

I-765 Tips

This is general guidance to help you through some of the more confusing sections of the form, not legal advice. Be sure to complete all fields on all pages even if they are not mentioned here. This information refers to the I-765 current as of October 2018 (Form Date 05/31/2018)

- Always use the most current version of the I-765 form and read the instructions available at <https://www.uscis.gov/i-765>.
- Do not complete your form by hand; type all of your responses in the PDF I-765 form and save the completed form (don't print it yet if you will be working with an immigration advisor to review your application). Before submitting your application, print and sign the document in black ink.
- Answer all questions completely and accurately. If a question does not apply to you, type "NA" (short for "Not Applicable"), or if the question asks for a number response, type "None" unless otherwise directed in the I-765 instructions. Chrome seems to be the best browser for completing your form at this time.
- Sign your I-765 in black ink
- 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. Even if you do not need the extra space, you must include ALL pages of the I-765 with your application.
- If you have had more than one SEVIS ID you must provide ALL previously used SEVIS numbers and the dates for those statuses in part 6.
- If you have done any practical training (OPT or CPT) in the past, use part 6 to provide information on your previous SEVIS numbers and any practical training dates (including the level at which your OPT or CPT was granted previously).
- At the time of this writing, the Chrome browser seems to be the most compatible with this form online and for saving a partially completed form with the ability to go back in and edit.

PART 1. REASON FOR APPLYING

- **Item 1.**
 - OPT: Select 1.a. Initial permission to accept employment.
 - STEM OPT: Select 1.c. Renewal of permission to accept employment.

PART 2. INFORMATION ABOUT YOU

- **Item 1.** Type your full legal name as it appears on your I-20 and passport. If your full legal name will not fit, use Part 6 to provide your full name and an explanation that it does not fit in Part 2. See Part 6 Additional Information for instructions.
- **Items 2-4.** Other names used: Share any other way your name is given on your legal documents. 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. 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.
 - If you will be living at this mailing address, you can list your name in 5.a.
 - If using anyone else’s address (including GSS), BE SURE to put their name in the “In Care Of Name” field, to ensure delivery.
- You may use the School of Global Learning as a mailing address, with the in care of name **as SGL – Student and Scholar Services**
103 Hargreaves Hall
Cheney, WA 99004
- **Item 6. Mailing Address vs. Physical Address.** If you will be living somewhere other than the address you listed in Item 5, please check “No” for question 6 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, please 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. If you answered “Yes” to question 6, you can leave Item 7 blank.
 - 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 8: Alien Registration Number (A-Number).** You are likely to have an A-Number only if you are applying for the STEM OPT Extension, or have had an EAD card in the past. The number will be on your EAD card (“USCIS number”). Unless you know you have an A-Number and can provide it, leave this field blank
- **Item 9. USCIS Online Account Number.** Type “NONE” or “N/A” unless you have a USCIS online account number (which you most likely will not have).
- **Item 10. Gender.** Select the box that matches your immigration documents.
- **Item 12. Previous Application for Employment Authorization.** If you have ever applied for employment authorization in the past, select *Yes*. You will need to provide copies of all previous EAD cards.
- **Item 13.a. Social Security Card.** If you do not have a US Social Security Number, you can apply for one with your OPT application. You can also request a replacement card if your original SSN card was lost or stolen. Applying for an SSN should not delay your OPT application. Most applicants receive their SSN about two weeks after their EAD arrives.
 - 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.** If the SSA ever issued a Social Security card to you, complete 13.b with that number as it appears on your card. If you do not know or remember your Social Security Number, leave this blank.
 - 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. Requesting 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 do not already have an SSN, and do not wish to combine your OPT and SSN application, you may apply at a Social Security office after your EAD card has been issued.
 - 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.
- **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.** These fields should be completed if you are applying for a Social Security Number with this application.
 - 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 18. Country of Citizenship/Nationality:** The country or countries of citizenship listed on your I-765 should match the country or countries of citizenship on your passport(s).
 - If you do not have more than one country of citizenship, mark 18.B with “N/A”.
 - If you have more than two countries of citizenship or nationality, use Part 6 to provide all of your countries of Nationality or Citizenship.
- **Item 19. a-c Place of Birth:** Should match the information on your passport, if your place of birth is listed on your passport. Use the name of your country exactly how it was when you were born, even if the name has changed now or if it no longer exists.
- **Item 20. Date of Birth:** Should match the date of birth listed on your passport, with two digits for the month, two digits for the day, and four digits for the year. (December 10, 1996 would be 12/10/1996)
- **Item 21.a. I-94 Number.** 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> .
 - 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. Please see an immigration advisor as soon as possible for assistance, and be prepared to provide evidence of your travel (flight reservations, passport entry stamp, etc.)
- **Item 21.c. Travel Document Number.** Write “N/A” unless you have a travel/identity document OTHER than (or in addition to) a passport.
- **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, use the full name of the city, not airport code (e.g. Seattle vs. SEA or Salt Lake City vs. SLC).
- **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. in a different status, and changed your status while remaining in the US, enter your original status.
- **Item 25. Current Immigration Status:** F-1 Student
- **Item 26. SEVIS Number.** Refer to the top right hand portion above the bar code of page 1 of your current I-20 for the numbers beginning with N00. Enter the number as it appears AFTER the N.
 - If you have had other SEVIS numbers in the past, include a full listing in Part 6.
- **Item 27. Eligibility Category.** This item is asking you to give the regulatory citation of the kind of work permission you are applying for. Be sure to use lower case and capital letters exactly as they appear in the examples below.
 - Post Completion OPT: (c)(3)(B)
 - STEM OPT Extension: (c)(3)(C)
 - For all other reasons, discuss with an immigration advisor



- Applicants for regular post-completion OPT can enter N/A on items 28-31
 - Item 28. STEM Eligibility Category. STEM OPT Only!
 - 28.a. Degree. Provide your degree level and major (for example, Bachelor’s degree in English).
 - 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.
 - 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 or Employer Identification Number (EIN). E-Verify numbers are not publicly available, so you must ask your company for the number. If your company is not currently an E-verify employer, they will need to become one before you apply for your STEM extension. Direct the employer to the E-verify website for instructions: <https://www.e-verify.gov/employers/enrolling-in-e-verify> .
- 29-31. Leave blank, as they are for other immigration categories only. You may type “N/A” in Item 31.a

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.
- **PART 4: INTERPRETER’S CONTACT INFORMATION, CERTIFICATION, AND SIGNATURE**
- You may enter “N/A” on each line that does not apply to you or draw a diagonal line across each page (or section) you are not completing, and write “NA” next to it.

PART 5: PREPARER INFORMATION

- Unless someone prepared the form on your behalf, you may enter “N/A” on each line or draw a diagonal line through the section (or page if none of it applies to you) and write “NA” next to it.

PART 6: ADDITIONAL INFORMATION

- Complete items 1. a-c – your name information
- Provide any additional information that there wasn’t room for in a previous section, such as providing your full legal name or names if they did not fit, or more than 2 countries of citizenship or nationality.
- Additional information on SEVIS ID. If either of the following applies to you, you must provide additional information:

You have been approved for CPT or OPT in the past

or

You have used a different SEVIS ID in F-1 status in the US (e.g. you reentered with a new I-20 to re-establish valid F status, or you took a break at home than 5 months during your studies). Your SEVIS ID is on the top right corner of your I-20, and starts with *N00*.

If neither situation applies to you – use N/A in all remaining fields

- **Item 2. A-Number.** Unless you are applying for STEM OPT or have had a previous EAD, leave this blank. STEM applicants and applicants with other previous EADS can find the “A-Number” (USCIS number) on their EAD card
- **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.
- Since these questions are directly related to the Eligibility Category (c)(3)(B) in the I-765 instructions (page 4, item B), you may wish to use the following format for all the parts in this section
 - 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. Please 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: Please list your CPT approvals. We suggest this format: **Authorized Curricular Practical Training.** (as a title to the section). SEVIS ID (if you have had more than one) Employer Name; Start date – End date; Part-time or Full-time; Degree level (Bachelor's, Master's, or PhD). You can find your CPT details on the I-20 that was approved for each period of CPT.
 - For example: N0000000000, Pylon Temple, part-time CPT, 07/07/2017-09/07/2017 Master's level
- OPT: Please list your past OPT approvals. We suggest this format: **Authorized Optional Practical Training.** (as a title to the section). SEVIS ID (if you have had more than one), Full or Part- Time, Start date – End date; Degree level (Bachelor's, Master's, or PhD)
 - N0011111111, full-time OPT 06/01/2009-5/29/2010, Bachelor's level
- Previous SEVIS ID's: Please list your other SEVIS ID's you have used in the past. We suggest this format: 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).
 - For example: Previous SEVIS ID N0000000000, 09/08/2013-05/20/2016, Bachelor's

Make sure you put your name (and A# if you have one) at the top of each copy of page 6 and sign and date the bottom.