I-765 Completion Guide
For Pre-/Post-Completion &
STEM OPT
International Student and Scholar Services
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.

The directions for completing the I-765 listed in this document are meant to be examples only. You will need to enter your information (please do not copy word for word). 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

- Make sure you are using the most current version of *Form I-765*. The edition date is located in the lower left corner of the form and instruction.
- Read the entire *Instructions for Form I-765*. Pay attention to page 4 and pages 14-27.
- This document provides examples, to be used as a reference. Answer questions as it pertains to you.
Guidelines for Completing I-765

- Not all questions on Form I-765 are explained in this guide.
- Type or write your answers legibly on the form in black ink. You may handwrite in answers for any of the fields, if needed.
- If a question does not apply to you, type “N/A” or leave blank, unless otherwise directed by the instructions.
- If your answer to a question which requires a number response is “zero” or “none,” print “None” or leave blank, unless otherwise directed by the instructions.
Part 1. Reason for Applying (Pg.1)

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 OR
- If you previously applied for Post-Completion OPT at a different degree level

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 a USCIS error.

Select this reason ONLY when you are applying for the 24-month STEM OPT extension.

<table>
<thead>
<tr>
<th>I am applying for (select only one box):</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.a. Initial permission to accept employment.</td>
</tr>
<tr>
<td>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.</td>
</tr>
<tr>
<td>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.</td>
</tr>
<tr>
<td>1.c. Renewal of my permission to accept employment. (Attach a copy of your previous employment authorization document.)</td>
</tr>
</tbody>
</table>
Part 2. Information About You (pg. 1)

**Your Full Legal Name:** Write your name *exactly* as it appears on your I-20, which should match your passport.

**Other Names Used:** Type any other names, including nicknames, you have ever used on any official records or documents. If this doesn’t apply to you, leave blank.

<table>
<thead>
<tr>
<th>Part 2. Information About You</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Your Full Legal Name</strong></td>
</tr>
<tr>
<td>1.a. Family Name (Last Name)</td>
</tr>
<tr>
<td>1.b. Given Name (First Name)</td>
</tr>
<tr>
<td>1.c. Middle Name</td>
</tr>
</tbody>
</table>

**Other Names Used**
Provide all other names you have ever used, including aliases, maiden name, and nicknames. If you need extra space to complete this section, use the space provided in Part 6. Additional Information.

<table>
<thead>
<tr>
<th>2.a.</th>
<th>Family Name (Last Name)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.b.</td>
<td>Given Name (First Name)</td>
</tr>
<tr>
<td>2.c.</td>
<td>Middle Name</td>
</tr>
<tr>
<td>3.a.</td>
<td>Family Name (Last Name)</td>
</tr>
<tr>
<td>3.b.</td>
<td>Given Name (First Name)</td>
</tr>
<tr>
<td>3.c.</td>
<td>Middle Name</td>
</tr>
<tr>
<td>4.a.</td>
<td>Family Name (Last Name)</td>
</tr>
<tr>
<td>4.b.</td>
<td>Given Name (First Name)</td>
</tr>
<tr>
<td>4.c.</td>
<td>Middle Name</td>
</tr>
</tbody>
</table>
Part 2. Information About You (pg. 2)

**Your U.S. Mailing Address:** This is where your receipt notice, approval 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 or family member’s address (“In Care Of Name”) **Do not** use the attorney’s or other legal representative’s address. **Do not** use the ISSS office address.

If you will be using your current living address as the mailing address, then enter in 5.b.-5.f., answer item 6. as yes, then skip to item 8.

If you will be using a friend or family member’s address for mailing, then in item 5.a., enter their name (First Name Last Name). Then in Items 5.b. - 5.f. enter their address. You will then need to answer item 6. as no, then enter your current living address in items 7.a.-7.e.
Part 2. Information About You (pg. 2 continued)

Other Information

8. Alien Registration Number (A-Number) (if any)
   A-

9. USCIS Online Account Number (if any)

10. Gender
    [ ] Male  [ ] Female

11. Marital Status
    [ ] Single  [ ] Married  [ ] Divorced  [ ] Widowed

12. Have you previously filed Form I-765?
    [ ] Yes  [ ] No

If you choose “Yes,” include copies of the front & back of all previous EAD card(s) with your application to USCIS.

8. F-1 students will not have an A-Number unless they received one from a previous immigration status (H-1B, H-4, etc.), or they are filing for the 24-month STEM OPT extension (“USCIS #” on Post-OPT EAD card).

8. (cont.) 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 will 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, leave blank. If you have one from a previous immigration status, read the USCIS Form I-765 instructions for further directions.

10. - 11. You are required to indicate your gender on #10 and your marital status on #11.

12. If you have applied for employment authorization using a form I-765 in the past, select “Yes.” If not, then select “No”.
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).

   [ ] Yes  [ ] No

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.a. You will need to answer this question.

13.b. If you have been issued an SSN, type your number ensuring there is only one number in each box or leave blank, if you don’t have one.

14. Only If you do not have an SSN, answer “Yes” if you would like to request an SSN. Then answer items 15 - 17.b. You will need an SSN to work in the U.S.

15.-17.b. SKIP this section unless you are requesting an SSN.
18.a. and 18.b. List all the countries where you are a citizen or a national and use part 6 of the I-765, if you are a citizen of more than 2 countries.

19.a. - 19.c. List the exact place of birth as it is printed on your birth certificate, even if the name has changed.
19.a. City/Town/Village of Birth
19.b. State/Province of Birth
19.c. Country of birth

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

**Information About Your Last Arrival in the United States**

21a. Form I-94 Arrival-Departure Record Number (if any)

- 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’ve been in the U.S. for 5 years or more without leaving, you may need to contact Deferred Inspections (CBP) for your I-94.
- If you changed your status to F-1 in the US, your current I-94 will 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/](https://i94.cbp.dhs.gov/I94/)
Part 2. Information About You (pg. 3 continued)

21.b. Enter the passport number of your most recently issued passport. *Only if your F-1 visa or I-94 information has your old passport number on it, then you will need to submit a copy of your current passport bio page, as well as your expired passport bio page.  

21.c. Leave this box blank if you used your passport to enter the U.S. 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 U.S. city and state abbreviation where you last entered the U.S. (even if it was considered a **Preclearance** arrival in a third country airport such as Vancouver, Canada or Dublin, Ireland.) 

24. Type the immigration status at your last arrival. It could be F-1 student, H-4 dependent, L-1, or something else if you changed your status in the U.S and have not left.  

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

26. Your SEVIS ID number is on the top, left corner of your I-20 and starts with “N00…”. 

21.b. Passport Number of Your Most Recently Issued Passport

PN000967R  

21.c. Travel Document Number (if any)  

21.d. Country That Issued Your Passport or Travel Document  

India  

21.e. Expiration Date for Passport or Travel Document (mm/dd/yyyy)  

09/20/2022  

22. Date of Your Last Arrival Into the United States, On or About (mm/dd/yyyy)  

08/09/2018  

23. Place of Your Last Arrival Into the United States  

San Francisco, CA  

24. Immigration Status at Your Last Arrival (for example, B-2 visitor, F-1 student, or no status)  

F-1 Student  

25. Your Current Immigration Status or Category (for example, B-2 visitor, F-1 student, parolee, deferred action, or no status or category)  

F-1 Student  

26. Student and Exchange Visitor Information System (SEVIS) Number (if any)  

N-00002387539
Tip: You are required to indicate what type of employment authorization you are applying for. Failure to answer this question, could result in your application being rejected.

**Information About Your Eligibility Category**

27. **Eligibility Category.** Refer to the Who May File Form I-765 section of the Form I-765 Instructions to determine the appropriate eligibility category for this application. Enter the appropriate letter and number for your eligibility category below (for example, (a)(8), (c)(17)(iii)).

   (c) 3 (B)

27. 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 (case sensitive).
28. – 30.c. These questions do not apply to you if you are filing under one of the following Foreign Student Categories, therefore you will leave this part blank:

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

*If you are applying for STEM OPT, then please see the next slide.*
28.a. – 28.c. Only if you are applying for STEM OPT, then you must answer these questions.

28.a. Enter degree name as it appears on your diploma or SJSU final transcript. Example Bachelor’s degree in Computer Science or Master’s degree in Engineering. If the degree name does not fit, you will need to include the additional information on pg 7.

28.b. Enter your employer’s name as listed in e-verify.

28.c. Enter the employer’s e-verify number.

29. - 30.c. These questions do not apply to you if you are filing under one of the following Foreign Student Categories, therefore you will leave this part blank:

- **Pre-Completion** (c)(3)(A) or
- **Post-Completion OPT** (c)(3)(B) or
- **STEM OPT** (c)(3)(C)
30.d. - 31.b. These questions do not apply to you if you are filing under one of the following Foreign Student Categories, therefore you will leave this part blank:

- **Pre-Completion** (c)(3)(A) or
- **Post-Completion OPT** (c)(3)(B) or
- **STEM OPT** (c)(3)(C)
Part 3. Applicant’s Statement, Contact Information, Declaration, Certification, and Signature (pg. 5)

NOTE: Read the Penalties section of the Form I-765 Instructions before completing this section. You must file Form I-765 while in the United States.

Applicant’s Statement

1.a. You are required to select this box to indicate you can read and understand English, and that you have read and understand every question and the instructions.

Applicant’s Contact Information

3. - 4. Enter your information. You must enter a phone 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, leave item 4 blank.

5. Enter an email address you will check everyday. Do not use your SJSU email address as it will eventually be deactivated after you graduate.
Read the entire declaration carefully.

Applicant’s Signature
7.a. You must print the I-765 (after completing) then sign your name by hand and using black ink. USCIS will not accept a I-765 that has not been signed or has been signed digitally or electronically. Your signature MUST fit within the box. If the signature touches any of the lines of the box, your application could be delayed.

7.b. Enter the date that you signed the I-765 (using the correct date format).
Part 4. Interpreter's Contact Information, Certification, Signature & Part 5. Contact Information, Declaration, etc. (pages 5-6) Leave blank!

These sections are for those who use an interpreter or paid preparer to complete the form. If you did NOT use an interpreter or preparer, leave all fields blank and skip these questions.

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: Complete this section to give any additional useful information that you would like USCIS to know.

*You are required to indicate any current or previous employment authorizations that have been authorized in your SEVIS record (CPT, OPT, STEM OPT).

Additional information may also include:

*Passport information: Only if your F-1 visa or I-94 information has your old passport number on it, then enter the expired passport information here.
*SEVIS ID number: If you have had a different SEVIS ID number, other than the number listed on page 3, part 2, question number 26, then indicate this here.

If none of these apply to you, you will still need to enter your name information (1a, 1b, 1c)

1.a. Family name should be entered exactly how you entered it on page 1.
1.b. Given name should be entered exactly how you entered it on page 1.
1.c. Middle name should be entered exactly how you entered it on page 1.
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 will be listed as the "USCIS #" on the front of your EAD card.
Part 6: You are required to indicate any current or previous employment authorizations that have been authorized in your SEVIS record (CPT, OPT).

3.a.-3.c. Type in Page. 3, Part 2, Item 27 (this corresponds to a certain section of I-765)

3.d. If you had previous OPT authorization(s), enter type of employment authorization, indicate if part-time or full-time, degree level, authorization dates, and any receipt numbers (YSC...) associated with the authorization(s), and I-20 copy included.

*All post-completion OPT will be full-time.
*Only if you had pre-completion OPT, it may be part-time.

If you had previous CPT authorizations, enter type of employment authorization, indicate if part-time or full-time, degree level, authorization dates, I-20 copy included).

*Full-time or part-time CPT will be indicated on your I-20 that has your authorized CPT.
**Part 6: Additional Information (pg. 7)**

**Part 6: STEM Applications ONLY.** You are required to enter your degree information, since the information required, did not fit on question 28.a. on page 3.

**4.d.** Enter degree name as it appears on your diploma or SJSU final transcript. Example: Bachelor’s degree in Computer Science or Master’s degree in Engineering. CIP code will be listed on page 1 of your I-20. (‘Program of Study’ section. It is the 6 digit number that is listed below Major 1).
Next Steps for I-765 (OPT Application)

• You will need to print all 7 pages of the form I-765. Review your form for accuracy.
  ○ You may write in an answer using a black pen, if the information did not print.
• Sign the correct page and space, plus enter the date of signing (page 5).
• Submit ALL 7 PAGES of the form I-765 to USCIS.
• Make a copy of your completed application before mailing to USCIS.

• Pre-Completion and Post-Completion OPT applications must be received within 30 days of ISSS OPT recommendation, or your application will be denied.
  ○ If you are unable to mail in a timely manner to be received, then contact ISSS before mailing your application.

• STEM OPT applications must be received within 60 days of ISSS STEM OPT recommendation, or your application will be denied.
  ○ If you are unable to mail in a timely manner to be received, then contact ISSS before mailing your application.