

# *International Student and Scholar Services*

## **General I-765 Instructions:**

- Please type your answers and sign your name by hand in black ink. No electronic signatures!
- Answer all questions fully and accurately. If a question does not apply to you, please type “N/A” or “None” if the answer requires a numeric response. Some fields will need to be hand-written.
- Be sure to include all 7 pages of the I-765, even if they do not apply to you.

**For a complete description of instructions for the updated I-765, please visit USCIS’s instructions page [here](#).**

## **PART ONE:**

### **Reason for Applying**

1.a. Select “Initial permission to accept employment”

## **PART TWO:**

### **Information about You:**

1.a-c: Your Full Legal Name: Enter your full legal name as it is shown in your passport.

2.a-4.c: Other Names Used: Enter other names you have used, if any.

5.a-f: Your U.S. Mailing Address: We recommend using an address that is valid at least 4 months into the future.

**\*Note: You may need to fill in portions of the address by hand due to limitations of the fillable PDF.**

Please be aware that if you move residences while your application is pending, the US Postal Service cannot forward government mail to a new address.

If your mailing address changes while the application is pending, follow the instructions on the [USCIS Change of Address Information website](#).

6. Your U.S. Mailing Address: If the address you provided is where you physically reside, select “Yes”. If you do not physically reside at the address provided, select “No” and complete 7.a-e.

7.a-e: U.S. Physical Address: Enter your address where you physically reside.

### **Other Information:**

8. Alien Registration Number (if applicable)

9. USCIS Online Account Number (if applicable)

10: Gender: Select the appropriate box.

11. Marital Status: Select the appropriate box of your marital status at the time of filing your application.

12. If you have applied for employment authorization through USCIS in the past, select "Yes" and provide copies of previously issued EAD cards.

13.a-b: If you have a Social Security Number (SSN), select "Yes" and provide the SSN number in 13.b. If you do not have a Social Security card, select "No".

14-17.b: If you have not already been issued a SSN and would like to apply for a SSN with your OPT application, answer "Yes" and answer questions 15-17.b. If you do not wish to apply for a SSN, select "No" and skip to question 18.

You are not required to request an SSN using this application. Completing **Item Numbers 14- 17.b** is optional. However, you must have an SSN properly assigned in your name to work in the United States.

**Your Country or Countries of Citizenship or Nationality:**

18.a-b: List all countries where you are currently a citizen or national.

19.a-c.: Place of Birth: Provide information about city, state and country of birth. Enter the name that your country held at the time of your birth (in case the name of your country has since changed).

20: Date of Birth: Use MM/DD/YYYY format.

**Information about Your Last Arrival in the United States:**

21.a: You can find your most recent I-94 number [here](#).

21.b – 25: Enter travel document and travel history here.

26: Enter your current SEVIS number. You can find this number on the top left side of your I-20. If you have had more than one SEVIS number, use Part 6 on Page 7 to list all previously used SEVIS numbers (see instructions below).

**Information about Your Eligibility Category:**

27: "(C)(3)(A)" should be used if you are applying for pre-completion OPT. "(C)(3)(B)" should be used if you are applying for post-completion OPT and "(C)(3)(C)" should be used if you are applying for a STEM extension to your OPT.

If you are applying for pre-completion or post-completion OPT, you do not need to answer questions 28-31.b. Answer questions 28.a-c if you are applying for the STEM Extension using eligibility category (C)(3)(C).

28.a: **STEM OPT Extension applicants only:** Enter degree level (example: Bachelor's)

28.b: **STEM OPT Extension applicants only:** Employer's Name as Listed in E-Verify: Ask your company's HR department to confirm the company's E-Verify name.

28.c: **STEM OPT Extension applicants only:** Employer's E-verify Company Identification Number is a 4-7 digit number issued by the Federal government. Ask your company's HR department to confirm the number.

29-31.b: Enter NA

**PART 3:**

**Applicant's Statement, Contact Information, Declaration, Certification and Signature:**

1-2: Applicant's Statement: If you have filled the I-765 out yourself, select 1.a. You do not have to answer Part 4 or 5 if you did not use an interpreter or preparer to fill out the I-765.

3-6: Applicant's Contact Information: Provide your contact information.

7.a-b: Applicant's Signature: Sign by hand in black ink inside the box and enter the date you completed the application.

**PART 4 and 5:**

Enter N/A if you completed the form yourself without the use of an interpreter or someone filling out the form on your behalf.

**PART 6:**

**Additional information**

If you have been previously authorized for OPT, provide the SEVIS ID and academic level at which it was authorized. You will also need to provide copies of previously issued EAD cards. Reference Page 2, Part Number 2, Item Number 12.

If you have been authorized for CPT, provide the SEVIS ID, start and end date, part-time/full-time, and academic level at which it was authorized. Reference Page 3, Part Number 2, Item Number 27.

If you were previously in F-1 status, but had a different SEVIS number, provide all of the previously used SEVIS numbers and the academic level. Reference Page 3, Part Number 2, Item Number 26.