



How to File OPT Application Online

California Trinity University

☎ (213)-484-4440

✉ Admin@catu.edu

📍 2333 Beverly Blvd.

Los Angeles, CA 90057

Optional Practical Training (OPT) Application Process

F-1 students may apply for OPT from 90 days before to 60 days after the Program End Date as shown on their most recent I-20s.

1. Fill out & Submit the Optional Practical Training (OPT) Request Form to CTSB Administrative Office.

Download the form at <https://www.catu.edu/publications/>.

2. Make the Payment for OPT I-20 Processing Fee (\$300) to California Trinity University. Contact

Accounting Department for more information.

3. Prepare Images/Scanned copies of following documents.

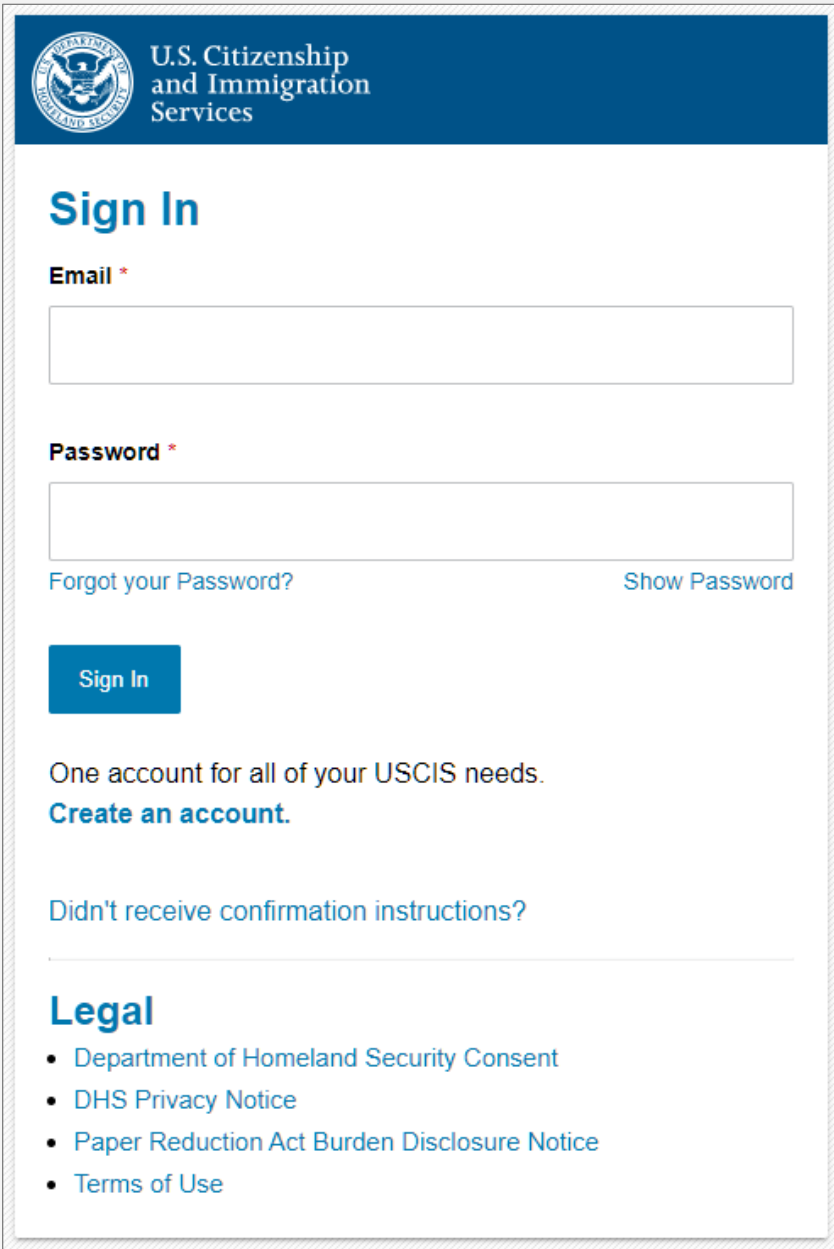
1. **One passport-style photo** (2x2 inches) - [Photo Composition tools](#)
2. **I-20** – all I-20 forms must be properly signed by a DSO and you
 - 1) **OPT I-20**
 - 2) **Part-time CPT I-20** issued by CalTrinityU (if any)
 - 3) **CPT I-20** and/or **OPT I-20** issued by previous school(s) (if any)
3. **Passport** - at least 6 months prior to the expiration date
4. **I-94** - Download an electronic copy at <https://i94.cbp.dhs.gov/>
5. Front and back of your previous **Employment Authorization Document (EAD)** (if applicable)

[Caution!!]


Your **MUST** file the OPT application **within 30 days** of the date the DSO first issues your OPT I-20 or your application will be denied.

It is your responsibility to file it on time!

Create an USCIS Account & Sign in



The screenshot shows the USCIS Sign In page. At the top left is the USCIS logo and the text "U.S. Citizenship and Immigration Services". Below this is the "Sign In" heading. There are two input fields: "Email *" and "Password *". Below the password field are links for "Forgot your Password?" and "Show Password". A blue "Sign In" button is positioned below the input fields. Below the button is the text "One account for all of your USCIS needs. Create an account." followed by a link "Didn't receive confirmation instructions?". At the bottom, 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".

 U.S. Citizenship and Immigration Services

Sign In

Email *

Password *

[Forgot your Password?](#) [Show Password](#)

[Sign In](#)

One account for all of your USCIS needs.
[Create an account.](#)

[Didn't receive confirmation instructions?](#)

Legal

- [Department of Homeland Security Consent](#)
- [DHS Privacy Notice](#)
- [Paper Reduction Act Burden Disclosure Notice](#)
- [Terms of Use](#)

- Go to <https://www.uscis.gov/i-765>
- Scroll down and Click on **“File Online”** to create an account and sign in.

Start a Form

Welcome to your USCIS Account

Select what you want to do

Edit My Account Profile Editing your profile includes making changes to your email, password, phone number, security questions, or the two-step verification method and backup code.

Login to a USCIS Service

USCIS Apply for immigration benefits, find tools and resources to assist in preparation for naturalization, and search for doctors in your local community.

FIRST Submit, manage and receive Freedom of Information Act (FOIA) requests.

myE-Verify Confirm your records for employment eligibility, track E-Verify or Self-Check case status, and protect your identity by locking your Social Security Number (SSN).

Not sure what service you need? Start at [USCIS.gov](https://uscis.gov)

Click on the **yellow** areas to proceed



Select "I-765, Application for Employment Authorization"

File a Form

Select the form you want to file online. Once you start, 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.

I-765, Application for Employment Authorization

Use this form to request employment authorization and an Employment Authorization Document (EAD) if your immigration status allows you to work in the United States.

Note: You may apply online if your eligibility category is:

- (a)(12) - Temporary Protected Status (You are submitting an initial Form I-821 or you have an approved Form I-821);
- (c)(3)(A) - F-1 student, pre-completion OPT;
- (c)(3)(B) - F-1 student, post-completion OPT;
- (c)(3)(C) - F-1 student, 24-month extension for STEM students (students holding a degree in science, technology, engineering, or mathematics);
- (c)(19) - Temporary Protected Status (You have a pending Form I-821); or
- (c)(33) - Consideration of Deferred Action for Childhood Arrivals (DACA) (You must have a pending or approved Form I-821D in order to file Form I-765).

All other applicants must submit a paper [Form I-765](#).

Start form

U.S. Citizenship and Immigration Services

My Account My Account Resources Sign Out

Welcome To Your USCIS Account

Select What You Want To Do

File a form online Start a new form, upload evidence, and pay and submit online

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Reason for Applying


I-765, Application for
Employment Authorization

Getting Started

Basis of eligibility


Reason for applying

Preparer and interpreter
information

About You 

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Review and Submit 

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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Mark **Initial Permission to accept employment** if;

- You are applying for OPT for the first time.
- You Previously received OPT when you completed other degree program(s). Now you have completed or are completing a program at CalTrinityU and you are applying for a second or third OPT.

Renewal of Permission to accept employment

- Does not apply to current CalTrinityU students.

Have you previously filed Form I-765?

- Select "YES", if you have previously filed the Form I-765 to USCIS regardless of visa categories. Otherwise select "NO."

Be sure to fill in the fields without spelling mistakes.

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Is someone assisting you with completing this application?

Yes

No

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If a legal representative assisting you, answer "YES."

Email address

- Provide your personal email address.

US Mailing Address

- This is where USCIS will send the EAD card once your application is approved.

In care of name (if any)

- If you need to send the EAD card to someone other than yourself, include that person's name in the "In Care Of Name" field.

Have you used any other names since birth?

- If you answer "YES," another name field will appear.

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Getting Started

About You

Your name

Your contact information

Describe yourself

When and where you were born

Your immigration information

Other information

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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

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How may we contact you?

Daytime telephone number

(213) 484-4440

Mobile telephone number (if any)

This is the same as my daytime telephone number.

Email 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

2333 BEVERLY BLVD

Street number and name

Address line 2

STE 400

Apartment, suite, unit, or floor

City or town

LOS ANGELES

State

California

ZIP code

90057-2230

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

Yes

No

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Be sure to fill in the fields without spelling mistakes.

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Getting Started ▼

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What is your gender?

Male

Female

What is your marital status?

Single

Married

Divorced

Widowed

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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?

Be sure to fill in the fields without spelling mistakes.

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 (on or about)

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 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?

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.

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When did you last arrive in the United States?

Date of arrival

- Found on your I-94

Place of arrival

- See your Travel History section on the I-94 website

Status at last arrival

- Found on your I-94

What is your A-Number?

- If you have been issued Employment Authorization Documents (EAD) by USCIS before, provide the USCIS# on the EAD card. This USCIS# is the same as the A-number. Otherwise, check **"I do not have or know my A-Number."**

What is your USCIS online Account Number?

- If you have created an account for this OPT application, you do not yet have a number. USCIS will issue you a new number after this application is filed.

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What is your A-Number?

I do not have or know my A-Number.

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.

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

- Yes
 No

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

- Yes
 No

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Upload 2 x 2 inches photo

Photo Composition tools

- To verify your photo/image, go to <https://travel.state.gov/content/travel/en/us-visas/visa-information-resources/photos.html>

2 X 2 Photo Of You

Upload a recent color photograph of yourself that measures 2 inches by 2 inches, with your face measuring 1 inch to 1 3/8 inch from your chin to the top of your head. Your eyes should be between 1 1/8 inch and 1 3/8 inch from the bottom of the photo.

Make sure your whole face is visible, you are facing the camera directly, and the background is white or off-white. Your head must be bare, unless contrary to your religious beliefs.

If you need help understanding the photo requirements or want to resize, rotate, or crop your photo, you can use the Department of State's [photo composition tools](#). Please note that we cannot approve your application without your photo.

File requirements

- Clear and readable
- Accepted file formats: JPG, JPEG, or PNG
- 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 one document at a time
- Accepted file name characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 6MB per file

Choose or drop files here to upload

Upload Form I-94

- I-94 - Download an electronic copy at <https://i94.cbp.dhs.gov/>
- If you have changed your visa status to F-1 in the U.S., you may find an I-94 at the bottom of the I-797 Notice of Action (F-1 Approval Form).

I-94, Arrival And Departure Record

Upload a copy of one of the following:

- Your Form I-94, Arrival-Departure Record (front and back);
- A printout of your electronic Form I-94 ; or
- Your passport or other travel document.

If you were admitted to the United States by CBP at an airport or seaport after April 30, 2013, CBP may have issued you an electronic Form I-94 instead of a paper Form I-94.

You may visit the [CBP website](#) to obtain a paper version of an electronic Form I-94. CBP does not charge a fee for this service. Some travelers admitted to the United States at a land border, airport, or seaport, after April 30, 2013, with a passport or travel document, who were issued a paper Form I-94 by CBP, may also be able to obtain a replacement Form I-94 from the CBP website without charge.

If your Form I-94 cannot be obtained from the CBP website, it may be obtained by filing [Form I-102, Application for Replacement/Initial Nonimmigrant Arrival-Departure Record](#), with USCIS. USCIS does charge a fee for this service.

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: 6MB per file

Choose or drop files here to upload

- Upload a scanned copy of front and back of your previous **Employment Authorization Document (EAD) card** If you have been issued.
- Otherwise, upload a copy of your **PASSPORT**.

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: 6MB per file

Choose or drop files here to upload

- Do NOT include the parts of I-20(s) for **F2 dependent(s)**.
- Make sure it is **SIGNED** before scanning.
- Scanned copy of pages 1-3 of the **CPT I-20(s)** from CalTrinityU (if any).
- Scanned copy of pages 1-3 of the **OPT I-20(s)** and CPT I-20(s) from other schools (if any).

Previously Authorized CPT Or OPT

Upload evidence of any previously authorized CPT or OPT and the academic level at which it was authorized.

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: 6MB per file

Choose or drop files here to upload

Upload an OPT I-20

- Be sure to SIGN before making a scanned copy.
- Do not include the parts of I-20(s) for F2 dependent(s).

I-20, Certificate Of Eligibility For Nonimmigrant Student Status

Upload a copy of the Form I-20, Certificate of Eligibility for Nonimmigrant Student Status endorsed by the Designated School Official (DSO). For the (c)(3)(B) eligibility category, your DSO must have entered the recommendation for OPT into your SEVIS record within 30 days of you submitting Form I-765. If you fail to do so, we will deny your OPT request. For the (c)(3)(C) eligibility category, the Form I-20 must have been endorsed by the DSO within 60 days of submitting Form I-765.

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: 6MB per file

Choose or drop files here to upload

Additional Information

I-765, Application for Employment Authorization

Getting Started ▼

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Additional Information ▲

Additional information

Review and Submit ▼

Additional Information

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.

If you do not need to provide any additional information, you may leave this section blank.

Section

Page

Question

Additional information

0/500

Save response

Cancel

Check your application thoroughly before you submitting

I-765, Application for Employment Authorization

- Getting Started
- About You
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- Review and Submit**
 - Review your application

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

i Your form filing fee is: \$410

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

You have one or more alerts and warnings based on the information you provided in your application.

A red alert means you have incomplete responses or inconsistent data. You cannot submit your application with any alerts.

i There are errors in About You: Your name

[Edit my responses](#)

i There are errors in About You: When and where you were born

[Edit my responses](#)

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 - Your statement

Check your application before you submit

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Alerts and warnings

✓ We found no alerts or warnings in your application

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Review the I-765 form Information

Applicant's statement

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 - Review your application
 - Your application summary**
 - Your statement

Review the I-765 form information

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

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

[Print](#)

I-765, Application for Employment Authorization

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 - Review your application
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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.

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Applicant's Declaration and Certification

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Review your application


Your application summary

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Your signature

Applicant's Declaration and Certification

You must read and agree to the certification below. If you knowingly and willfully falsify or conceal a material fact or submit a false document with your application, we can deny your application and may deny any other immigration benefit. You may also face criminal prosecution and penalties provided by the law.



Copies of any documents I have submitted are exact photocopies of unaltered, original documents, and I understand that USCIS may require that I submit original documents to USCIS at a later date. Furthermore, I authorize the release of any information from any and all of my records that USCIS may need to determine my eligibility for the immigration benefit that I seek.

I furthermore authorize release of information contained in this application, in supporting documents, and in my USCIS records, to other entities and persons where necessary for the administration and enforcement of U.S. immigration law.

I understand that USCIS may require me to appear for an appointment to take my biometrics (fingerprints, photograph, and/or signature) and, at that time, if I am required to provide biometrics, I will be required to sign an oath reaffirming that:

- 1) I reviewed and understood all of the information contained in, and submitted with, my application; and
- 2) All of this information was complete, true, and correct at the time of filing.

I certify, under penalty of perjury, that all of the information in my application and any document submitted with it were provided or authorized by me, that I reviewed and understand all of the information contained in, and submitted with, my application and that all of this information is complete, true, and correct.

I have read and agree to the applicant's statement

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Pay for and submit your application

- Once the payment is completed, **Pay.gov** will email you with your payment confirmation. Make sure to **keep the confirmation notice** for your record.
- The filing fee is **\$470.00**.

Pay for and submit your application

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Review your application

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Your signature


Pay and submit

Pay for and submit your application

The final step to submit your Form I-765, Application for Employment Authorization is to pay the required fee.

Your application fee is: **\$410**.

Refund Policy: By continuing this transaction, you agree that you are paying for a government service and that the filing fee, biometric services fee and all related financial transactions are final and not refundable, regardless of any action USCIS takes on an application, petition or request, or how long USCIS takes to reach a decision. You must submit all fees in the exact amounts.



We will send you to Pay.gov — our safe and secure payment website — to pay your fees and submit your form online.

Here are the steps in the payment and submission process:

1. Provide your billing information on Pay.gov
2. Provide your credit card or U.S. bank account information
3. Submit your payment

When you have paid your fee, your form will be submitted.

Pay.gov will redirect you to a [uscis.gov](#) confirmation screen, which will include your receipt number. Please keep a copy of your receipt number for your records. You can track the status of your application through your USCIS online account.

[Pay and submit](#)

After Submitting OPT Application to USCIS:

- When you receive the Receipt Notice from USCIS, you can check the status of your application on the USCIS website by searching for "**CASE STATUS ONLINE**." Enter the USCIS Receipt Number (13 characters) as it appears on the Receipt Notice.
- The average USCIS processing time is 90 days.
- If you receive a Request for Evidence (RFE) from USCIS, contact the CalTrinityU Admin office (#400) immediately and we will help you respond. This request is time sensitive, so bring it as soon as possible.

After Approval of OPT Application:

- You will receive an OPT approval notification email from SEVP with instructions on how to create an account on the **SEVP portal**. Use the link provided in the email to create an account in order to report your employment records. If the link says "it has already expired" and you are unable to create an account and/or input your employment information, contact the administrative office to re-open.
- USCIS will mail the EAD card to the address provided on the I-765 form. You will be able to work only after having the card in your hands.
- During the period of the OPT work authorization, you must not exceed a total of **90 days of unemployment**, otherwise, your OPT will be cancelled.