



U.S. Citizenship
and Immigration
Services

Thank you for joining today's webinar: PDF Intake Process for I-765

The webinar will begin at 2 p.m. Eastern.

All lines are muted.



U.S. Citizenship
and Immigration
Services

PDF Intake Process for I-765

October 31, 2024

Administrative Reminders

- Today's presentation is not intended for media attribution.
- If you are a member of the media, please contact the USCIS Office of Public Affairs with any inquiries at media@uscis.dhs.gov.
- Any congressional staffers may contact the USCIS Office of Legislative Affairs at: usciscongressionalinquiries@uscis.dhs.gov.
- All lines are muted.
- Submit written questions through the “Q&A box” on the right side of your screen.



Agenda Today

- PDF Intake Overview
- Video Demonstration
- How To Find Assistance
- Questions



USCIS Launches Online PDF Filing Option




U.S. Citizenship
and Immigration
Services

 My Account

My Account 1 ▼

Resources ▼

Sign Out

applicant > mod@test.com > 461a33df-55f3-4790-965e-9daff5cd4beb  > Last login: 2024-10-28 08:58:11 -0700

File a Form

Select the form you want to file online. For some forms you will have the option to either fill out your form online or upload a completed form. Once you start, we will automatically save your information for 30 days, or from the last time you worked on the form.

Fee waiver: Fee waivers can be requested online only when submitting certain benefit requests using the PDF filing option. If your desired benefit request is not eligible for PDF filing, you must file a paper version of both the Form I-912, Request for Fee Waiver and the form for the specific benefit you are requesting. You can review the fee waiver guidance at www.uscis.gov/feewaiver.

Select the form you want to file online.

I-765, Application for Employment Authorization ▼

USCIS Launches Online PDF Filing Option

- **Form I-765
Application for
Employment
Authorization**
- **Form I-912
Request for Fee Waiver**
- **Individual Applicants Only**

Form I-765, Application for Employment Authorization

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

Select between the following filing options.



Fill Out Form Fields Online

Select this option if you want to fill out the fields of the I-765 form online directly. This option currently does not support fee waiver.



Upload a Filled Out PDF Form

Select this option if you want to upload and submit a filled out version of the I-765 form as a pdf document. You may apply for a fee waiver with this option by uploading a fee waiver request to verify qualifications.



PDF Intake I-765 Eligibility Categories

Initial Categories:

- (c)(8) Asylum Pending
- (c)(9)* Pending Adjustment
- (c)(11) Parole
- (c)(19) TPS Pending
- (a)(12) TPS Granted

An official website of the United States government [Here's how you know.](#)

U.S. Citizenship and Immigration Services

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File a Form

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Select the form you want to file online.

I-765, Application for Employment Authorization

What is your eligibility category?

If your eligibility category is not listed in the drop down menu, you can submit a paper form by mail.

(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
(c)(8) Pending Asylum and Withholding of Removal Applicants and Applicants for Asylum under the ABC Settlement Agreement
(c)(9) Adjustment Applicant under Section 245
(c)(11) Parole



- A Note About the (c)(9) Categories That Are Fee Exempt

Do not submit your application through the PDF filing option at this time if your (c)(9) filing category is fee exempt.



• A Note About the (c)(9) Categories That Are Fee Exempt

- **Special Immigrant Juveniles**
- **T Nonimmigrants**
- **Special Immigrant Iraqi or Afghan National**
- **CAA or HRIFA**
- **U Nonimmigrants**
- **VAWA**
- **Refugees**



• A Note About the (c)(9) Categories That Are Fee Exempt

- **Certain I-485 Applicants**
- **Dependents of government or international orgs, or NATO**
- **N-8, N-9 nonimmigrants**
- **Asylees initial I-765 application**
- **Micronesia, Marshall Island, Palau**
- **E-1 employees**
- **U.S. Armed Forces Service Members**





✓ myUSCIS makes immigration simpler

myUSCIS provides a personalized account to help you navigate the immigration process. On myUSCIS, you will find:

- Up-to-date information about the application process for immigration benefits;
- Tools to help you prepare for filing and help finding citizenship preparation classes; and
- Information to help explore your immigration options.

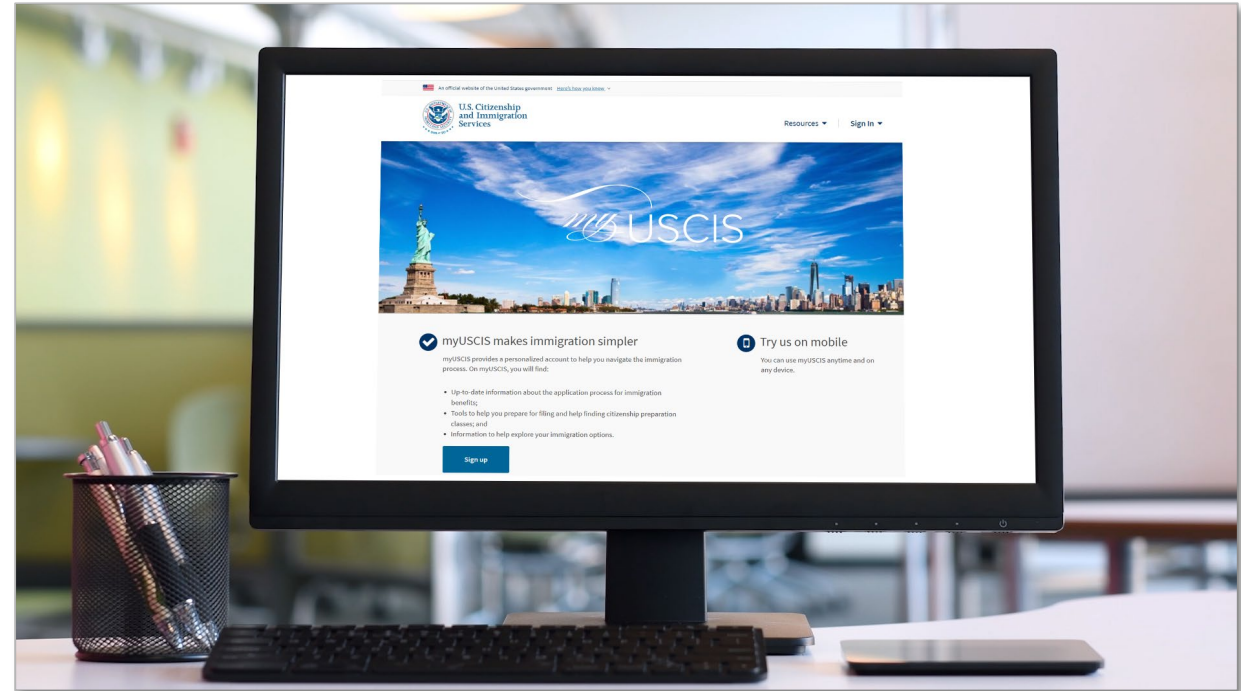
[Sign up](#)

📱 Try us on mobile

You can use myUSCIS anytime and on any device.

Case Management In Your Online Account

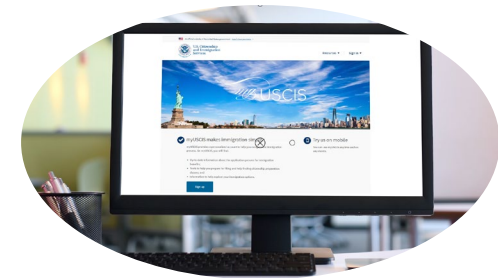
- Case status updates
- Most notices
- Requests for evidence
- Decision notices
- Initial receipt or a notice of rejection will be sent only through the mail.



Next Steps and More Information

**PDF Intake in the
Legal Representative Account**

Monthly Tech Talks



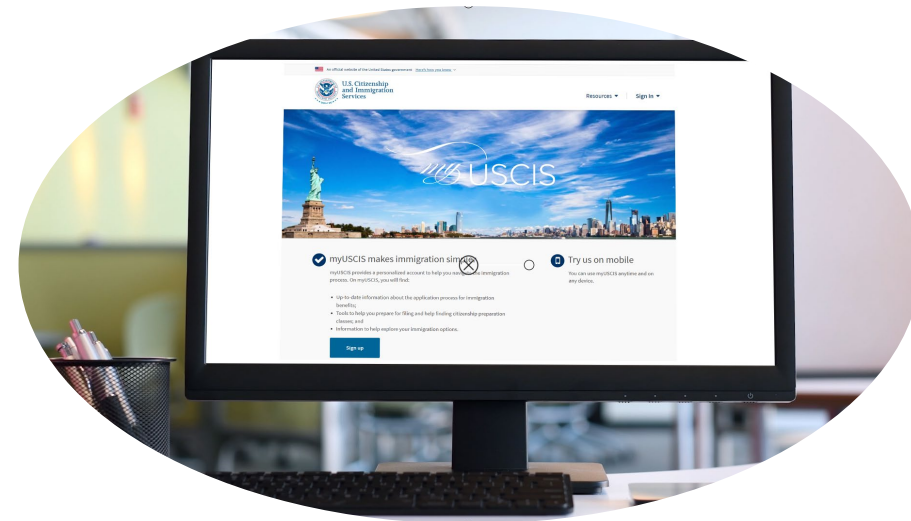
Next Steps and More Information

PDF Intake in the Legal Representative Account



Next Steps and More Information

Monthly Tech Talks



public.engagement@uscis.dhs.gov

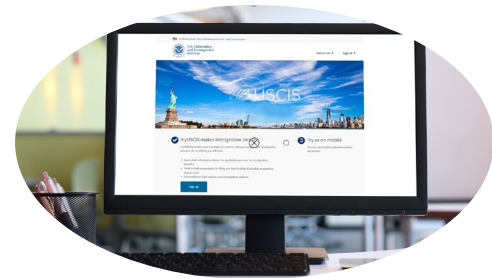


Next Steps and More Information

PDF Intake in the
Legal Representative Account

Monthly Tech Talks

- public.engagement@uscis.dhs.gov.





Tools

USCIS Tools and Resources

Multilingual Resource Center

Designated Civil Surgeons

Employers

A-Z Index

Glossary

Ombudsman Liaison

Immigration and Citizenship Data

Resources for Congress

While My Case is Pending

[Home](#) > Tools

Tools

Many of our tools and resources are available to the public. However, in general, if you want to ask a question about a specific case using self-service tools, you should be:

- The applicant or petitioner;
- An [attorney or accredited representative of record](#), on behalf of the applicant or petitioner; or
- A parent or legal guardian, on behalf of your minor child.

Specific customer service options are available for certain populations, including Violence Against Women Act (VAWA) self-petitioners as well as those seeking T and U nonimmigrant status. See the sections below for more information or refer to the USCIS Contact Center page for additional ways to inquire.

Topics



USCIS Tools and Resources

Our online tools and resources can deliver the information you need without having to call us or visit a field office.



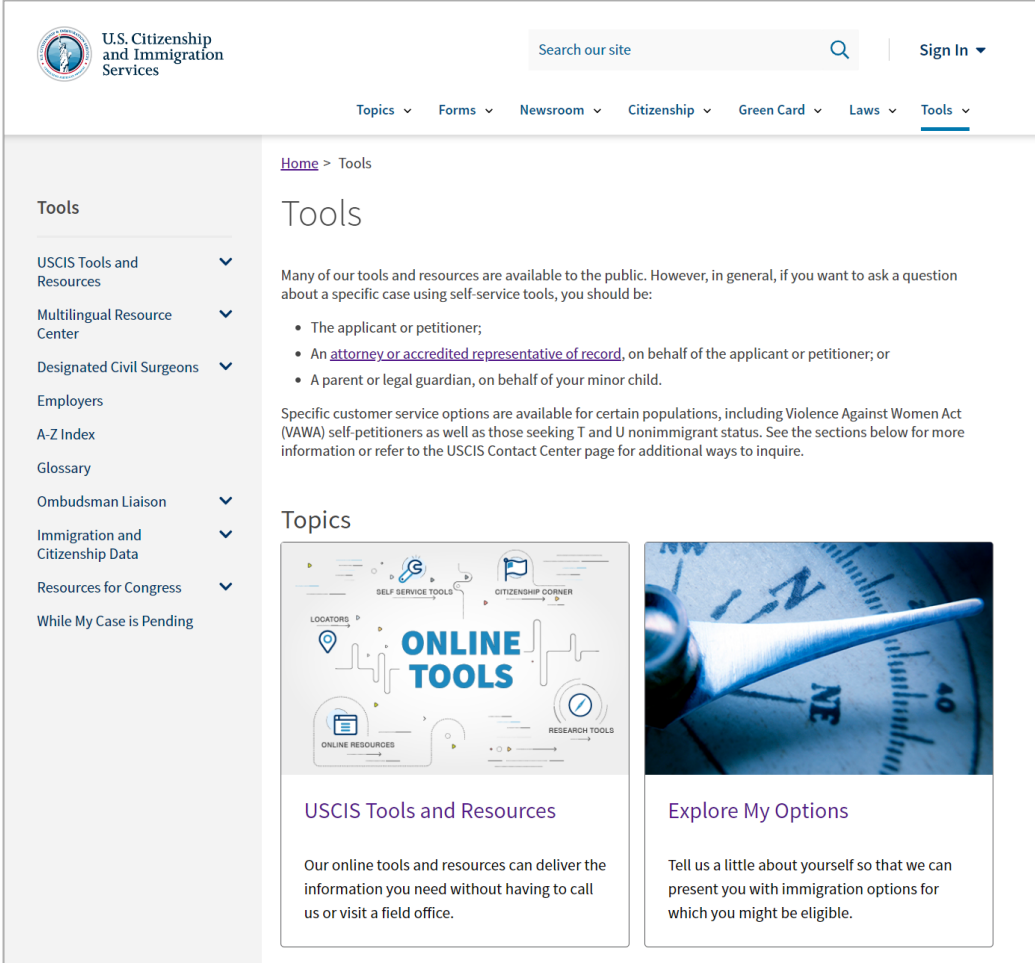
Explore My Options

Tell us a little about yourself so that we can present you with immigration options for which you might be eligible.



Self-Help Tools:

- Case outside of normal processing times
- Did not receive:
 - notice by mail
 - card by mail
 - document by mail
- Appointment accommodations
- Typographical error



The screenshot shows the USCIS website's 'Tools' page. At the top, there is a search bar and a 'Sign In' button. Below the search bar is a navigation menu with links for Topics, Forms, Newsroom, Citizenship, Green Card, Laws, and Tools. The main content area is titled 'Tools' and includes a breadcrumb trail 'Home > Tools'. The text explains that many tools are available to the public but that users should be an applicant or petitioner, an attorney or accredited representative of record, or a parent or legal guardian. It also mentions specific customer service options for certain populations. Below the text is a 'Topics' section with two cards: 'USCIS Tools and Resources' and 'Explore My Options'. The 'USCIS Tools and Resources' card features a graphic with 'ONLINE TOOLS' and icons for 'SELF SERVICE TOOLS', 'CITIZENSHIP CORNER', 'LOCATORS', 'ONLINE RESOURCES', and 'RESEARCH TOOLS'. The 'Explore My Options' card features a graphic of a compass needle pointing towards 'NE'.



Technical Help

U.S. Citizenship and Immigration Services

My Account

My Account **1** Resources Sign Out

applicant > mod@test.com > 461a33df-55f3-4790-965e-9daf15cd4beb > Last login: 2024-09-27 14:54:00 -0700

MD Moussa Diallo
View profile

i Reporting a technical issue with your online account
If you are experiencing technical difficulties with your online account, send us a message using the [Request for Account Help form](#). Select "a technical issue in my online account" from the dropdown. Be sure to include all requested information.

i Keeping Families Together Process
On Aug. 19th, 2024, as part of the [Keeping Families Together Process](#), we released Form I-131F, Application for Parole in Place for Certain Noncitizen Spouses and Stepchildren of U.S. Citizens. We are only accepting this form electronically using your online account.

Your Cases

I-90, Application to Replace Permanent Resident Card
Submitted on September 26, 2024 | Receipt # IOE9158116445
[Download PDF](#)

Case Status Case History Documents



• Request for Account Help Form

- Reset password
- Unlock account
- Change verification code delivery method
- Request new online access code
- Report technical issue



Request For Account Help

You must complete all fields with an asterisk (*) to submit this form.

I need help with:*

Unlocking my account

Form filed*

I have not filed a form.

I-190, Application for Nonresident Alien Mexican Bord...

Date filed

09/23/2024

I am a(n):*

- Applicant or petitioner
- Paralegal or a legal representative of an applicant or petitioner
- Authorized officer or employee of the petitioning company or organization
- Parent or guardian of an applicant
- Member of a Community-Based Organization (CBO) assisting an applicant or petitioner
- Caregiver of an applicant

Next

• Send a Secure Message

- Case receipt number

• Select an issue

- Case status
- Request expedite
- Did not receive document
- Reschedule appointment
- Withdraw petition or application
- Military member

U.S. Citizenship and Immigration Services My Account

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MD Moussa Diallo
View profile

Reporting a technical issue with your online account
If you are experiencing technical difficulties with your online account, send us a message with the subject "technical issue in my online account" from the dropdown. Be sure to include all requested information.

Keeping Families Together Process
On Aug. 19th, 2024, as part of the [Keeping Families Together Process](#), we released Form I-90 for Noncitizen Spouses and Stepchildren of U.S. Citizens. We are only accepting this form for...

My Account

- Home
- Inbox
- Profile
- Settings
- Account
- Add a case
- File a form
- Pay a fee
- Enter a request
- Reschedule
- Change your information
- Verify your information
- Sign out

U.S. Citizenship and Immigration Services My Account

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< Go back to inbox

New Message
You must complete all fields with an asterisk (*) to submit this form.

Case receipt number *
Receipt number: IOE9158116445, Form: I-90

Which issue do you need help with? *
I want to check the status of my case
I want to request expedited processing on my case
I did not receive my secure document, notice, or card
I need to reschedule my appointment
I want to withdraw my petition or application
I am a member of the military or a family member of someone in the military

Provide a 10-digit phone number.

Would you like to receive text messages? *
Before we call you, USCIS can send a text message to confirm your availability to receive phone calls. If you would like to receive these text messages, you must provide a mobile phone number. Standard SMS/text messaging rates may apply.

Yes
 No



USCIS Online Account Helpful Links

Account sign up/login page:

my.uscis.gov or uscis.gov

Help with account creation:

uscis.gov/file-online

Technical support:

- Password resets
- Account lockouts
- New Online Access Code
- Update your PIN delivery method

my.uscis.gov/account/needhelp

Feedback:

uscisfeedback@uscis.gov

Public.engagement@uscis.dhs.gov



Don't Get Scammed – Evite Estafas!

- Read USCIS materials about this process at uscis.gov/keepingfamieliestogether.
- Do not trust anyone who says they have special connections with the government.
- **DO NOT** give personal information or send money to a stranger.
- USCIS will **never** call, email, or text you to ask for money.
- USCIS will **never** threaten you with deportation.
- Always use **.gov** websites.
- Low-cost community agencies may be able to help you apply.

uscis.gov/avoidscams

uscis.gov/eviteestafas



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THANK YOU

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Author: USCIS

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