

Guidelines for completing form I-765

Download the latest version of the I-765 form from <https://www.uscis.gov/i-765>. **Use the latest version of Adobe Acrobat Reader.** USCIS forms are designed for the Adobe Acrobat pdf viewer. Other pdf software may not work as smoothly.

Where possible, type in the information rather than using handwriting.

If you need extra space in any section, use the space provided in Part 6 Additional Information.

The following guidelines only relate to the most confusing parts of the form. You must complete all parts of the form. Write or type “None” or “N/A” if a question does not apply to you. Due to technical issues, not all parts of the form will accept None or N/A. Handwrite in after if necessary.

Part 1. Reason for Applying

Item 1 - Select 1.a. Initial permission to accept employment (OPT and STEM OPT)

Part 2. Information About You

Item 1 – Enter your full legal name as it appears on your I-20 and passport.

Item 2 – Share any other way your name is given on your legal documents

Item 5 – U.S. Mailing Address – this is the address where USCIS will mail your documents. If you are using someone else’s address it is very important to put their name in the 5.a. *In Care of Name* field. Do not use a PO Box.

Use an address that is unlikely to change within the next 4 months. The US Postal Service (USPS) will not forward any mail from US immigration and often will not deliver if your name is not on the mailbox. If you need to change your mailing address after you have applied for OPT then you should update USCIS immediately using the [USCIS Change of Address form](#). You should also file a [USPS online change of address form](#).

If you are you would like to use the Center for Global Education Address please enter as follows (please use your own address for STEM OPT applications):

In Care of Name - Center for Global Education

Street Number – 1910 University Dr / MS1145

City – Boise

State – ID

ZIP code - 83725

Item 6 – If you are living somewhere different from your mailing address, select “no” and enter the place where you are living in Item 7. It’s OK if your address in Item 7 changes while your application is

with USCIS. You do not need to update USCIS if you change your physical address but you must update USCIS and USPS if you change your mailing address.

Item 8 – OPT- handwrite or type in “None”; STEM OPT – type in the A-number (USCIS number) from your OPT EAD card

Item 9 – USCIS Online Account Number – it is unlikely that you have an online account, therefore write “None” in this field

Item 12 – If you are applying for STEM OPT then the answer is “yes”. If you have applied for OPT before at another degree level then the answer is “yes”.

Item 13 – Social Security Number (SSN) – if you have not received an SSN before, then you can apply for one with your OPT application. This will not slow down your OPT application. The SSN card usually arrives a couple of weeks after your OPT is approved.

If you do not have a social security number, check “no” and leave section 13.b. blank, then complete sections 14-17.

If you have a social security number, check “yes” and complete item 13.b. and 14.

If you need a new social security card because your last card was lost or stolen, then select “yes” for item 14 and complete sections 15-17.

Item 21.a. – Form I-94 Arrival-Departure Record Number. You can access your I-94 using the [Customs and Border Patrol \(CBP\) I-94 website](#). If you have changed to F1 status in the US then your most recent I-94 number will be on your I-797 approval notice.

Item 21.c. – Travel Document Number – write “N/A” if you have a passport. For almost everyone, this will be “N/A”.

Items 22-23 – Use the information on your I-94 and the travel history section of the CBP I-94 website. For item 23 make sure to write the full city name (for example Seattle, not SEA).

Item 24 - Immigration Status at Your Last Arrival Into the United States – in most cases this will be F1-student. If you changed status in the US to F-1 student and have not left the US since that application was approved, then you should enter the status you held the last time you entered the US (example, H4).

Item 25 – Current Immigration Status – F-1 student

Item 26 – SEVIS Number – this can be found on your I-20. It starts with N00.....

Item 27 – Eligibility Category:

OPT – (c)(3)(B)

STEM OPT – (c)(3)(C)

Item 28 – Only complete if this application is for STEM OPT. For item 28.a. write the name of the degree and the CIP code (on your I-20 by your degree name with format 12.3456). Example: MS 11.1070

Items 29-31 – not applicable for OPT or STEM OPT

Part 3 – Applicant’s Statement and Signature

Make sure to sign in black ink. Do not use a typed or digital signature.

Part 4 – Interpreter’s Contact Information

Only complete this section if you have been using an interpreter

Part 5 – Preparer’s Information (if you did not complete this yourself)

If you completed the form yourself then do not complete Part 5.

Part 6 – Additional Information

Complete this section only if:

- a) You have been approved for CPT in the past or;
- b) You have been approved for OPT in the past or;
- c) You have used a different SEVIS ID in F-1 status in the US. For example, you attended a school then took a break in studies, then returned on a new I-20 with a new SEVIS ID number. Your SEVIS ID number is on your I-20 (starts with N00).

Item 2 – If you are applying for STEM OPT then your A-number is on your EAD (called a USCIS number). If you are applying for OPT then you likely do not have an A-number and can leave this blank.

Items 3-7 – Complete for each of the items listed above (CPT, OPT, different SEVIS ID) as applicable to your situation.

Items 3.a-c, 4.a-c, etc - enter the following:

Page Number - 3

Part Number - 2

Item Number - 27

Items 3.d., 4.d., etc. - 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:** list your CPT approvals. We suggest this format: SEVIS ID number when doing the CPT, Start date – End date; Part-time or Full-time CPT; Employer Name; 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. Include copies of prior CPT I-20s with your application.

For example: N0000000000, 07/07/17-09/07/17, Full-time CPT, Employer Name; Bachelor's

- **OPT:** Please list your past OPT approvals. We suggest this format: SEVIS ID number when doing the OPT, Start date – End date; Degree level (Bachelor's, Master's, or PhD). Include copies of prior OPT I-20s and EAD with your application.

For example: N0000000000, Post-Completion OPT, 09/08/17-10/07/18, Bachelor's

- **Previous SEVIS IDs:** List any other SEVIS IDs you have used. We suggest this format: Previous SEVIS ID: N00; program start date – program end date; Degree level (Bachelor's, Master's, or PhD).

For example: Previous SEVIS ID - N0000000000, 09/08/13-05/20/16, Bachelor's

Part 6. Additional Information

If you need extra space to provide any additional information within this application, use the space below. If you need more space than what is provided, you may make copies of this page to complete and file with this application or attach a separate sheet of paper. Type or print your name and A-Number (if any) at the top of each sheet; indicate the Page Number, Part Number, and Item Number to which your answer refers; and sign and date each sheet.

1.a. Family Name (Last Name)

1.b. Given Name (First Name)

1.c. Middle Name

2. A-Number (if any) ▶ A-

3.a. Page Number 3.b. Part Number 3.c. Item Number

3.d. N0000000000000000, CPT
7/7/2018-8/15/2018; Full-time CPT; ABC
Company; Bachelor's
1/15/2018-5/1/2018; Part-time CPT; XYZ
Corporation; Bachelor's

4.a. Page Number 4.b. Part Number 4.c. Item Number

4.d. N0000000000000000, Post-Completion OPT
6/5/2016-6/4/2017, Bachelor's

5.a. Page Number 5.b. Part Number 5.c. Item Number

5.d. Previous SEVIS ID - N00000000000000
08/01/2011-05/04/2013; Bachelor's

6.a. Page Number 6.b. Part Number 6.c. Item Number

6.d. _____

7.a. Page Number 7.b. Part Number 7.c. Item Number

7.d. _____

