



OPT Filing: How to Fill in the I-765

You can access the I-765 Form at <https://www.uscis.gov/i-765>. The link takes you to the page for both downloading the form and the government's instructions on how to complete the I-765. **Do not submit your I-765 to USCIS until you receive the OPT recommendation I-20 and instructions from ISA.**

This resource is meant to provide you with best practices in preparing an OPT application. Please note that this is not legal advice. You may choose to hire an immigration attorney to assist you with this process at any time. The information contained here is for general information purposes only. The U.S. government may make modifications to the I-765 form and instructions at any time without prior notice.

General Tips

Online Filing

You can file the I-765 online by creating a USCIS account at <https://myaccount.uscis.gov/>. More information about filing online is available at <https://uscis.gov/file-online>. You can also see ISA's 'How to Apply for F-1 Optional Practical Training (OPT)' guide for more tips on online filing. The online form is the same as the paper version, but the online form logic will show relevant questions based on your answers. Your answers are automatically saved when you go to a new section and draft forms are saved for 30 days from the last time you worked on your form.

Mailing A Physical Application

If you plan to mail a physical application to USCIS, be sure to download the correct edition of the form from the USCIS website. If you use an outdated form, your OPT application will be denied. Please print the I-765 single sided and type in your information whenever possible. If you are unable to type in a field, you may neatly handwrite the information in black ink. Sign the signature on page 5 with BLUE ink. Please fill in "N/A" or "None" on the questions that do not apply to you (if you cannot enter "N/A" or "None", leave any fields that don't apply to you blank). Keep a photocopy of your complete OPT application for your records.

Filling in Form I-765

Part 1. Reason for Applying

1.a.-1.c. Choose 1.a. 'Initial permission to accept employment' if you are applying for Pre- or Post-Completion OPT.

Only STEM degree holders who are *already in their first year of OPT* and are applying for the STEM extension should choose 1.c.

Part 1. Reason for Applying

I am applying for (select only one box):

- 1.a. Initial permission to accept employment.
- 1.b. Replacement of lost, stolen, or damaged employment authorization document, or correction of my employment authorization document **NOT DUE** to U.S. Citizenship and Immigration Services (USCIS) error.

NOTE: Replacement (correction) of an employment authorization document due to USCIS error does not require a new Form I-765 and filing fee. Refer to **Replacement for Card Error in the What is the Filing Fee** section of the Form I-765 Instructions for further details.

- 1.c. Renewal of my permission to accept employment. (Attach a copy of your previous employment authorization document.)

Part 2: Information About You

1.a.-1.c. Please put your name exactly as it shows on your passport.

Other Names Used

You must put any other legal names that you have ever used in the past in the *Other Names Used* section. If you have any commonly used nicknames, it is up to you if you wish to enter them. If you have another name you regularly go by, it may be a good idea to include it.

Your U.S. Mailing Address & U.S. Physical Address

5a. – 7d. Put a U.S. address where you can receive mail after graduation. If it is not the place where you are currently living, please put your physical address as well.

Please note USCIS will not mail anything to you abroad. Changing your mailing address while your OPT is pending is possible, but is not recommended!

If you will be moving after graduation and don't know your new mailing address yet, you may enter the address of a relative or friend who you trust to receive and forward your mail to you.

Other Information

8. Alien Registration Number: If you have applied for OPT or other immigration benefits before, please put the USCIS number (9 digits) that is listed on your previous EAD card.

9. Enter your USCIS online account number if you already have one. If you do not have an account, you can enter "None".

10. You must check one of the boxes to indicate your gender.

11. You must check one of the boxes to indicate your current marital status.

12. You must check one of the boxes to indicate if you have ever previously filed a Form I-765.

13.a.-14. If you already have a Social Security number, check "yes" in 13.a., enter the SSN number in 13.b., and check "no" in 14.

If you don't have a SSN, check "no" in 13.a., skip 13.b., and check "yes" in 14 to apply for one. USCIS will send your information to the SSA once they approve your OPT application. The SSN will be issued and mailed to the address you put on the I-765. According to SSA, you will receive the SSN within 7 business days after you receive your EAD.

You don't have to choose to apply for a SSN on your I-765 application, as you can always apply for a SSN in person once you receive your EAD.

Part 2. Information About You

Your Full Legal Name

1.a. Family Name (Last Name)	<input type="text"/>
1.b. Given Name (First Name)	<input type="text"/>
1.c. Middle Name	<input type="text"/>

Part 2. Information About You (continued)

Your U.S. Mailing Address (USPS ZIP Code Lookup)

5.a. In Care Of Name (if any)	<input type="text"/>
5.b. Street Number and Name	<input type="text"/>
5.c. <input type="checkbox"/> Apt. <input type="checkbox"/> Ste. <input type="checkbox"/> Flr.	<input type="text"/>
5.d. City or Town	<input type="text"/>
5.e. State <input type="text"/>	5.f. ZIP Code <input type="text"/>
6. Is your current mailing address the same as your physical address?	<input type="checkbox"/> Yes <input type="checkbox"/> 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	<input type="text"/>
7.b. <input type="checkbox"/> Apt. <input type="checkbox"/> Ste. <input type="checkbox"/> Flr.	<input type="text"/>
7.c. City or Town	<input type="text"/>
7.d. State <input type="text"/>	7.e. ZIP Code <input type="text"/>

Other Information

8. Alien Registration Number (A-Number) (if any)	<input type="text"/>
9. USCIS Online Account Number (if any)	<input type="text"/>
10. Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female
11. Marital Status	<input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed
12. Have you previously filed Form I-765?	<input type="checkbox"/> Yes <input type="checkbox"/> No
13.a. Has the Social Security Administration (SSA) ever officially issued a Social Security card to you?	<input type="checkbox"/> Yes <input type="checkbox"/> 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).	<input type="text"/>
14. Do you want the SSA to issue you a Social Security card? (You must also answer "Yes" to Item Number 15. , Consent for Disclosure , to receive a card.)	<input type="checkbox"/> Yes <input type="checkbox"/> No

15-17.b. If you checked "yes" in 14, check "yes" in 15 and enter your parents' information in 16-17. If you checked "no" to 14, you may skip these questions.

Your Country or Countries of Citizenship or Nationality

18a.-18b. Enter your country of citizenship. If you have dual citizenship, please put both countries.

Place of Birth

19.a.-19.c. Enter the information for your place of birth. Please be sure to double check that everything is spelled correctly.

20. Enter your date of birth in mm/dd/yyyy format. Be careful not to reverse the month and day.

Information About Your Last Arrival in the United States

21.a. You can find your I-94 record number at: <https://i94.cbp.dhs.gov/i94> Do not use a previously printed out I-94, please download your most recent I-94.

21.b. Put the passport number of your most recently issued passport.

21.c. If you used a travel document other than a passport to travel to the United States, enter the travel document information, even if the travel document is currently expired. (This field does not apply to most F1 students.)

21.d. Enter the country that issued your passport. Please note that even if you renewed your passport in the U.S., the country of issuance should be your country of citizenship.

21.e. Enter the expiration date for your passport in mm/dd/yyyy format. The expiry date is listed on the ID page of your passport. Be careful not to reverse the month and day.

22. You can find the date of your last arrival on your I-94 at: <https://i94.cbp.dhs.gov/i94>. Be careful not to reverse the month and day.

23. You can find the date of your last arrival either on the entry stamp in your passport or the travel history on the same website where you print out your I-94.

24 & 25. Most students can enter "F-1 student" for both questions, unless you previously held a different status when you last entered the U.S. If you held a different status when you last entered the U.S., please enter the category in 24.

26. Enter the SEVIS number listed on your current I-20.

If you have multiple different SEVIS numbers, please enter the current one here and use page 7 (Part 6) to list all the SEVIS numbers you had previously with the degree level, dates, and citation to include Page 3; Part 2; Item Number 26.

15. **Consent for Disclosure:** I authorize disclosure of information from this application to the SSA as required for the purpose of assigning me an SSN and issuing me a Social Security card. Yes No

NOTE: If you answered "Yes" to **Item Numbers 14. - 15.**, provide the information requested in **Item Numbers 16.a. - 17.b.**

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)

Your Country or Countries of Citizenship or Nationality

List all countries where you are currently a citizen or national. If you need extra space to complete this item, use the space provided in **Part 6. Additional Information.**

18.a. Country
18.b. Country

Place of Birth

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

19.a. City/Town/Village of Birth
19.b. State/Province of Birth
19.c. Country of Birth
20. Date of Birth (mm/dd/yyyy)

Information About Your Last Arrival in the United States

21.a. Form I-94 Arrival-Departure Record Number (if any)

21.b. Passport Number of Your Most Recently Issued Passport

21.c. Travel Document Number (if any)

21.d. Country That Issued Your Passport or Travel Document

21.e. Expiration Date for Passport or Travel Document (mm/dd/yyyy)

22. Date of Your Last Arrival Into the United States, On or About (mm/dd/yyyy)

23. Place of Your Last Arrival Into the United States

24. Immigration Status at Your Last Arrival (for example, B-2 visitor, F-1 student, or no status)

25. Your Current Immigration Status or Category (for example, B-2 visitor, F-1 student, parolee, deferred action, or no status or category)

26. Student and Exchange Visitor Information System (SEVIS) Number (if any)

Information About Your Eligibility Category

27. Be sure to enter the correct eligibility category:
- Post-Completion OPT (for after graduation or after finishing all coursework) - (c)(3)(B)
 - Pre-Completion OPT (used before graduation during your program) - (c)(3)(A)
 - 24 month STEM OPT Extension - (c)(3)(C) (for STEM degree holders after their first year of Post-Completion OPT)

Only STEM degree holders who are *already in their first year of OPT* and are applying for the STEM extension should enter (c)(3)(C).

28.a.-28.c. Students of all majors applying for Post-Completion OPT may skip 28. Only STEM degree holders who are already in their first year of OPT and are applying for the STEM extension should enter their degree and employer name as listed in E-verify. Please note the E-verify number (4-7 digits) is different from the Employer Identification Number (EIN) on your I-983.

29-30. F-1 students applying for OPT may skip these questions.

Part 3. Applicant's Statement, Contact Information, Declaration, Certification, and Signature

1.a.-1.b. Check the box that applies to you. If you are not using an interpreter and not having someone else fill in the form for you, check 1.a.

3 – 5. Fill in your contact information.

7.a. Sign your name by hand in BLUE ink!

7.b. Enter the date when you signed your name.

If you did not use an interpreter to assist you with filling in this application, you may skip Part 4.

Part 6. Additional Information

If you had a different SEVIS number before, you need to fill in this page. Enter your full name as it appears in your passport in 1.a.-1.c. Then in the fields below, list your previous SEVIS number with dates, degree level (Bachelor's, Master's, Doctorate, etc.), and citation to include Page 3; Part 2; Item Number 26.

If you had any CPT or OPT before, you need to provide that information on this page. Enter your full name as it appears in your passport in 1.a.-1.c. List the type of work authorization, degree level (Bachelor's, Master's, Doctorate, etc.), start and end dates, part-time/full-time, and citation to include Page 3; Part 2; Item Number 27. If you had OPT before, also include the USCIS number on your previous EAD card. If you haven't had CPT or OPT before, you don't need to fill this in.

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)).

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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.c.**

28.a. Degree

28.b. Employer's Name as Listed in E-Verify

28.c. Employer's E-Verify Company Identification Number or a Valid E-Verify Client Company Identification Number

Applicant's Signature

7.a. Applicant's Signature

7.b. Date of Signature (mm/dd/yyyy)

NOTE TO ALL APPLICANTS: If you do not completely fill out this application or fail to submit required documents listed in the Instructions, USCIS may deny your application.

3.a. Page Number 3.b. Part Number 3.c. Item Number

3.d. **CPT/OPT Authorization**

Degree level

Date: mm/dd/yyyy - mm/dd/yyyy

Part-time or Full-time

4.a. Page Number 4.b. Part Number 4.c. Item Number

4.d. **Previous SEVIS ID Number:** N0123456789

Degree level

Date: mm/dd/yyyy - mm/dd/yyyy