I-765 Completion Guide

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.

First step is to ensure the edition you are using is correct. Currently, the edition used is 8/25/2020. Locate the edition at the bottom left corner of the I-765 page.

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"
5.a. Please input an address that will be valid for the next 5 months. If you will be placing a family or trusted individual’s address, input their name in the “In Care Of Name” field.

6. If you are using an address that is not your own, you will need to select “No” and input your current address in the U.S. Physical Address field. If you are using the same address, then select “Yes” and leave the U.S. Physical Address fields blank.

8. and 9. Input “NONE” unless you do have an A-Number or USCIS Online Account 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 the other fields blank.

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

Input your biographical information for fields 19. Make sure to use the Month/Day/Year format for your birthday.
All red circled fields are required. If 21.c. does not apply, input “NONE”. Ensure you use the month/day/year format for 21.e.

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.

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

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:

NO012345676: Master’s; Washington Univ.
NO012313141: Secondary; Cvile H.S.

#### 6.a. Page Number 3

#### 6.b. Part Number 2


#### 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.b. Part Number

#### 7.c. Item Number

#### 7.d. Wet signature and date here