Tips for Completing the Form I-765 for Employment Authorization

To best aid you in completing the Form I-765 for Employment Authorization we have suggested tips below. You will need your I-20's, Passport, Visa and I-94 to complete the form. All dates on the form are written 2-digit month, 2-digit day and 4-digit year (MM/DD/YYYY).

This document is for guidance ONLY. It is your responsibility to understand the complete instructions and where to file your I-765: https://www.uscis.gov/i-765 . International Student Services is not responsible for any missing or incomplete information.

Part 1	
1a.	Check if first time applying for **Post Completion OPT**
1c.	Check if applying **STEM OPT**
Part 2	Enter name, mailing, physical addresses, immigration information
5a through 5e	This is the address where USCIS will send your OPT Receipt, Approval and OPT card to be delivered.
6	Answer Yes or No
7a through 7d	Enter the address where you are physically residing at the time of filing if **DIFFERENT than MAILING ADDRESS** entered in number 5.
8	Enter the A-number if any. This number is typically issued to individuals who have applied for or been granted certain immigration benefits. If you have previously been issued an EAD the number can be found on the front of the card. For additional information please refer to the above link for I-765 instructions **Page 16, Item Number 8.**
9 through 12	Mark the appropriate boxes
13a through 15	Enter the appropriate boxes regarding issuance of a Social Security Number (SSN)
16a through 17b	**If you are Requesting a Social Security Number** (SSN) complete the required fields
18 through 25	Enter information from your Passport and I-94, Travel History
26	Enter your SEVIS ID number from the top Left-hand side of the I-20
27	• Post Completion OPT Enter: (c)(3)(b) • STEM OPT Enter: (c)(3) (c)
28a through 28c	**STEM OPT ONLY:** a. Enter title of Degree (ex. Masters in Computer Science) b. Employer name listed in **E-VERIFY** c. Employer E-VERIFY number (This is **NOT** the EIN TAX NUMBER located on the I-983)
Part 3	
1a	Read the statement and select this box if you understand the terms.
1b or 2	Read the statement and complete the boxes if **SOMEONE OTHER THAN YOU completed** this form **FOR YOU or you required a Language Interpreter's assistance.**
3 through 6	Enter your Contact Information
7a through b	Sign in Blue Ink and Date the page
Part 4	ENTER if **SOMEONE OTHER THAN YOU Completed** this form **FOR YOU or you required a Language Interpreter's assistance.**

Part 5	ENTER if **SOMEONE OTHER THAN YOU Completed** this form **FOR YOU or you required a Language Interpreter's assistance.**
Part 6	

3d	**Post Completion OPT Applicants ONLY:**
	
	The I-765 Instructions dictate that you must enter and provide evidence of the following:
	    • **All SEVIS ID numbers used in the U.S.**
	    • **All Previous** Curricular Practical Training (CPT) authorizations
	    • **All Previous** Optional Practical Training (OPT) authorizations
	
	Evidence:
	    • Include copies all previous I-20 and previously issued EAD's
	
	Example SEVIS Number: (SEVIS ID: N0000000000)
	Example CPT: (CPT 08/01/2018 to 12/19/2018 – Master's)
	Example OPT (OPT 05/18/2017 to 08/25/2017) – Bachelor's)