

# APPLICATION FOR EMPLOYMENT AUTHORIZATION FORM I-765

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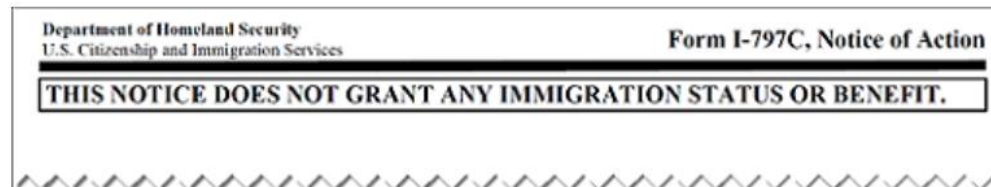
International Institute of Los Angeles

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# WHEN CAN ASYLUM APPLICANTS FILE I-765?

- 150 days after filing application for asylum
  - Eligibility Category (c)(8)
  - Do not file sooner than 150 days or application will be rejected
- Measured from date on Form I-797C, Notice of Action – see samples:

FORM I-797C AFTER 4/2/2012



Department of Homeland Security  
U.S. Citizenship and Immigration Services

Form I-797C, Notice of Action

**THIS NOTICE DOES NOT GRANT ANY IMMIGRATION STATUS OR BENEFIT.**

FORM I-797C BEFORE 4/2/2012



Department of Homeland Security  
U.S. Citizenship and Immigration Services

I-797C, Notice of Action

**THE UNITED STATES OF AMERICA**

# HOW TO FILE I-765

- You can apply by mail or online:
  - IILA will post a sample with instructions on how to file by mail on its website
  - Instructions are also here: <https://www.uscis.gov/i-765>
- Today's training will walk through the steps for online filing
  - Not all eligibility categories can file online, but (c)(8) is eligible for online filing
- There is no application or biometrics fee to file an initial I-765 under category (c)(8)
  - Paying a fee might result in the rejection of your application

# STEP 1: CREATE AN ONLINE ACCOUNT

- To file Form I-765 online, you must first visit <https://myaccount.uscis.gov/> to create a USCIS online account
- There is no cost to create an account
- Create an account:
  1. Select button to “Create an account”
  2. Follow prompts to create an account, and select a strong password
  3. Enter email address or phone number where you will receive 2-step verifications
  4. Save/screenshot your backup code
  5. Answer 5 security questions and save/screenshot answers

# STEP 2: ASSEMBLE DOCUMENTS

- Scan, label, and have ready to upload the following documents:
  1. EAD card – front and back
  2. I-94 form (if you do not have, a copy of your passport or other travel document)
  3. I-797C USCIS Receipt Notice (showing date of asylum application submission)
  4. A recent passport-style color photograph of yourself
  
- If you have these documents, you will use the information to fill out the I-765 but you do not need to upload them:
  - Social Security Card
  - Passport and/or Tazkera

# STEP 3: BEGIN ONLINE FILING PROCESS

## Tips:

- The system will automatically save your entries when you navigate to the next page so not to worry if you get kicked out
- You can save and continue your application for up to 30 days

## Start the application:

- We will now do a live demonstration with fake information so you can see the process

# STEP 4: WAIT TO HEAR FROM USCIS

- Once your application is filed, you will receive an email confirmation with details on any next steps
  - If you receive an RFE or NOID, you must respond within the timeframe stated
  - If you receive a biometrics appointment notice, you must attend
- Most clients will receive their new EAD within 30 days
- Your new EAD will be valid for two years
  - If your asylum application is denied, your new EAD will be valid either through its expiration date or 60 days after the decision, whichever is longer
  - If your asylum application is approved, asylees are automatically eligible to work, even without an EAD

# WHAT IF NO EAD IS RECEIVED?

- If you have not received your new EAD a few months before your current EAD will expire:
  - The automatic extension does not apply because you are not filing a “renewal” but rather in “initial” EAD request
  - Check <https://egov.uscis.gov/processing-times/> for normal processing times
  - You can contact USCIS once your case has exceeded normal processing times
- If your EAD application is denied, contact an immigration attorney



QUESTIONS?