Guidance for Completing <u>Form I-765</u>

General Guidelines

- Use the most current version of the I-765 form, available at https://www.uscis.gov/i-765.
- Please type your responses on the I-765 form and print the completed form, instead of writing by hand.
- Sign the form I-765 in **black** ink.
- If a question does not apply to you, leave the area blank.
- If you need more space for a response, use Part 6 Additional Information. Make copies of Part 6 or attach separate sheets of paper if needed. Include your name, Alien Registration Number (A-Number) if applicable, and the corresponding Page, Part and Item Numbers for your response at the top of each sheet. Sign and date each sheet.
- Answer all questions fully and accurately.
- The guidance on this form is only given for those items that can be somewhat confusing in nature. Please fill all fields, regardless of whether suggestions are given below.

Part I. Reason for Applying

Item 1.   **OPT:**   Select 1.a. Initial permission to accept employment.
                      STEM OPT: Select 1.c. Renewal of permission to accept employment.

Part 2. Information About You

Item 1. Type your full legal name as it appears on your I-20 and passport. Write your last name in all capital letters and your first and middle name with only the first letter capitalized.

Items 2-4. Other names used: Share any other way your name is given on your legal documents. This includes "FNU," multiple last names you may sometimes use, or previous names you used if you changed your name for any reasons, such as marriage.

Item 5. U.S. Mailing Address: This is the address where USCIS will mail your documents related to this application only. If using anyone else's address, BE SURE to put their name in the "In Care Of Name" field, to ensure delivery. Use a valid U.S. residential address (**not P.O. box**) that will be valid for 3-5 months after submission of your OPT application. For 5.a., please list the name of the person living at the residence if it is not you.

USCIS mail cannot be forwarded to a new address by the postal service. USCIS receipt and approval notices, Employment Authorization Document (EAD), and SSN if requested will be sent to the address you list in 5.a.-5.f. on this form.

Starting in late 2019, EADs will be mailed using the U.S. Postal Service (USPS) Signature Confirmation Restricted Delivery, which requires identification to sign for the document upon delivery. You will have the options to arrange for pick up at a post office or designate one or more agents to sign for delivery on your behalf, including agents at a hotel, apartment or other rental.

If the mailing address you indicated on the I-765 application changes after you submitted the application, follow the instructions on the USCIS Change of Address Information website. Any change of address must be done within 10 days of the change.

You should also file an online change of address with the postal service on the USPS website.

This will also change your address with the Social Security Administration if you are applying for a social security number.

Item 6. Mailing Address vs. Physical Address. If you will be living somewhere other than the address you listed in Item 5, please check "No" and fill out Item 7. If you will be living at the address listed in Item 5, check "Yes" for question 6.

Item 7. U.S. Physical Address. If you answered "No" to question 6, please give the address where you currently live; USCIS will NOT mail documents to your physical address listed in Item 7, and it is okay if your physical address will change while your OPT application is pending. If you answered "Yes" to question 6, you can leave Item 7 blank.

Part 2 (Continued): Other Information

Item 8: Alien Registration Number (A-Number). STEM OPT Extension only! You will only have an A-Number if you are applying for the STEM OPT Extension, and it will be on your EAD card (called a "USCIS number"). Those applying for OPT can leave this field blank.

Item 9. USCIS Online Account Number. Leave this field blank unless you have a USCIS online account number (which you most likely will not have).

Item 13.a. Social Security Card. Everyone must answer 13.a. whether you have an SSN or not. If you do not have an SSN, you have the option of applying for one at the same time you apply for OPT. You can also request a replacement SSN if your original SSN card was lost or stolen. Applying for an SSN will not delay your OPT application.

- If you do not have a social security number, check "no" and leave section 13.b blank.
- If you have a social security number, check "yes" and complete item 13.b.

13.b. Social Security Number. If the SSA ever issued a Social Security card to you in your name or a previously used name such as your maiden name, then you must enter the SSN from your card in Item Number 13.b. Write your social security number as it appears on your social security card. If you do not remember your Social Security Number, leave this blank. Note: The form will not allow you to enter any text in item 13.b if you checked "no" in field 13.a., so be sure to enter "yes" in 13.a if you need to enter your social security number in item 13.b.

14. Social Security Number:
- You are not required to request an SSN using this application. Completing questions 15-17 on the Form I-765 is optional. However, you must have an SSN properly assigned in your name to work in the United States.
- If you want to be issued a Social Security card, or be issued a new or replacement Social Security card, then answer "Yes" to both Questions 14 and 15.
- Check "no" to question 14 if you already have a social security card and/or if you do not wish to apply for a social security number using this application. If you answer "No" to Item Number 14, skip to Part 2., Item Number 18.a.
- If you choose to apply for a SSN through your I-765 form, you should receive your SSN card within 7 days after your I-765 application is approved. If you do not receive it within 7 days, you should visit your local Social Security office with all original documents including your EAD.
- Students who did not request an SSN on the I-765 may go to a local office after they receive their EAD to apply for one. Students may not apply for an SSN before the EAD start date.

Item 15. Consent for Disclosure. If you answered "Yes" to Item Number 14, you must also answer "Yes" to Item Number 15.

Items 16-17. Father's Name/Mother's Name.
- If you answered "yes" to items 14-15, complete items 16-17. SSA will use Item Numbers 16-17 in issuing you a social security card.
- If you answered "no" to items 14-15, leave items 16-17 blank. The form will not allow you to enter any text in items 16-17 if you checked "no" in item 15.

Part 2 (Continued): Your Country or Countries of Citizenship or Nationality

Item 18. Country of Citizenship/Nationality: The country or countries of citizenship listed on your I-765 should match the country or countries of citizenship on your passport(s).

Item 19. Place of Birth: Should match the information on your passport, if your place of birth is listed on your passport.

Item 20. Date of Birth: Should match the date of birth listed on your passport.

Item 21.a. I-94 Number. Your I-94 number is found on your most recent I-94 entry record. You can access your most recent I-94 by using this link and going to "Get Most Recent I-94": https://i94.cbp.dhs.gov/I94/#/home. Please be sure that you use the I-94 from your most recent entry to the US! If you most recently entered the US after a short trip to Canada or Mexico, your trip may not have been recorded in your I-94 history. In this case, we suggest using the last I-94 record that does exist, and answer all related questions based on that trip. If your I-94 is incorrect or does not show your most recent trip that was NOT a short trip to Canada, Mexico or the Caribbean, you will need to work with US Customs and Border Protection (CBP) to get it corrected.

Item 21.c. Travel Document Number. Leave blank.

Item 22- 23. Use your I-94 number and travel history on the I-94 website (Click "Get most recent I-94"). For Item 23, you must list the city name, not airport code (i.e. Chicago, not ORD).

Item 24. Immigration Status at Your Last Arrival: If you entered the US last as an F-1 student, list "F-1 student." If you last entered the U.S. as an F-2 spouse or B-2 tourist, etc., enter that information instead.

Item 25. Current Immigration Status: Write "F-1 Student"

Item 26. SEVIS Number. Refer to the top right hand portion above the bar code of page 1 of your I-20 for the numbers beginning with N00.

Item 27. Eligibility Category. This item is asking you to give the regulatory citation of the kind of work permission you are applying for.

- OPT: (c)(3)(B)
- STEM OPT Extension: (c)(3)(C)

Applicants for OPT can leave Items 28-31 blank.

Item 28. STEM Eligibility Category. <mark>STEM OPT Only!</mark>

    28.a. Degree. Provide your degree level and major (for example, Bachelor's degree in English).

    28.b. Employer's Name as Listed in E-Verify.. List the name of the employer for whom you will be working while on STEM OPT as it appears in the E-verify system.

28.c. Employer's E-Verify Number. List your employer's E-verify number. The E-Verify number will be 5-6 digits, and is NOT the tax ID. You will need to ask your company for this number, as it is not public knowledge. If your company is not currently an E-verify employer, you may direct them (in advance of applying for the STEM extension) to the E-verify website for instructions on enrolling in E-verify: https://www.e-verify.gov/employers/enrolling-in-e-verify.

29-31. Leave blank, as they are for other immigration categories only.

Part 3: Applicant's Statement and Signature

Select the option under "Applicant's Statement" that best applies to you. Type your daytime phone number, mobile phone number, and email address, and date of signature. Print the form and sign your name in black ink. Do NOT provide a stamped or typewritten name instead of a signature.

Part 4: Interpreter's Contact Information, Certification, and Signature

Leave blank.

Part 5: Preparer Information

Leave Part 5 blank, unless this form was prepared by someone other than yourself.

Part 6: Additional Information

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 used a different SEVIS ID in F-1 status in the US (for example, you attended school for a while, left the US to take a break from school, and returned with a new I-20, you would have a SEVIS ID from your first period of attendance that is different than your current SEVIS ID). Your SEVIS ID is on the top right corner of your I-20, and starts with N00.

Item 1. If you need to complete this section because one or more of the above statements apply to you, please complete Part 6, Item 1.

Item 2. You will need to complete Part 6, Item 2 (A-Number), **if you are applying for STEM OPT; your "A-Number"** will be on your EAD card (called a "USCIS number"). Those applying for OPT can leave Part 6, Item 2 blank.

Items 3-7. For <u>each</u> of the items listed above (i.e. CPT, OPT, different SEVIS ID numbers), complete one box in Part 6, starting with 3.a. We suggest using the following to complete the Page number, Part Number, and Item number, as this information is required specific to Category (c)(3)(B) (per the I-765 instructions, page 4):

For 3a-c, 4a-c, and/or 5a-c, etc., list the following:

   Page 3, Part 2, Item 27

Items 3.d., 4.d., etc. Please list out any of the following prior CPT or OPT authorizations or previous SEVIS numbers. Use separate fields for each type of authorization (for example, list all previous CPT in 3.d., all old SEVIS numbers in 4.d., etc.).

- **CPT:** Please list your CPT approvals. We suggest this format: **CPT Authorizations.** (as a title to the section). Employer Name; Start date – End date; Part-time or Full-time; Degree level (Bachelor's, Master's, or PhD). You can find your CPT details on the I-20 that was approved for each period of CPT.

  For example: N0000000000, CPT, 07/07/17-09/07/17, Bachelor's

- **OPT:** Please list your past OPT approvals. We suggest this format: O**PT Authorizations.** (as a title to the section). Start date – End date; Degree level (Bachelor's, Master's, or PhD)

  For example: N0000000000, OPT, 09/08/17-10/07/18, Bachelor's

- **Previous SEVIS ID's:** Please list your other SEVIS ID's you have used in the past. We suggest this format: **Previous SEVIS ID's** (as a title to the section). SEVIS ID: N00…..; program start date – program end date; Degree level (Bachelor's, Master's, or PhD).

  For example: Previous SEVIS ID N0000000000, 09/08/13-05/20/16, Bachelor's

Sample #1 of Part 6: Student with past CPT, OPT, and previous SEVIS ID:

Sample #2 of Part 6: Student with previous SEVIS number, but no prior CPT or OPT:

Part 6. Additional Information

If you need extra space to provide any additional information within this application, use the space below. If you need more space than what is provided, you may make copies of this page to complete and file with this application or attach a separate sheet of paper. Type or print your name and A-Number (if any) at the top of each sheet; indicate the **Page Number, Part Number,** and **Item Number** to which your answer refers; and sign and date each sheet.

1.a. Family Name (Last Name) `Doe`

1.b. Given Name (First Name) `Jane`

1.c. Middle Name `Marie`

2. A-Number (if any) ▶ A-

3.a. Page Number `3` **3.b.** Part Number `2` **3.c.** Item Number `27`

3.d. `Previous SEVIS ID N0000000000,`
`09/08/13-05/20/16, Bachelor's`

4.a. Page Number **4.b.** Part Number **4.c.** Item Number `|`

4.d.

5.a. Page Number **5.b.** Part Number **5.c.** Item Number

5.d.

6.a. Page Number **6.b.** Part Number **6.c.** Item Number

6.d.

7.a. Page Number **7.b.** Part Number **7.c.** Item Number

7.d.