

Instructions for USCIS Form I-765

This resource was adapted with permission from the University of Wisconsin-Platteville.
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Disclaimer: The Office of International Affairs (OIA) is able to provide you with general guidance. However, any advice provided to you by our office, as well as the information in this instruction sheet, should not be construed as legal advice. Additionally, due to the fluid nature of governmental interpretation, USCIS may change its interpretation of these immigration laws/regulations and eligibility requirements for benefits, at any time. OIA is committed to providing advice based on the most current guidance. Each case is fact-specific and it is advised that you contact an experienced immigration attorney if you have questions regarding your situation.

General Guidelines

- Always Use the most current version of the I-765 form, available at <https://www.uscis.gov/i-765>.
- **OIA will only create I-20s for I-765 forms that are TYPED.**
- Sign the form I-765 in **black** ink.
- **If a question does not apply to you, type “N/A” (short for “Not applicable”), or if the question asks for a number response, write “None” unless otherwise directed.**
- 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. You should fill all fields, regardless of whether or not suggestions are given below.

Part I. Reason for Applying

Item 1.

Application Type:	Prior Authorization:	Select:
OPT	No, I have never received prior authorization for OPT.	INITIAL permission to accept employment.
OPT	Yes, I have previously been authorized for OPT for a prior degree.	RENEWAL of my permission to accept employment.
STEM Extension	No, I have never received prior authorization for a STEM OPT EXTENSION.	INITIAL permission to accept employment.
STEM Extension	Yes, I have previously been authorized for a STEM OPT EXTENSION for a prior degree.	RENEWAL of my permission to accept employment.

Note: A STEM EXTENSION authorization is not the same as an OPT authorization.

Part 2. Information About You

Item 1. Type your full legal name as it appears on your I-20 and passport.

Items 2-4. Other names used: Only answer this if you have another name listed on a legal document that you have used in the United States. 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. If you have not used other names, write “N/A” in all of the fields.

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 (5.a.), 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.

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, 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, 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.

Item 8: Alien Registration Number (A-Number). STEM OPT Extension only! Typically 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 write “None.”

Item 9. USCIS Online Account Number. Write “none” in this field unless you have a USCIS online account number (which you most likely will not have).

Item 12. If you have ever filed this form before, check “Yes”. If not, check “No”.

- Note: If you check yes, you must include a copy of your previous EAD card(S) when filing your application with USCIS.

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. 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.

Item 18a. Country of Citizenship/Nationality: Write the country of citizenship listed on your I-20.

Item 18b. If you hold citizenship in a country different than the one listed in item 18a, list the other country in 18b. If you do not hold citizenship/nationality in another country, put “N/A”.

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. Make sure this is in MM/DD/YYYY (Month/Day/Year) format.

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>. 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. Write “N/A” if you have a passport. For almost everyone, this will be “N/A.”

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 NOO.

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

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

Applicants for OPT can leave Items 28-31 blank. Applicants applying for STEM OPT should complete items 28 as instructed below.

Item 28. STEM Eligibility Category. STEM OPT Only!

28.a. Degree. Provide your degree level and major (for example, Bachelor’s degree in English) you will use to apply for STEM OPT. If you are not applying for STEM OPT, answer “N/A”.

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. (You will need to get this information from your employer.) If you are not applying for STEM OPT, answer “N/A”.

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. Enter the date of your signature in MM/DD/YYYY (Month/Date/Year) format.

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

If you did not use an interpreter assist you in completing this application, answer "N/A" to all questions or draw a diagonal line across each page you are not completing, and write "N/A" next to your line. See the sample below:

<p>Part 4. Interpreter's Contact Information, Certification, and Signature</p> <p>Interpreter's Mailing Address</p> <p>3.a. Street Number and Name _____</p> <p>3.b. <input type="checkbox"/> Apt. <input type="checkbox"/> Ste. <input type="checkbox"/> Flr. _____</p> <p>3.c. City or Town _____</p> <p>3.d. State _____ 3.e. ZIP Code _____</p> <p>3.f. Province _____</p> <p>3.g. Postal Code _____</p> <p>3.h. Country _____</p> <p>Interpreter's Contact Information</p> <p>4. Interpreter's Daytime Telephone Number _____</p> <p>5. Interpreter's Mobile Telephone Number (if any) _____</p> <p>6. Interpreter's Email Address (if any) _____</p> <p>Interpreter's Certification</p> <p>I certify, under penalty of perjury, that:</p> <p>I am fluent in English and _____ which is the same language specified in Part 3, Item Number 1b, and I have read to this applicant in the identified language every question and instruction of this application and his or her answer to every question. The applicant informed me that he or she understands every instruction, question, and answer on the application, including the Applicant's Declaration and Certification, and has verified the accuracy of every answer.</p> <p>Interpreter's Signature</p> <p>7.a. Interpreter's Signature _____</p> <p>7.b. Date of Signature (mm/dd/yyyy) _____</p>	<p>Part 5. Contact Information, Declaration, and Signature of the Person Preparing this Application, If Other Than the Applicant</p> <p>Provide the following information about the preparer.</p> <p>Preparer's Full Name</p> <p>1.a. Preparer's Family Name (Last Name) _____</p> <p>1.b. Preparer's Given Name (First Name) _____</p> <p>2. Preparer's Business or Organization Name (if any) _____</p> <p>Preparer's Mailing Address</p> <p>3.a. Street Number and Name _____</p> <p>3.b. <input type="checkbox"/> Apt. <input type="checkbox"/> Ste. <input type="checkbox"/> Flr. _____</p> <p>3.c. City or Town _____</p> <p>3.d. State _____ 3.e. ZIP Code _____</p> <p>3.f. Province _____</p> <p>3.g. Postal Code _____</p> <p>3.h. Country _____</p> <p>Preparer's Contact Information</p> <p>4. Preparer's Daytime Telephone Number _____</p> <p>5. Preparer's Mobile Telephone Number (if any) _____</p> <p>6. Preparer's Email Address (if any) _____</p>
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N/A

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If you have used an interpreter who read you each question and instruction on the Form I-765, complete the answers as appropriate in this section.

Part 5: Preparer Information

If you did not have someone else prepare this application, answer "N/A" to all questions or draw a diagonal line across each page you are not completing, and write "N/A" next to your line. See the sample below:

Part 5. Contact Information, Declaration, and Signature of the Person Preparing this Application, If Other Than the Applicant (continued)

Preparer's Statement

7.a. I am not an attorney or accredited representative but have prepared this application on behalf of the applicant and with the applicant's consent.

7.b. I am an attorney or accredited representative and my representation of the applicant in this case extends does not extend beyond the preparation of this application.

NOTE: If you are an attorney or accredited representative, you need to submit a completed Form O-26, Notice of Entry of Appearance as Attorney or Accredited Representative, with this application.

Preparer's Certification

By my signature, I certify, under penalty of perjury, that I prepared this application at the request of the applicant. The applicant then reviewed this completed application and informed me that he or she understands all of the information contained in, and submitted with, his or her application, including the Applicant's Declaration and Certification, and that all of this information is complete, true, and correct. I completed this application based only on information that the applicant provided to me or authorized me to obtain or use.

Preparer's Signature

8.a. Preparer's Signature _____

8.b. Date of Signature (mm/dd/yyyy) _____

N/A

If you had someone else prepare this application for you, complete the answers as appropriate in this section.

Part 6: Additional Information

If there were any sections that you did not have enough room to write, answer the information as appropriate in Part 6.

For example, you are required to complete Part 6 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, 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 write “None” in Part 6, Item 2.

Items 3-7. For each 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. 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:

If you were authorized for CPT, follow these instructions for sections a-c:

- Page Number = 3
- Part Number = 2
- Item Number = 27

In section d, list your CPT approvals. We suggest including this information:

- CPT Authorizations (as a title to the section)
- Part-Time or Full-Time CPT, Degree level (Bachelor's, Master's, or PhD)
- Employer Name
- Start date of CPT
- End date of CPT

4.a. Page Number 4.b. Part Number 4.c. Item Number

3	2	27
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4.d. CPT Authorizations: Part-Time CPT;

 Degree Level: Bachelor's; Employer:

 Rensselaer, Inc.; CPT Start Date:

 09/18/2018; CPT End Date: 12/17/2018

Note: You can find your CPT details on the I-20 that was approved for each period of CPT.

OPT:

If you were authorized for OPT, follow these instructions for sections a-c:

- Page Number = 3
- Part Number = 2
- Item Number = 27

In section d, list your OPT approvals. We suggest including this information:

- OPT Authorizations (as a title to the section)
- Full-Time Post-Completion OPT, Degree level (Bachelor's, Master's, or PhD)
- Employer Name
- Start date of OPT
- End date of OPT

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

3	2	27
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5.d. OPT Authorizations: Full-Time Post-

 Completion OPT, Bachelor's; Employer:

 Rensselaer, Inc.; OPT Start Date:

 09/18/2017; OPT End Date: 09/17/2018

Previous SEVIS ID's:

If you had a different SEVIS ID, follow these instructions for sections a-c:

- Page Number = 3
- Part Number = 2
- Item Number = 26

In section d, list your other SEVIS IDs you have used in the past. We suggest including this information:

- 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).

3.a. Page Number	3.b. Part Number	3.c. Item Number
3	2	26

3.d. Previous SEVIS IDs: SEVIS ID Number:
N00000000000; Program Start Date:
01/25/2007; Program End Date:
05/20/2011; Degree Level: Bachelor's
