

HOW DO I PAY THE I-765 FEE?

There are three main ways of paying the I-765 fee: a personal check, a cashier's check, and a US Money Order. Information on these three methods is below. Please note:

- **Always** make a copy of your checks/money orders for your records.
- In the **Pay to the Order of** or **Pay to** field, always write "**US Department of Homeland Security**"; **DO NOT** abbreviate.
- Check that you **correctly date** your check/money order using the format **month/day/year** (mm/dd/yyyy)
- We **DO NOT** recommend paying via credit card. **DO NOT SEND CASH with your application!**

I-765 application fees change regularly. Please be sure that you are paying the correct amount when you submit the I-765 application to USCIS, or your application will be rejected or denied. While the HIO does our best to keep the I-765 application documents and information up-to-date, you must also check the current application fees **before** mailing your application at: <https://www.uscis.gov/i-765>

PERSONAL CHECK FROM U.S. BANK ACCOUNT



Name of bank account holder
US Address

Pay special attention to how you write dates!!!!

DATE mm/dd/yyyy

US Department of Homeland Security

Four hundred ten and 00/100

\$ 410.00

Always verify the most current I-765 fee amount at www.uscis.gov/i-765!

FOR I-765 fee: Name of applicant

Original signature of account holder

A **personal check** is drawn on a personal bank account. This account must be a US bank account. It is crucial to ensure that the bank account has sufficient funds to pay the fee. If there is not enough money in the bank account at the time USCIS cashes the check, the check will "bounce" and the I-765 application will be **rejected** or **denied**.

It is fine if someone else uses a personal check to pay your I-765 fee. If another person is using their checking account to pay your fee, they should put your name and "**I-765 fee**" in the lower left-hand section of the check.

The check must have the original signature of the **bank account holder** in the bottom right-hand corner. The check is invalid if not signed.

CASHIER'S CHECK



Bank of America

Cashier's Check

No. 0120897

Date MAY 9, 2014

PORT SILL

0000227 00005 000120897

Remitter (Purchased By)

Pay ****FOUR THOUSAND FIVE HUNDRED FIFTY DOLLARS AND 00 CENTS****

To The Order Of **US Department of Homeland Security**

\$ 410.00

Authorized Signature

VOID AFTER 90 DAYS

A **cashier's check** is issued directly from a US bank. Cashier's checks are prepaid: they are only created by a bank after a buyer pays for the check.

Any bank or credit union should offer cashier's checks.

The bank will complete the sections for you. The only section you should need to complete is the section which indicates to whom the money is being paid. Please complete the "Paid to the Order of" section with "**US Department of Homeland Security**". Cashier's checks may become void after a certain period of time. If there is a "void" date, you must submit the OPT application to USCIS well in advance of this date.

MONEY ORDERS

A **money order** is available at post offices and large retail stores (CVS, and supermarkets). Money orders are prepaid. They are only issued **after** the buyer pays for the money order up-front. Always make a copy of your money orders for your records!

We have shared two common examples below. If you purchase a money order that does not match the given examples, refer to the reminders below and ask the cashier to clarify any unfamiliar fields.

Remember, for **all types** of money orders:

- Ensure that the money order is for the **correct amount** (confirm at: <https://www.uscis.gov/i-765>)
- In **Pay to the Order of** or **Pay to** field, always write "**US Department of Homeland Security**"; **DO NOT** abbreviate.

US POST OFFICE EXAMPLE



Please note: Write US addresses using this format:

123 Street Name
Apt #/Floor #
City, State ZipCode

1. Complete the "pay to" section immediately. Make payable to "**US Department of Homeland Security**".
2. Fill in your name. There should be a "From", "Purchaser", "Sender" or "Remitter" field.
3. Complete the address fields. Some money orders may only have a section for the purchaser's address, and you should use the mailing address that you listed on your Form I-765 as the "purchaser's address". If there is an address in the "To" section, use the USCIS address to which you are mailing the OPT application.
4. Fill in the memo line with "I-765 Fee: and your name
5. **SIGN THE FRONT OF THE MONEY ORDER**
6. Leave the back of the money order **blank**.

MONEYGRAM EXAMPLE (CVS)

WESTERN UNION

(Some grocery stores and Walgreens locations)

Directions on how to complete a **Western Union** money order can be found at:

<https://www.westernunion.com/blog/fill-money-order/>



Before mailing your application, detach this part of your money order and **KEEP IT**.

MoneyGram customer service number: 1-800-926-9400