

Form I-765 Instructions

2021

Disclaimer - please read!

- It is your responsibility to read the *OPT Manual 2021* version in order to file your application properly. Do not use previous versions of the *OPT Manual*.
- These instructions are based on the *8/25/2020* edition of the *Form I-765*. Therefore, if the the *Form I-765* is updated by USCIS, the questions or page number may be changed.
- These instructions only include the questions on the *Form I-765* that may require additional explanation, due to **common mistakes** made by students.

How to fill out the *Form I-765*

- Download the *Form I-765* from <https://www.uscis.gov/i-765>.
- We recommend that you type your answers. If some fields do not allow you to type letters, numbers, or symbols, try using a different browser. Or, you can combine typed and handwritten answers.
- When writing by hand, print neatly and legibly in black ink.

N/A

- If a question does not apply to you (for example, if you do not have a middle name), type “N/A.” In some sections you may only need to type or print “N/A” in the first field (for example, “other names used”), although you may type or print “N/A” in each subsequent field if you prefer to do so.
- If you must print “N/A” by hand, make sure it does not look like “NIA.”
- If the form instructs you to skip some questions, or if the questions are required for sections that do not apply to you, you can leave those questions blank.

“None”

If a question requires a numeric response (for example, Social Security Number), and you do not have one, type or print “None.”

Dates

Enter dates in Month/Day/Year format.

For example, February 1, 2020 should be entered as “02/01/2020.”

Page 1

Reason for applying:

- For OPT, check “initial permission to accept employment.”
- For the STEM OPT extension, check “renewal of my permission to accept employment.”

Your full legal name:

- If you do not have a middle name, type or print “N/A.”

Other names Used:

- If you have not used any other names in the US for official purposes, type or print “N/A” in the first field.

Page 2 - Your US mailing Address

- USCIS may take several months to process your application. Therefore, a long-term US mailing address should be entered.
- If you want to receive your mail at someone else's address, enter the name of that person in the "in care of name" field. Remind that person to check mail frequently to make sure you receive the official USCIS notice of receipt, in case your application is returned to you, or you receive a letter from USCIS requesting additional evidence. If you are using your own address, type "N/A" in the "in care of name" field.
- You may also list a US Post Office address (PO Box) if that is how you receive your mail.

Page 2 - Other information

Alien Registration Number (A-Number)

This is a number typically issued to individuals who apply for immigration (permanent residence) benefits. If you do not have one, enter “none.” If you are applying for the STEM OPT extension, enter the USCIS Number on the front of your current EAD card.

USCIS Online Account Number

If you have previously filed an application with USCIS using the USCIS online filing system, you may have been issued an account number by the system, or you may have received a USCIS Online Account Access Notice issuing you an account number. You may locate the number by logging in to your account or checking your immigration documents from USCIS. If you do not have one, enter “none.”

Social Security Number

Whether you already have or don't have a Social Security number (SSN), carefully answer each question appropriately. If you are applying for a SSN, a social security card will be mailed to you from the Social Security Administration around the same time as your Employment Authorization Document (EAD) card. Keep both cards in a safe place and do not freely share your SSN with anyone unless it is required by law.

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Travel Document Number

Most people's travel document is their passport. Therefore, if you have a passport, enter "N/A" for "travel document number."

Eligibility Category

- Pre-completion OPT (c) (3) (A)
- Post-completion OPT (c) (3) (B)
- STEM OPT extension (c) (3) (C)

If you are applying for the STEM OPT extension, enter the following information:

- your degree (for example, "master of science 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*

Page 4

Applicant's Statement

Check the box that states “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.”

Applicant's Contact Information

- Enter BOTH your daytime telephone number and mobile telephone number, even if they are the same
- We recommend that you enter your non-Pepperdine email address

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Applicant's Signature

USCIS will not accept a stamped or typewritten name in place of a signature. Use a black pen to sign the printed form.

Interpreter's Contact Information, Certification, and Signature

If you used anyone as an interpreter to read the instructions and questions on this application to you in a language in which you are fluent, the interpreter must fill out this section. If not, enter "N/A" in the first field.

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Contact Information, Declaration, and Signature of the Person Preparing this Application, if Other Than the Applicant

If a person other than you prepared your application, that person must complete this section. If not, enter “N/A” in the first field.

Page 7

You must provide additional information on this page. **Do not leave this page blank!**

Type or print your name and A-Number (if any) at the top of the page. Indicate the Page Number, Part Number, and Item Number to which your answer refers (see samples that follow), and sign and date anywhere on the page.

Page 7 - Sample 1

Enter Page Number **2**, Part Number **2**, and Item Number **12**

- If you were not previously authorized to engage in CPT or OPT, type or print:

“No previously authorized CPT or OPT”

- If you were previously authorized to engage in CPT or OPT, provide information as shown in the **examples** below:

“Previously authorized CPT: Part-time 01/10/2020 - 04/01/2020”

“Previously authorized OPT: Post-completion 04/20/2019 - 04/19/2020”

Page 7 - Sample 2

Enter Page Number **3**, Part Number **2**, and Item Number **26**

- If you do not have any previously used SEVIS numbers, type or print:

“No previously used SEVIS numbers”

- If you previously used a SEVIS number or numbers other than the one that is on your current Pepperdine I-20, provide the information as shown in the **example** below:

“Previously used SEVIS numbers: N0001234567, N0012345678”

Page 7 - Sample 3

Enter Page Number **3**, Part Number **2**, and Item Number **28.a**.

If you are applying for the STEM OPT extension, provide the STEM CIP code for your degree. You will find the STEM CIP code on your Form I-20, next to your major. **For example:**

“The master of science in applied finance is associated with the STEM CIP code 27.0305”