport or travel document?
 - Please refer to the biographical page of your passport.
 - What is your current immigration status or category?
 - Select “F1 – Student, Academic or Language Program.”
 - What is your Student and Exchange Visitor Information System (SEVIS) Number (if any)?
 - Your SEVIS number can be found on the upper left-hand side of your most recent I-20.

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 

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Step 2: Continue

About you

• Other Information

- What is your A-Number?
 - You can list your A-number (if you have one) or select 'I do not have or know my A-number'.
 - Most F-1 students will not obtain an A-Number until after being approved for Post-Completion OPT
 - STEM OPT Applicants ONLY
 - A-Number is a USCIS number listed in front of your EAD card
- What is your USCIS online account number (if any)?
 - You can list your USCIS Online Account Number (if you have one) or select 'I do not have or know my USCIS online Account Number'.
 - STEM OPT Applicants ONLY
 - USCIS online account number will be auto populated for you.
- Has the Social Security Administration (SSA) ever officially issued a Social Security Card to you?
 - If you have a Social Security Number, select "Yes" and enter your Social Security Number. If you do not have a Social Security Number, select "No". You will then be asked of you want the SSA to issue you a Social Security Card to which your response will be "Yes". You will need to agree to the "Consent for Disclosure" and provide your father's and mother's birth names (first and last names at birth).

The screenshot shows a web application interface. At the top, there is a navigation bar with 'Getting Started' and a dropdown arrow. Below this is a sidebar menu with 'About You' selected and an upward arrow. The main content area lists several sections: 'Your name', 'Your contact information', 'Describe yourself', 'When and where you were born', and 'Your immigration information'. At the bottom of the main content area, there is a button labeled 'Other information' with a dark green border and text.

Step 2: Continue

Evidence

Upload

- Passport photo 2x2
- Most recent Form I-94
- Employment Authorization Document or Government ID
 - Previous EADs or passport and visa.
- Previously Authorized CPT or OPT
 - Previous I-20s with CPT and OPT approved.
- I-20, Certificate of Eligibility For Nonimmigrant Student Status
 - I-20 with OPT/STEM OPT requested on second page.

STEM OPT Applicants ONLY

- College Degree
 - Diploma
- Institution Accreditation
 - Official transcript

Evidence



2" x 2" photo of you

Form I-94 or passport

Employment Authorization Document

Form I-20

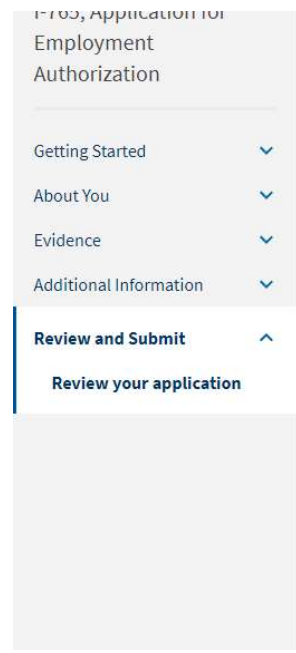
College degree

Institution accreditation

Step 3: Review and Submit

- Thoroughly review the information reflected on your I-765 and make sure you have included the OPT I-20 signed by you and ISSS.
- You will need to make payment of the current filing fee online prior to submitting your application.
- Payments can be submitted via credit/debit card or bank account information.

Note: standard OPT and STEM OPT applicants are not required to pay a biometrics fee.



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

i 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.





After you apply – What next?

- **Receipt number**
 - After your application is successfully submitted online, you will receive a receipt number immediately. You can check the status of your application by entering this receipt number on the Status Page by logging into your USCIS account.
- **Contact ISSS when**
 - Have questions regarding your OPT dates, don't graduate as planned, unable to submit your OPT application within 30 days of OPT recommendation on your I-20, receive an RFE or rejection.
- **OPT/STEM OPT Processing Time**
 - Currently, USCIS may take between 3-5 months (from the receipt date) to process your OPT application.
- **Once your application is approved**
 - You will receive your EAD at the address listed on your I-765.
 - SEVP portal link to create your SEVP account. This link will be sent to your email address that you used when you applied to UAB.
 - STEM OPT [Reporting Requirements](#)
- **Responsibilities**
 - All F-1 students who engage in Post-completion OPT, including STEM Extension, must fulfill certain regulatory reporting requirements. For detailed information regarding responsibilities while of F-1 OPT/STEM OPT, please visit the [ISSS website](#). Consequences of not fulfilling your reporting requirements could lead to termination of your F-1 status.
 - If moving to a new address while the application is pending. Please make sure you update your mailing address in the 'myUSCIS' portal and request '[mail-forwarding](#)' [through the US Postal Service](#).

SEVP Portal Overview



Contact us

-  Phone 205-934-3328
-  Address Sterne Library, 2nd floor.
-  Email: ISSS@uab.edu
-  Website [ISSS-Employment](#)

“ Please let us know if you have questions about your application. Good luck! ”