

Instructions for filing Form I-765 with the Immigration

Purpose of the Application:

Certain non-immigrants may file a Form I-765, Application for Employment Authorization, to request an Employment Authorization Document (EAD). The EAD is evidence that the bearer is authorized to work in the United States. The USCIS adjudicates a request for employment authorization by determining whether an applicant (1) is eligible, and (2) has submitted the required information and documentation.

Changing 12-month standard OPT starting and ending dates:

When you meet with the international advisor, she will submit into SEVIS the 12-month standard OPT starting and ending dates you request. Once this request is submitted, it is very difficult for the international advisor to change the start and end dates. Instead the international advisor must contact the SEVIS Help Desk and ask them to cancel the incorrect dates – a process that can take up to two months or more to complete! The International and Graduate Recruitment office is unable to issue a new I-20 with new dates until the old dates have been cancelled, which could significantly delay your 12-month standard OPT application process. In other words, **you need to be very certain of the starting and ending dates that you want us to use.** If you have any uncertainties about the dates, discuss it with your international advisor during your appointment.

Required Documentation:

- Form I-765 (See sample I-765 with instructions)
- Copy of I-20 that you will receive during the 12-month standard OPT application session with the international advisor
- A copy of your MOST RECENT Form I-94, front and back (make sure the red stamp is visible on the copy)
- Two passport style photos with a white background taken no more than 30 days before submission to the USCIS. Lightly print your name and your eleven-digit I-94 admission number on the back of each photograph with a pencil. (You can have these photos taken at Walgreens Drug Store, 425 Wabasha St N, Saint Paul, MN 55102, 651-224-6030. You will receive your photographs immediately.)
- A copy of BOTH your unexpired passport photo page AND your most recent U.S. visa.
- A copy of your previous EAD, if you have ever had one before.

Map

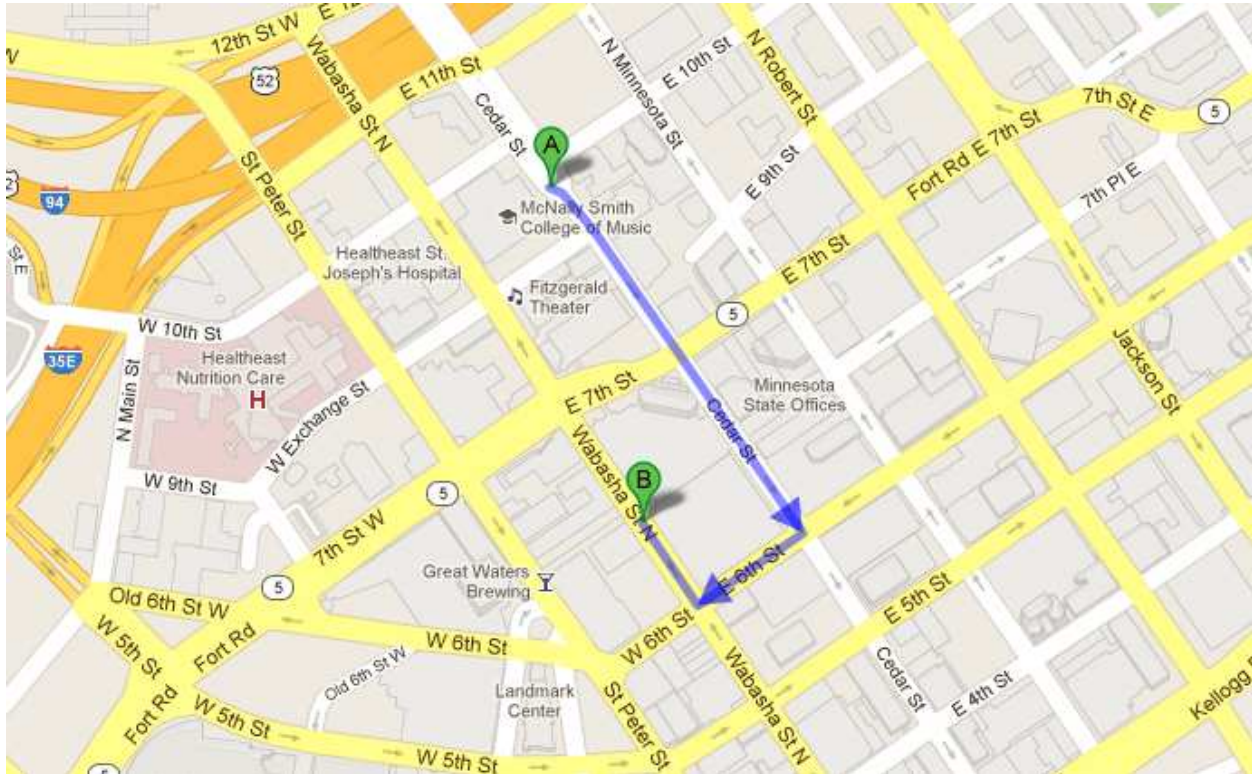
Walgreens Drug Store (see B below): 425 Wabasha St N, Saint Paul, MN 55102

Hours: Mon. – Fri. 7AM - 7PM

Tel: 651-224-6030

Sat. 9AM - 5PM

Sun. 11AM - 5PM



Fee:

The cost of filing the I-765 is \$380.00 (as of 11/23/2010). Personal checks or money orders must be in the exact amount and payable to "U.S. Department of Homeland Security." Personal checks are preferable to money orders, because they can more easily be traced in case of problems. Please do not post date checks, as your application will be returned.

Where to File:

**U.S. Citizenship and Immigration Services
PO Box 21281, Phoenix,
AZ 85036**

Note: The International and Graduate Recruitment office will mail your 12-month standard OPT application for you and we will send you an email to your MSCM email account each time we receive something from immigration concerning your 12-month standard OPT application. This will include acknowledgments of receipts and the EAD itself.

Processing Information:

The Phoenix Service Center prefers to receive envelopes with the contents in this order:

1. \$380.00 check or money order payable to “U.S. Department of Homeland Security”
2. Two photographs (see instructions above); place in a plastic, zip lock bag
3. Form I-765
4. Photocopy of Form I-20 recommending Optional Practical Training (don’t send original)
5. Photocopies of all previous Form I-20’s including endorsement page showing any previous OPT recommendations
6. Photocopies of any previous Employment Authorization Documents
7. Photocopy of Form I-94 (both sides, don’t send original)
8. Photocopy (clear and distinct) of passport identity page and most recent visa.

When your application is accepted for processing, immigration will send Form I-797 Notice of Action to the International and Graduate Recruitment office, which our office will open and scan into your records, so we have a record of your application and its file number. You can pick up the original I-797 notice anytime after we have scanned it.

Decision on Your Application:

If your application is approved, your EAD will be mailed to the International and Graduate Recruitment office and we will contact you once it arrives.

In the very unlikely event that your application cannot be granted, you will receive an explanation for the denial.