I-765 Completion Guide for Optional Practical Training

Pay close attention to the yellow highlighted text. Red circled items are required.

For Post-Completion OPT, select 1.a.

For OPT STEM, select 1.c.

1.a, 1.b. and 1.c.
Please input your name as listed in your passport. If the field does not apply to you, input “N/A”

Ensure the edition you are using is correct. Currently, the edition used is 8/25/2020. Follow the edition listed on the USCIS webpage.

NOTE: This is a guide and does not supersede any guidance from USCIS. Applicants are responsible for reading USCIS I-765 instructions to ensure their form is completed correctly. The decision to approve or deny OPT or OPT STEM Extension application is at the discretion of USCIS.
**Part 2. Information About You (continued)**

### Your U.S. Mailing Address

5.a. Please input an address that will be valid for the next 5 months. Complete this line only if you are using an address where someone besides you will be collecting your mail. Type that individual's name in the "In Care Of" field.

5.b. Street Number and Name
5.c. [Apt, Ste, Flr]
5.d. City or Town
5.e. State [ ] 5.f. ZIP Code

6. Is your current mailing address the same as your physical address?
   - [ ] Yes
   - [ ] No

   **NOTE:** If you answered “No” to Item Number 6, provide your physical address below.

### U.S. Physical Address

7.a. Street Number and Name
7.b. [Apt, Ste, Flr]
7.c. City or Town
7.d. State [ ] 7.e. ZIP Code

### Other Information

8. Alien Registration Number (A-Number) (if any)
   - [ ] A- Number
   - [ ] NONE

9. USCIS Online Account Number (if any)
   - [ ] Online
   - [ ] NONE

10. Gender
    - [ ] Male
    - [ ] Female

11. Marital Status
    - [ ] Single
    - [ ] Married
    - [ ] Divorced
    - [ ] Widowed

12. Have you previously filed Form I-765?
    - [ ] Yes
    - [ ] No

13.a. Has the Social Security Administration (SSA) ever officially issued a Social Security card to you?
    - [ ] Yes
    - [ ] No

   **NOTE:** If you answered “No” to Item Number 13.a, skip to Item Number 14. If you answered “Yes” to Item Number 13.a, provide the information requested in Item Number 13.b.

13.b. Provide your Social Security number (SSN) (if known).
   - [ ] Social Security number

12. If you have applied for any I-765 benefit in the past, you will need to indicate “Yes”

13.a and 13.b Input your SSN, if you have. If not, you will need to indicate “No” and leave 13.b blank.
If you do **not** have a social security number, you can input “Yes” in #14 and “Yes” in #15 as well as complete fields #16 and #17.

If you have a social security number, indicate “No” for #14 and leave #15 and #16 blank.

Father's Name
Provide your father's birth name.

16.a. Family Name (Last Name)

16.b. Given Name (First Name)

Mother's Name
Provide your mother's birth name.

17.a. Family Name (Last Name)

17.b. Given Name (First Name)

Input your passport country. If you are a dual citizen, complete 18.b. as well.
### Place of Birth

List the city/town/village, state/province, and country where you were born.

19. Make sure to use the Month/Day/Year format for your birthday.

Your I-94 number can be found online, unless you did a change of status in the United States to which you will use the I-94 number listed on your I-797 Notice of Action.

If 21.c. does not apply, input "NONE". Ensure you use the month/day/year format for 21.e.

Your place of last arrival can also be found on your I-94 travel history or the entry stamp listed on your passport.

<table>
<thead>
<tr>
<th>Place of Birth</th>
<th>City/Town/Village of Birth</th>
<th>State/Province of Birth</th>
<th>Country of Birth</th>
<th>Date of Birth (mm/dd/yyyy)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Information About Your Last Arrival in the United States</th>
</tr>
</thead>
<tbody>
<tr>
<td>21.a. Form I-94 Arrival-Departure Record Number (if any)</td>
</tr>
<tr>
<td>21.b. Passport Number of Your Most Recently Issued Passport</td>
</tr>
<tr>
<td>21.c. Travel Document Number (if any)</td>
</tr>
<tr>
<td>21.d. Country That Issued Your Passport or Travel Document</td>
</tr>
<tr>
<td>21.e. Expiration Date for Passport or Travel Document (mm/dd/yyyy)</td>
</tr>
<tr>
<td>22. Date of Your Last Arrival into the United States, On or About (mm/dd/yyyy)</td>
</tr>
<tr>
<td>23. Place of Your Last Arrival into the United States</td>
</tr>
<tr>
<td>24. Immigration Status at Your Last Arrival (for example, B-2 visitor, F-1 student, or no status)</td>
</tr>
<tr>
<td>25. Your Current Immigration Status or Category (for example, B-2 visitor, F-1 student, parolee, deferred action, or no status or category)</td>
</tr>
<tr>
<td>26. Student and Exchange Visitor Information System (SEVIS) Number (if any)</td>
</tr>
</tbody>
</table>

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Last updated 11/12/2020
### Information About Your Eligibility Category

27. Eligibility Category. Refer to the Who May File Form I-765 section of the Form I-765 Instructions to determine the appropriate eligibility category for this application. Enter the appropriate letter and number for your eligibility category below (for example, (a)(8), (c)(17)(iii)).

<table>
<thead>
<tr>
<th>Eligibility Category</th>
<th>Letter</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a)(8)</td>
<td>A</td>
<td>8</td>
</tr>
<tr>
<td>(c)(17)(iii)</td>
<td>C</td>
<td>17</td>
</tr>
</tbody>
</table>

28. (c)(3)(C) STEM OPT Eligibility Category. If you entered the eligibility category (c)(3)(C) in Item Number 27., provide the information requested in Item Numbers 28.a. - 28.e.

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>28.a</td>
<td>Degree</td>
</tr>
<tr>
<td>28.b</td>
<td>Employer's Name as Listed in E-Verify</td>
</tr>
<tr>
<td>28.c</td>
<td>Employer's E-Verify Company Identification Number or a Valid E-Verify Client Company Identification Number</td>
</tr>
</tbody>
</table>

29. (c)(26) Eligibility Category. If you entered the eligibility category (c)(26) in Item Number 27., provide the receipt number of your H-1B spouse’s most recent Form I-797 Notice for Form I-129, Petition for a Nonimmigrant Worker.

**For Post-Completion OPT:** Use (c)(3)(B) for #27 and indicate N/A and NONE for the rest of the fields.

**For OPT STEM applications,** use (c)(3)(C) for #27 and input the circled fields.
Skip checkboxes 30.a. to 30.c. on page 3. Then continue to input “N/A” or “NONE” in fields not relevant to you for the rest of the fields on page 4 and 5.

Complete all red circled areas to the left. If you have an attorney assisting you, indicate their name in 2.

For your signature, use wet ink. No e-signatures. Keep your signature within the box.
Please read through the examples below to complete page 7.

**Part 6. Additional Information**

If you need extra space to provide any additional information within this application, use the space below. If you need more space than what is provided, you may make copies of this page to complete and file with this application or attach a separate sheet of paper. 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.

1.a. Family Name (Last Name)
1.b. Given Name (First Name)
1.c. Middle Name
2. A-Number (if any) ▶ A-
3.a. Page Number 3 3.b. Part Number 2 3.c. Item Number 27
3.d. List all CPT authorizations, if applicable. For example:
   FT CPT; Company Name; Bachelor's;
   SEVIS #: 09/01/2019-10/20/2019

4.a. Page Number 3 4.b. Part Number 2 4.c. Item Number 27
4.d. List all OPT authorizations, if applicable. For example:
   FT OPT; Company Name; Master's;
   SEVIS #: 07/07/2017-07/06/2018

5.a. Page Number 3 5.b. Part Number 2 5.c. Item Number 26
5.d. List all SEVIS numbers along with degree level. For example:
   N0012345676; Master's; Washington Uni.
   N0012131414; Secondary; Cville HS.

6.d. If you entered the U.S. with a passport that is no longer valid and you have a new passport, enter this:
   I most recently entered the U.S. on MM/DD/YYYY with passport #, and was issued I-94 #. Since this date, I have renewed by passport. My new passport number is #. See attached copies for both passport & I-94.

7.a. Page Number 7 7.b. Part Number 7.c. Item Number
7.d. Wet signature and date here

If applicable

If applicable

If applicable