

I-765 Guidelines

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

Please TYPE the form, do not complete it by hand. The only exception is your signature.

All questions need to be answered. For any question you don't complete put "**N/A**" for the fill-in questions and **NONE** or **0** for the numeric question.

Guidance here is only given for those items that can be somewhat confusing in nature. Please fill all fields, regardless of whether suggestions are given here!

Part 1

OPT: Check the "Initial Permission" box

STEM OPT Extension: Check the "Renewal" box

Part 2

- **#1a - 1c:** List your full legal name as shown on your passport.
- **#2a – 4c:** If applicable, provide all other legal name used. Otherwise put "**N/A**"
- **#5a -5f:** Please use an address that will be valid for 3-5month into the future from the time you mail your application. 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", to ensure delivery.
5.a (if applicable) In Care of Name:
- **#6:** Answer "YES" if you are currently living in the same address as #5b-5f. If you answered "Yes", you do NOT have to complete #7. If answered NO, please complete # 7. Please note that USCIS will NOT mail documents here.
- **#8: 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 ("USCIS number"). Those applying for OPT can leave this field blank.
- **#9:** USCIS Online Account Number should be filled with "**NONE**"
- **#13a – 17b:**
 - If you have an SSN, please complete 13b. You can then check NO for #14, and skip down to #18.
 - If you do NOT have an SSN, you can apply for it through this application, and your SSN will be issued to you when your OPT application is approved. Answer NO to # 13.a., #13b NONE, and YES to #14, and provide the required information on #15-17b.
- **#18:** List all countries you are currently a citizen of.
- **#21a:** 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 <https://i94.cbp.dhs.gov/> Please be sure that you use the I-94 from your most recent entry to the US.
- **#21.c:** Write "N/A" if you have a passport.
- **#24:** Answer "F-1 student" unless you changed your status from within the US, and have not left the US since then.

- **#25:** Answer “F-1 student.”
- **#26:** You can find your SEVIS ID number at the top left of your I-20.
- **#27:**
 - OPT: (c)(3)(B)
 - STEM OPT Extension: (c)(3)(C)
- **#28a-28c: STEM OPT Only!** Applicants for OPT can leave this blank.
 - 28a provide degree and major (example: Bachelor’s in Computer Science)
 - 28c E-Verify number is 5-7 digits long. Employers and students often confuse this request for an EIN tax ID number for the company, or the individual student’s E-Verify ID. You will need to ask your employer for this number.
- **#29 – 31:** Skip these, as they are for other immigration categories only.

Part 3

Sign in # 7.a. in black ink – this should be an original signature, and cannot be digital.

Parts 4-5

Draw a diagonal line across each page you are not completing, and write “N/A” next to your line.

Part 6

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.

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

For each of the items listed above, complete one box in Part 6. 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):

Page 3, Part 2, Item 27

- **CPT:** Please list your CPT approvals. **CPT Authorizations** - Employer Name; Start date – End date; Part-time or Full-time; Degree level. You can find your CPT details on the I-20 that was approved for each period of CPT.

Example:

- 3a. Page Number: 3
- 3b. Part number: 2
- 3c. Item number: 27
- 3d. CPT Authorizations: Company; 08/20/2018 – 12/15/2018; PT; Masters

- **OPT:** Please list your past OPT approvals. **OPT Authorizations** - Start date – End date; Degree level. Don't forgot

Example:

3a. Page Number: 2
3b. Part number: 2
3c. Item number: 12
3d. OPT Authorizations: Company; 07/20/2017 – 07/19/2018; Masters

- **Previous SEVIS ID's:** Please list your other SEVIS ID's you have used in the past. **Previous SEVIS ID's** – List your previous SEVIS ID's. SEVIS ID; program start date – program end date; Degree level.

Example:

3a. Page Number: 3
3b. Part number: 2
3c. Item number: 26
3d. SEVIS ID: N0012345678; 09/25/2014 – 05/20/2017; Bachelors

- Label all the extra documents so it matches part 6 (pages 7)

Please arrange documents in this order when sending your documents to USCIS

1. Check/Money Order
2. G-1145
3. I-765
4. I-983 (STEM)
5. I-20 recommendation
6. All old I-20
7. I-94
8. EAD
9. Diploma (STEM)
10. Passport
11. Visa
12. Photo