I-765 Completion Guide
For Pre- & Post-Completion OPT
International Student Advising
Read the Instructions for Form I-765

This document is a general guide to help you complete form I-765. It is your responsibility to ensure that your form I-765 is completed correctly and all of the required evidence and supporting documents are submitted to USCIS. Please read the USCIS instructions for form I-765.

You may print a copy of the Instructions for Form I-765 and the most current version of this form on the USCIS website (https://www.uscis.gov/i-765).

The directions for completing the I-765 listed in this document are meant to be examples only. Upon reading the directions, you may determine a different method for completing the I-765. Following our guidelines does not guarantee approval of your OPT.
Getting Started

• Not all questions on form I-765 are explained in this guide. Please complete all questions on the form completely and accurately.

• Type (strongly recommended) or print your answers legibly on the form in black ink. You may print answers for any of the fields that do not allow you to type your answer.

• If a question does not apply to you, type “N/A” unless otherwise directed by the instructions.

• If your answer to a question which requires a numeric response is “zero” or “none,” type or print “None” unless otherwise directed by the instructions.

• Complete and submit all 7 pages, even if they don’t apply to you.
Part 1. Reason for Applying

I am applying for (select only one box):

1.a. □ Initial permission to accept employment.

1.b. □ Replacement of lost, stolen, or damaged employment authorization document, or correction of my employment authorization document NOT DUE to U.S. Citizenship and Immigration Services (USCIS) error.

   NOTE: Replacement (correction) of an employment authorization document due to USCIS error does not require a new Form I-765 and filing fee. Refer to Replacement for Card Error in the What is the Filing Fee section of the Form I-765 Instructions for further details.

1.c. □ Renewal of my permission to accept employment.

(Attach a copy of your previous employment authorization document.)

Select this reason when:
• It is your first time applying for pre-completion OPT.
• It is your first time applying for post-completion OPT, even if you previously applied for pre-completion OPT.

Select this reason when you have been authorized for any type of OPT, but your EAD card was lost, stolen, damaged or needs to be corrected and is NOT due to USCIS error.

Select this reason when you are applying for the 24-month STEM OPT extension.
Part 2. Information About You

Your Full Legal Name: Write your name exactly as it appears on your I-20.

Other Names Used: Type any other names, including nicknames, you have ever used on any official records or documents. If none, write “N/A” in each box.

Part 2. Information About You

Your Full Legal Name

1.a. Family Name (Last Name) | FAMILY NAME
1.b. Given Name (First Name) | First Name
1.c. Middle Name | Middle Name or N/A if none
**Part 2. Information About You (pg. 2)**

**Your U.S. Mailing Address:** This is where your receipt notice and EAD card will be mailed. This address should be valid for at least 3-5 months from the date you submit your application to USCIS. This may be a friend of family member’s address. **Do not** use the attorney’s or other legal representative’s address. **Do not** use the ISSS office address.

5.a. Write in the full name (First Name Last Name) if you are using a friend or family member’s address in 5.b. – 5.e. Write “N/A” if the address is your own address.

6. Is your current mailing address the same as your physical address?
   - [ ] Yes
   - [x] No

**NOTE:** If you answered “No” to Item Number 6, provide your physical address below.

**U.S. Physical Address:**

7.a. Street Number and Name
7.c. City or Town
7.d. State [ ] 7.e. ZIP Code

6 & 7.a. - 7.d. Complete these items if you answer “No” to item 6. If you answer “Yes” to item 6, write “N/A” in the spaces for these items.
8. F-1 students do not have an A-Number unless they have one from a previous immigration status (H1B, H4, etc.) or they are filing for the 24-month STEM OPT extension. If you do not have an A-Number or cannot remember it, leave blank. If you are renewing your EAD (filing for STEM OPT), this may be listed as the USCIS Number on the front of your EAD card.

9. F-1 students do not have a USCIS Online Account number, write in “None.” If you have one from a previous immigration status, read the USCIS Form I-765 instructions for further direction.

12. If you have applied for employment authorization using a form I-765 in the past, select “Yes.”
Part 2. Information About You (pg. 2 continued)

13.a. Has the Social Security Administration (SSA) ever officially issued a Social Security card to you?

[ ] Yes  [ ] No

NOTE: If you answered “No” to Item Number 13.a., skip to Item Number 14. If you answered “Yes” to Item Number 13.a., provide the information requested in Item Number 13.b.

13.b. Provide your Social Security number (SSN) (if known).

123456789

14. Do you want the SSA to issue you a Social Security card? (You must also answer “Yes” to Item Number 15., Consent for Disclosure, to receive a card.)

[ ] Yes  [ ] No

NOTE: If you answered “No” to Item Number 14., skip to Part 2., Item Number 18.a. If you answered “Yes” to Item Number 14., you must also answer “Yes” to Item Number 15.

15. Consent for Disclosure: I authorize disclosure of information from this application to the SSA as required for the purpose of assigning me an SSN and issuing me a Social Security card.

[ ] Yes  [ ] No

NOTE: If you answered “Yes” to Item Numbers 14. - 15., provide the information requested in Item Numbers 16.a. - 17.b.

13.b. If you have been issued an SSN, type your number ensuring there is only one number in each box or write “None.”

14. If you would like to have the SSA issue a new SSN or a replacement card with your SSN on it, answer “Yes” and answer items 15 to 17.b. If you do not have an SSN, you will need a SSN to work in the U.S.
Part 2. Information About You

18. List all the countries where you are a citizen or a national and use part 6 of the I-765 if needed. Write “N/A” in 18.b. if you do not have multiple citizenships.

19. List the names of your place of birth as it was named when you were born, even if the name has changed.

20. Type in MONTH/DAY/YEAR format.
Part 2. Information About You (pg. 3)

Most students will have an electronic I-94.

If you last entered by land, sea, or before electronic I-94s were issued, you may have a paper I-94 stapled in your passport.

If you changed your status to F-1 in the US, your current I-94 may be on the bottom of your I-797A Approval Notice.

Obtain the latest copy of your electronic I-94 online: https://i94.cbp.dhs.gov/I94/
21.b. Use the information of the passport you last used to enter the U.S., even if it is currently expired.

21.c. Write “N/A” in the box if you used your passport and it is listed above.

22. Your most recent date of arrival can be found on your I-94 or the admission stamp in your passport.

23. Type the name of the Port of Entry city from your most recent entry into the U.S.

24. Type the immigration status at your last arrival. It could be F-1, H-4, L-1, or something else.

25. If your current immigration status is not F-1, see an ISSS advisor.

26. Your SEVIS ID number is on the top, left corner of your I-20 and starts “N000...”
An F-1 student may file for employment authorization under one of the Foreign Student Categories:

- Pre-Completion OPT: (c)(3)(A)
- Post-Completion OPT: (c)(3)(B)
- 24-Month STEM OPT: (c)(3)(C)

You will write in the eligibility category based on the type of employment authorization you are requesting.

NOTE: The first letter of the code is always lower case; the second letter is always upper case.
28. – 31.b. These questions do not apply to you if you are filing under one of the following Foreign Student Categories:

- Pre-Completion (c)(3)(A) or
- Post-Completion OPT (c)(3)(B)

Type “N/A” in the fields. Leave items 30 & 31.b. blank.
Part 3. Applicant’s Statement, Contact Information, Declaration, Certification, and Signature

Applicant’s Statement
1.a. Select this box to indicate you have read & understood the questions & answers.
1.b. & 2 Write in “N/A” and leave the boxes unchecked since you completed this application on your own. If you used a preparer to complete this application, refer to the USCIS Instructions for Form I-765 (https://www.uscis.gov/i-765) for guidance.

Applicant’s Contact Information
3-4. Enter your information. You must enter a number where you may be reached during the daytime. You may enter the same phone number for items 3 & 4. If you do not have a mobile telephone number, type in “N/A.”
5. Enter an e-mail address you will check everyday. Do not use your SJSU e-mail address as it will eventually be deactivated after you graduate.
6. Leave the box unchecked.
Part 3. Applicant’s Statement, Contact Information, Declaration, Certification, and Signature (continued)

Read the entire declaration carefully.

Applicant’s Signature
7.a. Sign your name by hand. DO NOT sign electronically.
Your signature MUST fit within the box. If the signature touches any of the lines of the box, your application could be delayed.

If the “Don’t forget to sign!” reminder does not disappear when you print the form, try using the most recent version of Adobe Reader to open the form or try a different browser.

7.b. Sign your I-765 the same day you pick-up your new I-20 or after you make corrections and before you mail it, whichever is later.
Part 4 & Part 5 (on pages 4-6)

These sections are for those who use an interpreter or paid preparer to complete the form.

You will write “N/A” to the questions in these sections since you completed this form yourself.

If you used a preparer to complete this application, refer to the USCIS Instructions for Form I-765 (https://www.uscis.gov/i-765) for guidance.
Part 6. Additional Information

<table>
<thead>
<tr>
<th>Part 6. Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>1.a. Family Name (Last Name)</th>
<th>FAMILY NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.b. Given Name (First Name)</td>
<td>First Name</td>
</tr>
<tr>
<td>1.c. Middle Name</td>
<td>Middle Name or N/A if none</td>
</tr>
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<td>2. A-Number (if any)</td>
<td>A-</td>
</tr>
<tr>
<td>3.a. Page Number</td>
<td>3</td>
</tr>
<tr>
<td>3.b. Part Number</td>
<td>2</td>
</tr>
<tr>
<td>3.c. Item Number</td>
<td>27</td>
</tr>
<tr>
<td>3.d.</td>
<td>Previous SEVIS IDs: N0012345678, N0087654321</td>
</tr>
</tbody>
</table>

See attached documentation for previous CPT and OPT authorizations.

1.a.-1.c. Type in your name. If you don’t have a middle name, type “N/A”

2. If you do not have an A-Number or cannot remember it, leave blank. If you are renewing your EAD (filing for STEM OPT), this may be listed as the USCIS Number on the front of your EAD card.

3.a.-3.c. Type in Pg. 3, Part 2, Item 27

3.d. List all previous SEVIS ID Numbers. The ones listed here are examples only. Type, “Previous SEVIS IDs” and list your numbers. You may have multiple SEVIS ID Numbers if you attended a U.S. high school, short program, community college, filed for reinstatement or attended multiple schools.

3.d. If you have had previous CPT or OPT authorizations, type “See attached documentation for previous CPT and OPT authorizations” and include photocopies of all previous CPT and OPT I-20’s and EAD cards (front & back) with your application.
Part 6. Additional Information

If you completed any part of page 7, Part 6:

- Handwrite your signature and the date in the blank space at the bottom of page 7.
Your I-765 Form is Complete

• Review your completed form for accuracy.
• Submit ALL 7 PAGES of the I-765 to USCIS.
• Make a copy of your completed application before mailing to USCIS.
• Follow the instructions on the ISSS Optional Practical Training I-20 Request Form for further instructions on what documents to send and where to mail your application.
• Mail your application to USCIS within 30 days of the issue date on your OPT I-20.