Form I-765 Guidelines

The Form I-765 is an official government document that is used to request work authorization and obtain an Employment Authorization Document (EAD card). Students who are applying for OPT or STEM OPT authorization must submit this form as part of their application.

You can find the Form I-765 and the official instructions to complete the form here: https://www.uscis.gov/i-765

You can complete the form by typing or handwriting. If you hand write the form, please make sure your handwriting is easy to read. You must sign the form with a black ink pen.

For any item that you do not complete, write “NA” (short for “Not Applicable”) in the box. If the question asks for a number response, write “none”.

The information given in this document is for guidance only, as some items can be confusing in nature. Please fill out all fields correctly and honestly.

PART ONE
Select box 1.a. “Initial permission to accept employment” if you are applying for post-completion OPT
Select box 1.c. “Renewal of my permission to accept employment” if you are applying for STEM OPT

PART TWO

Item 1. Complete this item with your name as shown on your passport.

Items 2-4. If you have ever used other names in legal documents, please put them in this section. This can include maiden names, nicknames, or multiple last names.

Item 5. This section instructs USCIS where to send your EAD card. This does not have to be your physical address where you are living now. If you plan to move, you may want to select a different address for someone you trust who can receive your mail. (Note that USCIS will not forward your EAD card to a new address along with the rest of your mail.)

Use box 5.a. if you will be sending your mail to another person’s address. Write their name in this box.
Item 6. Check YES if you live at the same address that you wrote in Item 5. You can skip Item 7. If you do not live at the address you wrote in Item 5, check NO and complete Item 7.

Item 7. Complete this section only if you checked NO in Item 6. Write the address where you live now, even if you might move in the future.

Item 8. Leave this box blank if you are applying for post-completion OPT. If you are applying for STEM OPT, write in the “USCIS #” that is printed on your post-completion OPT EAD card.

Item 9. Write “none” in this box.

Item 10. Choose “male” or “female” based on your gender.

Item 11. Choose your appropriate marital status.

Item 12. If you have previously requested an OPT authorization from USCIS (for this degree or a previous degree), select “YES”. If you have never requested an EAD card and have never applied for OPT or STEM OPT, select “NO”. If you select “YES”, you should include copies of your previous EAD cards in your application packet.

Item 13. If you have a Social Security Number, select “YES” and write the number in question 13.b. If you do not have a number, select “NO”.

Item 14. If you already have a Social Security Number, select “NO”. If you do not have a Social Security Number, you may select “YES” if you want to request one. (Note: You will need one to receive payment for employment in the United States.)

Item 15. If you answered “YES” in question 14, you must also answer “YES” in question 15 to receive a card. If you answer “NO”, you will not receive a card.

Items 16 and 17. Provide this information only if you are requesting a Social Security number and answered “YES” to questions 14 and 15.

Item 18. Write the name of the country where you are a citizen. If you are a citizen of more than one country, write the second country in box 18.b. Otherwise, write “NA” in box 18.b.

Item 19. Answer these questions with information regarding your place of birth.

Item 20. Remember to write your birthdate in the format: month/day/year.

Item 21.a Write in your I-94 number. You can find your I-94 Admission number at this link if you don’t have it: https://i94.cbp.dhs.gov/I94/. If you most recently crossed a land border, you may have a physical card stapled into your passport with your I-94 number.

Item 21.b Write in your passport number for your most recent, valid passport.

Item 21.c Write “NA” in this box if you have a passport.

Item 21.d Write the name of the country that issued your passport.

Item 21.e Write the expiration date for your current passport.
Item 22. Write the date that you last arrived in the United States. This date can be found on your most recent I-94 document and should also be stamped inside of your passport.

Item 23. Write the airport or land border where you first arrived into the United States. For example: If you arrived first in San Francisco and passed through Customs and Border Patrol at that airport before flying to Salt Lake City, you will write “San Francisco”. If you’re unsure, you can click the “Get Travel History” box on the I-94 website to get this information.

Item 24. Write your status at the time of your last entry into the United States. This is likely “F-1 student”. If you have changed status to F-1 after your last arrival, you may need to write a different status.

Item 25. Write “F-1 Student”. (Note: If you are not currently in F-1 status, you are not eligible to apply for OPT.)

Item 26. Write your SEVIS number in the box. This number can be found at the top left corner of your I-20 and starts with the letter “N00…”. Note: If you have had multiple SEVIS numbers, you will need to provide these numbers in PART 6 of the form. Complete Items 1 and 2 (if applicable). For Item 3, write Page Number (3), Part Number (2), and Item Number (26). Then in part 3.d. list all of your previous SEVIS numbers. We suggest this format: Previous SEVIS IDs: SEVIS ID: N00.....; program start date – program end date; Degree level

Item 27. If you are applying for post-completion OPT, write (C) (3) (B) in the boxes provided. If you are applying for STEM OPT, write (C) (3) (C) in the boxes.

Item 28. Students applying for STEM OPT need to complete this item. For Item 28.a. write in your degree level and program (example: Bachelor’s in Computer Science). For Item 28.b. list your employer’s name as is listed in their E-Verify account. For Item 28.c. you will need to ask your employer for this information. Do not confuse the E-Verify number with the company’s EIN (Employer Identification Number).

Item 29-31. Skip these questions, as they pertain to other immigration categories

PART THREE

Item 1. Select box 1.a.

Items 3-5. Complete these questions with your contact information.

Item 6. Leave this box blank.

Item 7. Sign in this box with black ink only. Write the date in month/day/year format.

PART FOUR AND FIVE

Write “NA” in all boxes to indicate you do not have responses to these questions.
PART SIX

Complete this section only if:

- You have been approved for CPT in the past
- You have been approved for OPT in the past
- You have multiple SEVIS numbers (see instructions for Part 2, Item 26)

If you need to complete this section because one or more of these apply to you, please complete item 1.

Leave Item 2 blank.

We suggest using the following format to complete Item 3:

<table>
<thead>
<tr>
<th>Page Number</th>
<th>Part Number</th>
<th>Item Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>2</td>
<td>27</td>
</tr>
</tbody>
</table>

3.d.

CPT Authorizations:
Company 1 Name; Start Date – End Date; Full/Part-time; Degree Level
Company 2 Name; Start Date – End Date; Full/Part-time; Degree Level

OPT Authorizations:
Start Date – End Date; Degree Level