

## GUIDE FOR COMPLETING FORM I-765 FOR POST COMPLETION OPT

This guide is intended to help you complete the I-765 Application for Employment Authorization to request 12 months of post-completion OPT. You should also refer to the [official USCIS instructions](#) found on the USCIS website. An Immigration Advisor will review the Form I-765 and notify you if corrections or additions are needed.

### Part 1. Page 1, Reason for Applying

**Lines 1a-c.** – Check box 1a. “Initial permission to accept employment”

### Part 2. Page 1, Information about You

**Lines 1a-c.** – Use your full name as it appears on your passport and I-20.

**Lines 2-4** – Complete these sections if you have had official documents with a different name than your current passport. If you have not had other names, type “None” for Line 2a and leave the rest of the sections blank.

### Part 2. Page 2, Information about You, cont.

**Line 5a.** – If you are using someone else’s mailing address, put their full name here.

**Line 5b-5e.** – Use the mailing address exactly as it appears on US Postal Service mail that you receive.

**Line 6** – If you are currently living in the place where you are receiving mail, check “Yes” and skip lines 7a-7d. If you are not living in the same place you are receiving mail, check “No” and complete lines 7a-7d.

**Line 8** – If you have received an EAD in the past, type the USCIS number from your EAD here. If you have never received an EAD card, leave this blank.

**Line 9** – If you have ever filed any type of USCIS application through the ELIS online system (for example, a Change of Status), put your ELIS account number here. You can find this number on the top of the receipt notice of the application you filed. If you have never used the ELIS online system, leave this blank.

**Lines 10-11** – Mark the appropriate box

**Line 12** – If, at any time, you applied for OPT or other type of work authorization using the Form I-765, check “Yes” and attach supporting documentation. You will also need to provide more details in Part 6 (see Part 6 instructions.)

#### Line 13a.

Check “Yes” if you have been issued a Social Security card at any time in the past.

Check “No” if you have never had a social security card.

- **Line 13b** – If you checked “Yes” in line 13a enter your Social Security Number.

**Line 14** – If you need a Social Security number check “Yes”. If you do not need a Social Security Number, check “No” and skip lines 15 through 17.

**Lines 15-17b.** – If you checked “Yes” in line 14, complete lines 15 through 17b. Your parents’ names are required when requesting a Social Security number.

**Line 18a.** – List your current country of citizenship here. If you are currently a citizen of more than one country (for example, if you have passports from more than one country), list the second country in 18b.

**Line 18b.** – If you are a citizen of only one country, type “None” for question 18b.

## Part 2. Page 3, Information about You

**Lines 19a-19c.** – List all information about the place you were born. For 19c, if the current name of your country is different than the name of the country when you were born, use the name of the country as it was **at the time you were born.**

**Line 20** – Follow the specified date format.

**Line 21a.** – Type the number of the I-94 from your most recent entry to the US. You can find your most recent I-94 at <https://i94.cbp.dhs.gov/i94/#/home>.

**Line 21b.** – Type the number of your most recently issued passport. If you have ever used a passport other than your current passport to travel to the US, you will need to provide additional information in Part 6 (see Part 6 instructions.)

**Line 21c.** – If you used a travel document that is not a passport to enter the US, type that number here. If you do not have a travel document that is not a passport, type “None” here.

**Line 21d.** – The name of the country that issued your current passport.

**Line 21e.** – Follow the format for the expiration date of your current passport.

**Line 22** – Type the date of your most recent arrival into the US. This should match the date on your most recent I-94.

**Line 23** – Type the city, state, and airport code (if known) where you entered the US. The airport code is a 3 letter code on the entry stamp in your passport.

**Line 24** – Indicate your immigration status when you most recently entered the U.S.

**Line 25** – Your current status should be **F-1 Student.**

**Line 26** – The SEVIS ID number is on the top left of your current I-20. If you have ever had a different SEVIS ID number (for any previous time as an F-1, F-2, J-1, or J-2 visa holder), you will need to provide more information on Part 6 (see Part 6 instructions.)

**Line 27** – The category for post-completion OPT is (c) (3) (B). If you have ever had any prior CPT or OPT authorizations at any degree level, you will need to provide more information on Part 6 (see Part 6 instructions.)

**Lines 28-31b.** – Do not complete these lines.

## Part 3. Page 4, Applicant’s Statement

**Lines 1a.-2** – Check the appropriate box. If you check 1b or 2 please contact an IGSS immigration advisor.

**Lines 3-5** – Complete all questions. If you have only one phone number, put the number in both phone number fields.

**Line 6** – Do not complete.

**Lines 7a-7b.** – Sign and complete in **black ink.** Typewritten signatures are not acceptable – **you must sign by hand.**

## Part 4. Page 4, Interpreter’s Information

F1 students should not be using an interpreter.

## Part 5. Page 5 & 6, Preparer’s Information

In rare cases an employer or attorney may complete the I-765 and would then fill this information. This section is not completed by the student.

## Part 6 Additional Information

If any of the following apply to you, use the formats provided below for completing the sections in Part 6. It's suggested that you complete the sections in chronological order from most recent. Supporting documentation will need to be attached to the application. Use the [Sample I-765](#) for additional assistance.

Previously issued/expired passports that were used to enter the US. If you have more than one, use a different section for each passport.

- Page Number 3, Part number 2, Item number 21b
- Expired Passport
- Passport Number:
- Name as it appeared on the passport:
- Issued by (country):
- Expiration date:
- "Please see attached copy"

Prior SEVIS numbers. If you have had more than one prior number, use a different section for each I-20 or DS-2019.

- Page number 3, part number 2, item number 26
- Prior SEVIS Numbers
- (I-20 or DS-2019); visa type (F-1, F-2, J-1, J-2): SEVIS Number
- Issued by: (School or group)
- Issue reason: (Bachelor's Degree, Master's Degree, dependent of F-1 student, etc.)
- Program start and end dates (1/11/2011 – 1/11/2012)
- "Please see attached copy"

Prior OPT Authorizations. If you have had more than one, list them in chronological order starting with the most recent and use as many sections as you need.

- Page number 3, part number 2, item number 27
- OPT Authorizations
- Degree level (Bachelor's, Master's, etc.)
- Type of authorization (Pre-completion – (c)(3)(A), Post-Completion - (c)(3)(B), STEM – (c)(3)(C) )
- Dates as listed on the EAD card (1/1/2016-12/31/2016)
- "Please see attached EAD"

Prior CPT authorizations. If you have had more than one, list them in chronological order starting with the most recent and use as many sections as you need.

- Page number 3, part number 2, item number 27
- CPT Authorizations
- Degree level (Bachelor's, Master's, etc.)
- Type of authorization (Part-time or Full-time)
- Dates as listed on page 2 of your I-20 (6/1/2018-8/1/2018)
- "Please see attached I-20s"

Prior Academic Training Authorizations (J1). If you have had more than one, list them in chronological order starting with the most recent and use as many sections as you need.

- Page number 3, part number 2, item number 27
- Academic Training Authorizations
- Category: (Exchange student, Student Bachelor's, etc.)
- Dates as listed on your DS-2019 (1/1/2016-2/1/2016)
- "Please see attached DS-2019"