

Instructions for Completing the Form I-765 (Application for OPT)

Before you begin, please read these important tips:

- ***Carefully go over each section of the OPT Manual Spring 2020 edition:***
 - Section A Before you apply
 - Section B How to apply
 - Section C While OPT is pending
 - Section D After OPT has been approved
 - Section E STEM OPT & H-1B cap-gap extension
- Your application may be rejected and returned to the mailing address you provided on the I-765, and/or ultimately denied due to errors caused either by you, the courier, or USCIS. The ***OPT Manual Spring 2020*** edition will help you avoid problems or deal with them effectively and quickly. *Also, after your OPT has been approved, failure to report information to the OISS in a timely manner may lead to termination of your status.*
- Check your mail at the mailing address you provided on the I-765 EACH day until you receive an official notice of receipt from USCIS! USCIS will not send you a notification if your application is rejected and returned to you due to *an error or missing information*. ***Contact the OISS before you file your application again.*** *Your Form I-20 will not be valid if USCIS receives it more than 30 days after it is issued, and your application will be denied.* You must request a new I-20 from the OISS.
- Type or print clearly and legibly in **black ink**. If you are unable to type letters, numbers or symbols in specific field boxes, try using a different browser. You may also fill out the application using a combination of typing and hand printing, if needed.
- If a question does not apply to you (for example, if you do not have a middle name), type or print “N/A.” If printing by hand, make sure the slash symbol (“/”) does not look like the upper case letter “I” or lower case letter “L.”
- If a question requires a numeric response (for example, “Alien Registration Number, USCIS Online Account Number, or Social Security number), and it does not apply to you, type or print **“None.”**
- Enter dates in **mm/dd/yyyy** format. For example, enter February 1, 2020 as 02/01/2020.
- Pay the filing fee by personal check, cashier’s check, or money order, made payable to “U.S. Department of Homeland Security.” Do not use the initials “USDHS” or “DHS.” *In the “memo” space, write your name, date of birth, and I-94 number.* Visit <https://www.uscis.gov/i-765> and click on “filing fee” to make sure you are paying the correct amount. *Do not pay the biometric services fee!* If your personal check is returned as unpayable, your application will be rejected and you will be charged a returned check fee.

Page 1

1.a. - 1.c. Reason for applying

Check the first box, "initial permission to accept employment" if you are applying for 12-month OPT.

Check the third box if you are applying for the 24-month OPT extension for your STEM major.

1.a. - 1.c Information About You

Enter your full legal (passport) name. To avoid spelling errors on your employment authorization card (EAD) due to illegible handwriting, we recommend that you type your answers. Enter "other names used" ONLY if you have used a different name in official school, employment or government records.

Page 2

5.a. - 5.f. Your U.S. Mailing Address

This is the address to which USCIS will send you all of their notifications (receipt or rejection, request for evidence, approval or denial, employment authorization card, etc.). Therefore, you or someone else must make sure mail is delivered safely to this address and check incoming mail regularly. If you do not have a safe and/or long-term mailing address, you may use someone else's address in the U.S. to receive your documents from USCIS. For example, if you are using your friend's address (residential or commercial), enter your friend's name (in 5.a.) and address (in 5.b. - 5.f.). If you are using your own address, leave 5.a. blank.

NOTE: For your mailing address, USCIS also allows a U.S. Post Office address (P.O. Box).

Your U.S. Physical Address

6. - 7.d. If your mailing address is NOT the same as the address where you currently reside, select "no" and enter your U.S. physical address where you reside.

Other Information

8. If you are applying for the STEM OPT extension, enter the USCIS Number on the front of your current EAD. An Alien Registration Number, otherwise known as an "A-Number," is typically issued to people in connection with a permanent resident filing. If you do not have an A-Number, type or print "none."

- 9.** If you have previously filed an application or petition using the USCIS online filing system (previously called USCIS Electronic Immigration System, or USCIS ELIS), enter the USCIS Online Account Number you were issued by the system. If not, then type or print “none.”
- 10.** Select the box that indicates whether you are male or female.
- 11.** Select the box that describes the marital status you have on the date you file the Form I-765.
- 12.** If you previously applied for employment authorization with USCIS, select “yes.” Provide copies of your previous EAD or Form I-797 Notice, if available.
- 13.a.** Select Option A or B below, depending on your case.
- Option A:** If you have been issued a Social Security number, select “yes” for 13.a., type or print your Social Security number (SSN) in 13.b., and select “no” for 14. Skip to 18.a.
- Option B:** If you have never been issued a Social Security number, select “no” for 13.a., type or print “none” in 13.b., and select “yes” for 14 and 15. Provide you father’s and mother’s family and given names in 16.a. - 17.b.
- 18.a. - 18.b.** If you have only one country of citizenship, enter “N/A” in the second text field.

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- 19.a. - 19.c.** Enter the name of the city, town, or village; state or province; and country where you were born. Type or print the name of the country as it was named when you were born even if the country’s name has changed or the country no longer exists.
- 20.** Enter your date of birth in mm/dd/yyyy format in the space provided. For example, type Or print October 5, 1967 as 10/05/1967.
- 21.a. - 21.e** Enter your Form I-94 number. Visit the CBP website at www.cbp.gov/i94 to print your most recent Form I-94. If you cannot find your most recent I-94, you can explain This on page 7 of the I-765. You may provide a copy of your “travel history” page if it shows your most recent arrival date.
- 21.b.** Enter your passport number.

- 21.c.** Most people’s travel document is their passport. If you have a travel document that you use OTHER than a passport, enter the number. Otherwise, write “N/A.”
- 22.** Enter the date on which you last entered the U.S. in mm/dd/yyyy format.
- 23.** Enter the location where you last entered the U.S.
- 24.** If you last entered the U.S. as a student, type or print “F-1 student.”
- 25.** If your current status is student, type or print “F-1 student.”
- 26.** Enter your current SEVIS Number, which you will find printed on your Form I-20.
- 27.** If you are applying for **post**-completion OPT, type or print **(c) (3) (B)** as shown below:
 (c) (3) (B)
- If you are applying for **pre**-completion OPT, type or print **(c) (3) (A)**.
- If you are applying for the STEM OPT extension, type or print **(c) (3) (C)**.
- 28. - 28.c.** If you entered eligibility category (c)(3)(C) in Item Number 27., provide your degree level and major (for example, master of science degree in applied finance), your employer’s name as listed in E-Verify, your employer’s E-Verify Company Identification Number, or a valid E-Verify Client Company Identification Number in the spaces provided.

Skip 29 through 31.b.

Page 4

- 1.a. - 2.** Select the first box:
- 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.
- 3.- 4.** Most students enter the same phone number in both fields.
- 5.** Enter your personal email address. Do not use your Pepperdine email address on the I-765 or G-1145.
- 7.a.** Sign and date the application. A stamped or typewritten name in place of a signature is not acceptable.

Pages 4 - 6

Assuming you did not need an interpreter or ask someone (such as an attorney) to help you complete this application, you can type or print "N/A" in at least the first field of each section. If you are more comfortable typing or printing "N/A" in each and every field, you may do so.

Page 7 (Multiple options depending on your history)

If you need extra space to provide any additional information within this application, use the space provided on this page. *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.*

F-1 students should report any previously authorized CPT and OPT (and the academic level at which it was authorized). Also report any other employment authorized by USCIS. Below is an example (*NOTE: Do not exactly copy the information below; this is only an example*):

3.a.	Page Number	3.b.	Part Number	3.c.	Item Number
	<input type="text" value="2"/>		<input type="text" value="2"/>		<input type="text" value="12"/>
3.d.	<u>Previously authorized CPT: part time</u>				
	<u>05/01/2019 to 08/01/2019</u>				
	<u>Previously authorized OPT: full time,</u>				
	<u>post-completion for bachelor's degree</u>				
	<u>07/05/2018 to 07/04/2019</u>				

If you have **no** previously authorized CPT or OPT, provide this information using the example below:

3.a.	Page Number	3.b.	Part Number	3.c.	Item Number
	<input type="text" value="2"/>		<input type="text" value="2"/>		<input type="text" value="12"/>
3.d.	<u>No previously authorized CPT.</u>				
	<u>No previously authorized OPT.</u>				

If you have any previously used SEVIS ID number(s), provide this information using the example below (*NOTE: Do not exactly copy the information below; this is only an example*)

4.a.	Page Number	4.b.	Part Number	4.c.	Item Number
	3		2		26

4.d. Previously used SEVIS number:
N0001234567

If you have **no** previously used SEVIS ID number(s), provide this information using the example below:

4.a.	Page Number	4.b.	Part Number	4.c.	Item Number
	3		2		26

4.d. No previously used SEVIS number

If you are applying for the STEM OPT extension, provide additional information about your STEM major using the example below (*NOTE: Do not exactly copy the information below; this is only an example*)

5.a.	Page Number	5.b.	Part Number	5.c.	Item Number
	3		2		28.a.

5.d. My Pepperdine University degree is the master of science in applied finance, which is associated with STEM CIP code 27.0305, "Financial Mathematics."

FINAL DETAILS

Don't forget to sign and date your application, on both page 4 and page 7.

Keep a copy of your I-765, Form G-1145, and all other supporting documents!

If USCIS determines a correction on the EAD is needed due to your error, you must submit a new Form I-765 and filing fee.