Completing the I-765

Below are tips for completing the I-765. Before you begin, pay attention to the following:

- Questions 1-13.b. and 18.a.-27 must be completed. Students applying for STEM extension must also complete Question 28-28.c. Question 13.b. may be left blank if you do not have a SSN.
- If you do not have a Social Security Number (SSN), you may use Questions 14-17.b. to apply for an SSN with your Form I-765.
- The Certification section must be signed.
- Complete the I-765 electronically (use Firefox if possible). Do not handwrite the application. Only the signature should be handwritten.
- Do not write in the "For USCIS Use Only" block at the top of Form I-765.
- The illustrations below are examples. You will need to use your own information when completing the form.
- The I-765 is time sensitive:
  - USCIS must receive your application within 30 days of issuance of the OPT/STEM OPT I-20 (the date printed on the I-20) but earlier than 90 days before your program end date. ISSS will not process an OPT I-20 request more than 90 days before your program end date.
  - For students on standard OPT, USCIS must receive your application no later than the 60th day after completion of your program requirements.
- To apply for the STEM extension, a completed application packet must be received by USCIS prior to the expiration of the first 12 months of standard OPT.
- USCIS will not accept I-765 applications for STEM extensions earlier than 90 days before the current EAD expires. ISSS will not process a STEM I-20 more than 90 days before the EAD expires.

Below we highlight some of the questions on the I-765 with our suggestions.

Next to the words "I am applying for," check the box:

- "Permission to accept employment" if applying for 12 month OPT; or "Renewal of my permission to accept employment..." if applying for STEM extension

<table>
<thead>
<tr>
<th>Part 1. Reason for Applying</th>
</tr>
</thead>
<tbody>
<tr>
<td>I am applying for (select only one box):</td>
</tr>
<tr>
<td>1a. Initial permission to accept employment.</td>
</tr>
<tr>
<td>1b. 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.</td>
</tr>
<tr>
<td>1c. Renewal of my permission to accept employment. (Attach a copy of your previous employment authorization document.)</td>
</tr>
</tbody>
</table>

Example above if applying for STEM OPT extension
### Question 1.a.
Please type your family name in the first box. Your first name(s) should be typed in the second box in the same way they appear on your visa, passport, and I-20. Do not use the “Middle Name” box.

If your name is too long for the appropriate boxes, you must include another page to clarify.*

*See the final page of this guide for a template.

### Question 2.
Do not use the Other Names Used box, unless you have at some point changed your legal name. For example, changing your family name after marriage.

**Leave this section blank unless you have legally changed your name at some point.**

### Question 5 and 7.
If you live in an apartment, write the number/letter of the apartment in the provided box. Example: Street Number and Name: 123 Main St., Apt. Number: 4B.

If your address will not be valid from the time you send the I-765 until the time you receive the EAD, you may use ISSS’s address: “300 College Park, Rike 204, Dayton OH 45469”. ISSS will notify you if/when we receive your mail. This service is provided as a courtesy. ISSS cannot be responsible for lost or delayed mail.

If you do decide to use the ISSS Office’s address as your mailing address, be sure to mark “No” for Question 6 and include your physical address in Question 7.

**Example if using ISSS’s address**

**Remember:**
- This address determines the Lockbox to which you send the I-765 application.
- Mail from USCIS cannot be forwarded.

### Question(s) 8 and 9
Can be left blank unless you have previously been issued an Alien Registration Number or USCIS Online Account Number.
### Question 12.
If you are applying for Post-Completion OPT (12 month) and you have not previously filed the I-765 check “No.”

If you are applying for the 24 month STEM OPT extension and/or have previously filed the I-765 then check “Yes.”

<table>
<thead>
<tr>
<th>12. Have you previously filed Form I-765?</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Yes</td>
</tr>
</tbody>
</table>

### Question 13.a.
If you have a SSN, check ‘Yes’ for 13.a. and type your SSN in the 13.b. box.

If you have never been issued an SSN, check ‘No’ and go on to Question 14.

<table>
<thead>
<tr>
<th>13.a. Has the Social Security Administration (SSA) ever officially issued a Social Security card to you?</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Yes</td>
</tr>
</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th>13.b. Provide your Social Security number (SSN) (if known).</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 2 3 4 5 6 7 8 9</td>
</tr>
</tbody>
</table>

### Question 14.
If you want to apply for an SSN with your I-765 check ‘Yes’.

**“This is optional, you may check ‘No’. If your answer is ‘No’, skip ahead to question 18.a.”**

### Question 15.
If you want to apply for an SSN with your I-765 check ‘Yes’.

<table>
<thead>
<tr>
<th>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.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Yes</td>
</tr>
</tbody>
</table>

**NOTE:** If you answered “No” to Item Number 14., skip to Part 2., Item Number 18.a. If you answered “Yes” to Item Number 14., you must also answer “Yes” to Item Number 15.

<table>
<thead>
<tr>
<th>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.</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Yes</td>
</tr>
</tbody>
</table>
Questions 16. & 17. Write your father’s family name in line 12.a. and given name in line 12.b.
Write your mother’s family name in line 13.a. and given name in line 13.b.

You may not be able to type this in depending on the browser you use or because there is not enough space. You may have to handwrite these names carefully.

If your parents’ names are too long to fit into the appropriate boxes, you must include another page with their full names. See final page of this guide.

Question 18. List your county (or countries) of citizenship

Question(s) 19-20. Include information on your place and date of birth.
<table>
<thead>
<tr>
<th>Question(s) 21-26. Request information found on your Passport, I-20 and I-94.</th>
</tr>
</thead>
<tbody>
<tr>
<td>You will use your I-94 to complete Questions 21.a., 22, 23, and 24.</td>
</tr>
<tr>
<td>You will use your Passport to complete Questions 21.b., and 21.d.</td>
</tr>
<tr>
<td>You will use your I-20 to complete Question 26 with your SEVIS Number. Example: N0012345678</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Question 27. Please read and choose carefully. Write:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• “(c)(3)(a)” for pre-completion OPT if you plan to begin work before graduating. Unless you have special permission from ISSS for pre-completion OPT, do not choose this option.</td>
</tr>
<tr>
<td>• “(c)(3)(b)” for post-completion OPT if you plan to begin work after graduating.</td>
</tr>
<tr>
<td>• “(c)(3)(c)” for 24 month STEM extension.</td>
</tr>
</tbody>
</table>

Example if applying for standard OPT.
Question 28. Skip this question if you are applying for 12 month OPT.

If applying for STEM extension, write the “CIP code” and major that appear on your I-20. Your major will probably have to be abbreviated for space. You may have to handwrite this section. See example below:

- Employer’s Name as Listed in E-Verify: Ask your employer to verify the official name as listed in E-Verify. It may differ from the name used in everyday speech.
- Employer’s E-Verify Number: This is a 4- to 6-digit number the company received when they registered for E-Verify. Do not use a Tax ID number. Ask your company’s HR department for the E-Verify number.
Applicant’s Statement. Check the box for 1.a. in this section.

For contact information you can provide whatever contact details are best for you. Keep in mind that USCIS may use this information to contact you if they require additional information or have questions about your I-765 submission.

Certification. Sign your name with black pen. Make sure your signature is clear and stays within the space provided. USCIS will take the signature from the I-765 and use it for the EAD card.

Use Part 6. Additional Information to provide all previously used SEVIS numbers and evidence of any previously authorized CPT or OPT and the academic level at which it was authorized.

Applicant’s Signature

7.a. Applicant’s Signature

7.b. Date of Signature (mm/dd/yyyy) 7/18/2018

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.

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.
Optional Practical Training: Guide to Completing the I-765
International Student and Scholar Services
300 College Park, Rike Center #204
Dayton, OH 45469-1701
Ph: (937) 229-2748 • Fax: (937) 229-2766

Official instructions and checklist for the I-765 can be found here: [https://www.uscis.gov/i-765](https://www.uscis.gov/i-765)
TEMPLATE FOR QUESTION 1 STUDENT NAME SUPPLEMENT

This section provides guidelines for how to write a letter explaining that your name is too long to be typed into the appropriate boxes. You should also use this template if your parents’ names are too long. If multiple names are too long for the form, one letter should be sufficient. However, you must be specific about whose name needs correction.

Please follow and adapt this template to meet your specific circumstances. You must write your full name, including all names that appear on your passport. The areas in [brackets] must be tailored to fit your current situation.

[Date]

Department of Homeland Security/USCIS

To Whom It May Concern:

My name is [full name from passport] and my SEVIS ID is [your SEVIS ID]. I am an F-1 student submitting Form I-765 for [OPT category from Question 20]. I am unable to input [my full name or my parents’ full names] into the space provided on the form in Part 2 [Question 1 or Questions 16 and 17] due to the character limit. Below please find [my full name or my parents’ full names] separated into family name and first name as they appear on [my or my parents’] passport and visa:

Family Name: [Your family name as it appears on your passport and visa]

First Name: [Your first name as it appears on your passport and visa]

Your consideration of my request is greatly appreciated.

Sincerely,

[Name]

[Signature]