

I-765 Guidance

Below are detailed instructions on how to fill out the [I-765](#) if you are applying for Optional Practical Training (OPT). The only items highlighted on this form are those that students commonly have questions on or are confused about. Please review each item carefully to ensure your I-765 is filled out correctly. Each item discussed is highlighted in the image as to where it appears on the actual [I-765 Form](#). Download the form using Chrome or Firefox and complete it in Adobe Acrobat on your digital device, print out, and sign in black ink only.

***Please note, these directions are meant to help you in completing the Form I-765 but should not be considered legal advice. US Citizenship and Immigration Services ultimately provides the decision on your OPT application.*

Part 1. Reason for Applying

Item 1:

Check the box "Initial permission to accept employment." If you lost your EAD and are applying for a new card, select "replacement of lost, stolen, or damaged employment authorization document NOT DUE to US Citizenship and Immigration Services (USCIS) error." If you are applying for STEM OPT, select "renewal of my permission to accept employment."

Part 1. Reason for Applying	
I am applying for (select only one box):	
1.a.	<input checked="" type="checkbox"/> Initial permission to accept employment.
1.b.	<input type="checkbox"/> 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.	<input type="checkbox"/> Renewal of my permission to accept employment. (Attach a copy of your previous employment authorization document.)

Part 2. Information About You

Item 1:

Enter your family name first. Enter your first name second. Include your middle name if you have one.

<i>Your Full Legal Name</i>	
1.a. Family Name (Last Name)	Park
1.b. Given Name (First Name)	Smith
1.c. Middle Name	

Items 2-4:

Provide all other names you have ever used, including aliases, maiden name, and nicknames. Write “N/A” on all boxes if you haven’t used another name. (N/A is the abbreviation for non-applicable.)

Item 5:

Enter your mailing address. This must be a US address and it should be valid until your OPT application is approved. If you believe your address will change within the next three months, we recommend that you list the address of a trusted friend or family member. If you choose to enter a friend or family member’s address, you must also include an “in care of” name for item 5.a. You may list a US Post Office address (PO Box) if you have one.

Your U.S. Mailing Address

5.a. In Care Of Name (if any)

5.b. Street Number and Name

5.c. ☒ Apt. ☐ Ste. ☐ Flr.

5.d. City or Town

5.e. State 5.f. ZIP Code
[\(USPS ZIP Code Lookup\)](#)

Item 7:

Enter your physical address in the U.S., if different from your mailing address.

Item 12:

Select "Yes" if you have previously applied for OPT or ever submitted the I-765 for work authorization to the US Citizenship and Immigration Services. Select "No" if you have only ever worked on campus or been authorized for CPT, or if you have not previously worked.

If you select "Yes," you will also need to list each time you previously filed the Form I-765 in Part 6, page 7 of this Form I-765.

12. Have you previously filed Form I-765?

☒ Yes ☐ No

Item 13a:

If you have ever received a U.S. Social Security card previously you must check "Yes", if not, check "No".

Item 13b:

Only answer this question if you have a Social Security Number and checked “Yes” for item 13a.

Items 16-17:

Only answer these questions if you do not have a Social Security card and checked "Yes" for items 14-15. By answering these questions, you will be applying for a Social Security card with your U.S. Social Security number (SSN) printed on it. Your SSN will be issued, and you will receive an SSN card within 2-4 weeks of your OPT application approval. You will not need to submit a separate application for an SSN to the Social Security Administration.

Item 18:

Type or print the name of the country or countries where you are currently a citizen or national. If you are a citizen or national of more than one country, type or print the name of the foreign country that issued your last passport.

18.a. Country

Republic of Korea

18.b. Country

Item 21a:

Enter your [I-94 number](#).

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

▶

6	0	0	3	9	4	6	1	2	1	1
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Most Recent I-94

Admission (I-94) Record Number : XXXXXXXXXX
Most Recent Date of Entry: 2018 January 16
Class of Admission : F1
Admit Until Date : D/S
Details provided on the I-94 Information form:

Last/Surname : XXXXXXXXXX
First (Given) Name : Federico
Birth Date : XXXXXXXXXX
Passport Number : XXXXXXXXXX
Country of Issuance : Italy

[Get Travel History](#)

▶ Effective April 26, 2013, DHS began automating the admission process. An alien lawfully admitted or paroled into the U.S. is no longer required to be in possession of a preprinted Form I-94. A record of admission printed from the CBP website constitutes a lawful record of admission. See 8 CFR § 1.4(d).

▶ If an employer, local, state or federal agency requests admission information, present your admission (I-94) number along with any additional required documents requested by that employer or agency.

▶ Note: For security reasons, we recommend that you close your browser after you have finished retrieving your I-94 number.

CBP Form No. 1482 (4-11-11)
Expiration Date: 10/20/2018

Item 22:

Enter the last date you entered the U.S. For most of you this should be the date stamped in your passport.

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

08/07/2017

Item 23:

Indicate city and state of your last arrival or entry into the US. This should be indicated by the three digit code stamped on your passport. For example, if you entered JFK, the stamp in your passport

should indicate "NYC". If you entered through Newark, the stamp on your passport should indicate "NEW".

23. Place of Your Last Arrival Into the United States

New York, New York

Item 24:

Your status of last entry should be "F-1 Student."

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

F-1 Student

Item 25:

Your current status should be 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

Item 26:

Enter your SEVIS ID number as indicated on the top of your I-20.

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

► N- **1234567890**

Department of Homeland Security
U.S. Immigration and Customs Enforcement

I-20, Certificate of Eligibility for Nonimmigrant Student Status
OMB NO. 1653-0038

SEVIS ID: N-1234567890

SURNAME/PRIMARY NAME Doe Smith	GIVEN NAME John	CLASS F-1 ACADEMIC AND LANGUAGE
PREFERRED NAME John Doe-Smith	PASSPORT NAME	
COUNTRY OF BIRTH UNITED KINGDOM	COUNTRY OF CITIZENSHIP UNITED KINGDOM	
DATE OF BIRTH 01 JANUARY 1980	ADMISSION NUMBER	
FORM ISSUE REASON INITIAL ATTENDANCE	LEGACY NAME John Doe-Smith	

SCHOOL INFORMATION

SCHOOL NAME SEVP School for Advanced SEVIS Studies SEVP School for Advanced SEVIS Studies	SCHOOL ADDRESS 9002 Nancy Lane, Ft. Washington, MD 20744
SCHOOL OFFICIAL TO CONTACT UPON ARRIVAL Helene Robertson PDSO	SCHOOL CODE AND APPROVAL DATE BAL214F44444000 03 APRIL 2015

Item 27:

- If you are applying for Pre-Completion OPT enter the codes (c) (3) (A)
- For Post-Completion OPT enter the codes (c) (3) (B) - The c is a lower case "c" and B is an upper case "B"
- For STEM OPT enter the codes (c) (3) (C)

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**)

Item 28:

Write "N/A" in the blank fields if you are not applying for STEM OPT. If you are applying for the 24 month [STEM OPT](#) Extension write the following:

- **Degree:** Write your academic level and the CIP code found on your I-20. You can find the CIP code for your previous degree on page 1 of the current form I-20.
- **Employer name:** Write your employer's name as listed in the [e-verify](#) system (this should also match your [I-983](#))
- **Employer's E-verify number:** Write your employer's e-verify number. This is usually 4-7 digits. The E-verify number is not the same as EIN. Check with your employer if you do not know your employer's e-verify number

28.a. Degree

MS 11.1070

28.b. Employer's Name as Listed in E-Verify

Top Job

28.c. Employer's E-Verify Company Identification Number or a Valid E-Verify Client Company Identification Number

1234567

Items 29 and 31a:

Write "N/A" in blank fields.

Items 30 and 31b:

Leave checkbox blank as it does not apply to OPT applications.

Part 3. Applicant's Statement, Contact Information, Declaration, Certification, and Signature

Applicant's Statement

Select the box appropriate to your situation. If you select 1a, write “N/A” in the text boxes for items 1b and 2.

Applicant's Statement

NOTE: Select the box for either **Item Number 1.a.** or **1.b.** If applicable, select the box for **Item Number 2.**

- 1.a. ☒ I can read and understand English, and I have read and understand every question and instruction on this application and my answer to every question.
- 1.b. ☐ The interpreter named in **Part 4.** read to me every question and instruction on this application and my answer to every question in

N/A

,
a language in which I am fluent, and I understood everything.
2. ☐ At my request, the preparer named in **Part 5.**,

N/A

,
prepared this application for me based only upon information I provided or authorized.

Applicant's Signature

Be sure to sign the form in **black ink inside the box**. Make sure only your signature is in the box and **fits entirely within it**, as the government will scan your signature for your approval document.

Parts 4 and 5

- **Part 4. Interpreter's Contact Information, Certification, and Signature**
- **Part 5. Contact Information, Declaration, and Signature of the Person Preparing this Application, If Other Than the Applicant.**

Write “N/A” in all text boxes if you have completed the I-765 yourself. If someone else has completed your I-765 for you, you should indicate their contact information.

Part 6. Additional Information

Complete this section only if:

- You have previously been approved for CPT,
- You have previously been approved for OPT,
- You have had a different SEVIS ID number while in F-1 status (for example, you attended school but left for a leave of absence, then returned to school with a new I-20).

Items 3a-c, 4a-c, 5a-c, etc.:

Write Page 3, Part 2, Item 27.

3.a.	Page Number	3.b.	Part Number	3.c.	Item Number
	<div>3</div>		<div>2</div>		<div>27</div>

4.a.	Page Number	4.b.	Part Number	4.c.	Item Number
	<div>3</div>		<div>2</div>		<div>27</div>

5.a.	Page Number	5.b.	Part Number	5.c.	Item Number
	<div>3</div>		<div>2</div>		<div>27</div>

Items 3d, 4d, 5d, etc.:

List all previous periods of CPT or OPT authorization or previous SEVIS ID numbers you have had. Use separate fields for each type of authorization (for example, list all previous CPT in 3d, all previous OPT in 4d, etc.).

- **CPT:** List all previous CPT approvals. We suggest this format: CPT Authorizations (as the title to this section); your SEVIS ID number, employer name; employment start date - employment end date; degree level. You can find all of your previous CPT details on the I-20 that was approved for each period of CPT. *For example: CPT Authorization, N0123456789, Top Job Inc., 06/01/2018 - 09/03/2018, Bachelor's.*

3.d. CPT Authorization

N0123456789

Top Job Inc., 06/01/2018 - 09/03/2018,

Bachelor's

- **OPT:** List all previous OPT approvals. We suggest this format: OPT Authorizations (as the title to this section); your OPT approved start date - OPT approved end date; degree level. *For example: OPT Authorization, N0123456789, 09/04/2018 - 12/20/2018, Bachelor's.*

4.d. OPT Authorization

N0123456789

09/04/2018 - 12/20/2018, Bachelor's

- **If you had a previous SEVIS ID number:** List all other SEVIS ID numbers you have used in the past. We suggest this format: Previous SEVIS ID numbers (as the title for this section); your previous SEVIS ID number; program start and end dates for that previous SEVIS ID number; degree level. *For example: Previous SEVIS ID number; N0012345678, 09/05/2015 - 05/15/2017, Bachelor's.*

5.d. Previous SEVIS ID number

N0012345678

09/05/2015 - 05/15/2017, Bachelor's

Include all pages of the I-765 application, even if blank.