

## Form I-765 Instructions

**Step 1** *Read the OPT Manual, Spring 2020 version*

**Step 2** Download the current edition of the I-765 from <https://www.uscis.gov/i-765>. The old editions will not be accepted! You can complete the form online and print a paper version before signing it. Do not file the form electronically.

**Step 3** Type or print clearly and legibly in **black ink**. If the form does not allow you to type all of your answers, you may fill in the missing answers neatly by hand after printing the form.

**Step 4** 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 symbol ("/") is slanted, so that it does not look like an "l," which can be mistaken for a letter.

**Step 5** Use the U.S. style of month/day/year. For example, enter February 1, 2020 as 02/01/2020.

**Step 6** Go to <https://www.uscis.gov/feecalculator> to find the current filing fee. The fee will increase on October 2, 2020. **Do not pay by credit card.** Use a 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 "I-765 fee, your name and I-94 number."

**Step 7** Follow the line-by-line instructions below before you send it to the OISS for review.

### Page 1

1.a. - 1.c.

#### Reason for applying

- ❖ Check the first box, "initial permission to accept employment" if you are applying for the 12-month OPT.
- ❖ Check the second box if applicable
- ❖ Check the third box if you are applying for the 24-month STEM OPT extension

1.a. - 1.c

Enter your full legal (passport) name. To avoid spelling errors by USCIS due to unclear handwriting, we recommend that you type your answers.

2.a. - 4.c.

Enter other names used" ONLY if you have used a different name in the U.S., such as in school or U.S. government records. If you have not used other names, type or write "N/A."

### Page 2

- 5.a. - 5.f.** Enter the name of the person who lives at the address if you are using someone else's address for mailing.
- 5.b. - 5.e.** This is the address where you will receive mail from the USCIS. For example, if your application is not accepted, it will be returned to you with a rejection notice, and if your application is approved, you will receive your approval notice and employment authorization card. Check your mailbox every day!  
NOTE: USCIS also allows a P.O. box.
- 6.- 7.d.** If your mailing address is NOT the same as the address where you currently reside, check "no" and enter your U.S. physical address.
- 8.** Do you have an "Alien Registration Number (A-Number)?" If you are applying for the STEM OPT extension, enter the USCIS Number printed on the front of your current EAD. An A-Number is assigned to people who file an application for permanent residence. 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 you do not have a USCIS Online Account Number, type or print "none."
- 10.** Check the box that indicates your gender.
- 11.** Check the box that indicates your marital status on the date you file the Form I-765.
- 12.** If you previously applied for employment authorization with USCIS, check "yes." Provide copies of your previous EAD or Form I-797 Approval Notice, if available. Also Provide additional information on page 7.
- 13.a.** Select Option A or B below, depending on your case.  
**Option A:** If you have been issued a Social Security Number, check "yes" for 13.a., type or print your Social Security Number (SSN) in 13.b., and check "no" for 14. Skip to 18.a.  
**Option B:** If you have never been issued a Social Security Number, check "no" for 13.a., type or print "none" in 13.b., and check "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.

### Page 3

- 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 month/day/year format in the space provided. For example, Type or print October 5, 1967 as 10/05/1967.
- 21.a.** Enter your Form I-94 number. Visit the CBP website at [www.cbp.gov/i94](http://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 month/day/year format.
- 23. Enter the location where you last entered the U.S. (for example, “Los Angeles Airport”)
- 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 appropriate fields.

**Skip 29 through 31.b.**

#### Page 4

- 1.a. - 2. Check 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 enter your Pepperdine email address on the I-765 or G-1145.

#### Page 5

- 7.a. Sign (by hand) and date the application. A stamped or typewritten name is not acceptable.
- 1.a. If you did not use an interpreter, write “N/A”

#### Page 6

- 1.a. If you did not use someone else to prepare the form write “N/A”

**Page 7**

- 1.a. Enter your family name
- 1.b. Enter your given name
- 1.c. Enter your middle name. If you don;t have a middle name, type or print “N/A.”
- 2. See instructions for A-Number (see page 2, item 8)

If you were previously authorized to engage in CPT and OPT, or any other type of employment authorized by USCIS, provide this information. See **sample** below.

<b>3.a.</b>	Page Number	<b>3.b.</b>	Part Number	<b>3.c.</b>	Item Number
	2		2		12

**3.d.** Previously authorized CPT: part time  
05/01/2019 to 08/01/2019

Previously authorized OPT: full time,  
post-completion for bachelor's degree  
07/05/2018 to 07/04/2019

If you were **NOT** previously authorized to engage in CPT or OPT, provide this information as shown below.

<b>3.a.</b>	Page Number	<b>3.b.</b>	Part Number	<b>3.c.</b>	Item Number
	2		2		12

**3.d.** No previously authorized CPT.  
No previously authorized OPT.

If you have any previously used SEVIS ID number(s), provide this information. See **sample** below.

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

**4.d.** Previously used SEVIS number:  
N0001234567

If you do **NOT** have any previously used SEVIS ID number(s), provide this information as shown below:

<b>4.a.</b>	Page Number	<b>4.b.</b>	Part Number	<b>4.c.</b>	Item Number
	3		2		26
<b>4.d.</b>	No previously used SEVIS number				

If you are applying for the STEM OPT extension, provide additional information about your STEM major. See **sample** below.

<b>5.a.</b>	Page Number	<b>5.b.</b>	Part Number	<b>5.c.</b>	Item Number
	3		2		28.a.
<b>5.d.</b>	My Pepperdine University degree is				
	the master of science in applied				
	finance, which is associated with				
	STEM CIP code 27.0305, "Financial				
	Mathematics."				

## FINAL REMINDERS

Don't forget to sign (by hand) and date your application.

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

Apply as early as possible, and be careful not to file too early, too late, or with an expired I-20 (see the OPT Manual for important deadlines), or your application will be rejected and/or denied!

This resource is subject to change and should be used in conjunction with the other resources provided.