

Form I-765 Guidelines

The Form I-765 is an official government document that is used to request work authorization and obtain an Employment Authorization Document (EAD card). Students who are applying for post-completion OPT or STEM OPT authorization must submit this form as part of their application.

You can find the Form I-765 and the official instructions to complete the form here:

<https://www.uscis.gov/i-765>

You can complete the form by typing or neatly handwriting. If you hand write the form, please make sure your handwriting is easy to read. You must complete and sign the form with a **black ink pen**.

For any item that you do not complete, write **N/A** (short for Not Applicable) in the box. If the question asks for a number response, write **NONE**.

The information given in this document is for guidance only, as some items can be confusing in nature. Please fill out all fields correctly and honestly.

PART ONE

Select box **1.a.** “Initial permission to accept employment” if you are applying for **post-completion OPT**.

Select box **1.a.** “Initial permission to accept employment” if you are applying for **STEM OPT**. STEM OPT is considered a new eligibility category separate from post-completion OPT.

Select box **1.b** “Replacement of lost, stolen, or damaged employment authorization document, or correction of my employment authorization document...” If you lost your EAD card and are applying for a new one.

Select box **1.c.** “Renewal of my permission to accept employment” if you have previously had an EAD card and are looking to extend or renew that EAD card in the same eligibility category. If you are unsure which box to check, contact an advisor at ISSS for clarification.

PART TWO

Item 1. Complete this item with your full name as shown on your passport.

Items 2-4. If you have previously used other legal names, please put them in this section. This can include maiden names or multiple last names. If you have not previously had other names, please type or write **N/A**. You do not need to provide nicknames.

Item 5. This section instructs USCIS where to send your EAD card. This does not have to be your physical address. This should be an address in the U.S. where you can receive mail for the next 3-5 months. It can be a friend or a relative’s mailing address who agrees to receive mail for you.

Item 6. Check YES if you live at the same address that you wrote in Item 5. Following recent review, please repeat your mailing address in Item 7.a.- 7.d. If you check NO, please complete Item 7 with your current physical address. Please spell out full street names. For example, please write “South” and not just “S.”

Item 7. Complete this section if you checked YES or NO in Item 6. If you checked YES in Item 6, please repeat your mailing address. If you checked NO in Item 6, please provide your physical address. Please spell out full street names. For example, please write “South” and not just “S.”

Item 8. If you are applying for STEM OPT or have previously had an EAD card, write the **USCIS #** (the number next to your photo) that is printed on your post-completion OPT EAD card. If you have never had an EAD card, please type or write **NONE**.

Item 9. Write **NONE** in this box.

Item 10. Choose “male” or “female” based on your gender.

Item 11. Choose your appropriate marital status.

- Select **Single** if you are not currently married.
- Select **Married** if you are currently married.
- Select **Divorced** if you have been married and have since obtained a legal decree of divorce.
- Select **Widowed** if you are widowed.

Item 12. If you have previously requested an OPT authorization from USCIS (for this degree or a previous degree), select YES. If you have never requested an EAD card and have never applied for OPT or STEM OPT, select NO. If you selected YES, you should include copies (front and back) of your previous EAD cards in your application packet.

Item 13. If you have a Social Security Number, select YES and write the number in question 13 b. If you do not have a number, select NO.

Item 14. If you already have a **Social Security Number and card**, select NO. If you do not have a Social Security Number and card, you may select YES to request one. (Note: You will need one to receive payment for employment in the United States. If you previously had a Social Security Number, please refer to it. A Social Security Number does not expire.) If you have a Social Security Number but lost your card, please contact the Social Security Office to get a new card.

Item 15. If you answered YES in question 14, you must also answer YES in question 15 to receive a card. If you answer NO, you will not receive a card.

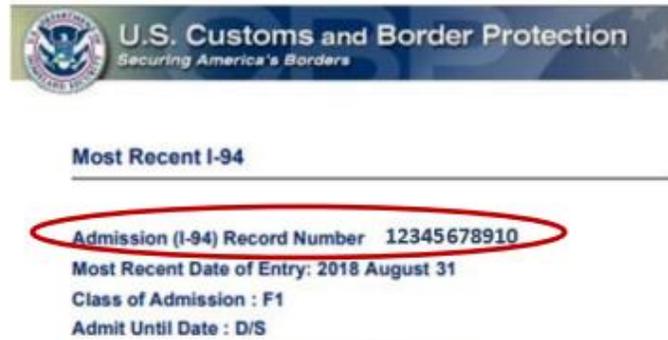
Item 16 and 17. Provide this information only if you are requesting a Social Security Number and answered YES to questions 14 and 15. If you are not requesting a new card, type or write **N/A**.

Item 18. Write the name of the country where you are a citizen. If you are a citizen of more than one country, write the second country in box 18 b. Otherwise, write **N/A** in box 18.b.

Item 19. Answer these questions with information regarding your place of birth.

Item 20. Remember to write your birth date in this format: **month/ day/ year**.

Item 21.a. Write in you I-94. You can find your I-94 admission number using this link: <https://i94.cbp.dhs.gov/i94/>. If you most recently crossed a land border, you may have a physical card stapled in your passport with your I-94. It is an 11-digit number.



Item 21.b. Write your passport number for your most current, valid passport.

Item 21.c. Write **NONE** in this box if you have a passport.

Item 21.d. Write the name of the country that issued your passport.

Item 21.e. Write the expiration date for your current passport in this format: **month/ day/ year**.

Item 22. Write the date that you last arrived in the United State (format: **month/ day/ year**). This date can be found on your most recent I-94 document and should also be stamped on your passport.

Item 23. Write the airport or land border where you first arrived into the United States. For example, if you first arrived in San Francisco and passed through Customs and Border Patrol at the airport before continuing on to Salt Lake City, you will write San Francisco. If you entered the U.S. via a pre-clearance location then this will be listed on your I-94 travel history as your Port of Entry. If you're unsure, click on "Get Travel History" box on the I-94 website to get this information.

Item 24. Write your status at the time of your last entry into the United States. This is likely F-1 student. If you have changed your status to F-1 after your last arrival, you may need to write a different status.

Item 25. Write F-1 Student. (Note: if you are not currently in F-1 status, you are not eligible to apply for OPT.)

Item 26. Write your SEVIS number in the box. This number can be found at the top left corner of your I-20 and starts with the letter N (e.g. N00.....).

Note: If you have had multiple or previous SEVIS numbers, you will need to provide these numbers in PART 6 of the form. In PART 6, complete items 1 and 2. For items 3 a-c, write Page Number (3), Part Number (2), and Item Number (26). Then, in part d., list all of your previous SEVIS numbers in this format:

Previous SEVIS ID: N00....; program start date- program end date; Degree level.

Please see the example blow.

5.a.	Page Number	5.b.	Part Number	5.c.	Item Number
	3		2		26
5.d.	<p>Previous SEVIS ID: N0001234567; 08/01/2016- 12/20/2016; Bachelor's degree</p>				

Item 27.

- If you are applying for **pre-completion OPT**, write **(C) (3) (A)** in the boxes provided. Pre-completion allows for OPT prior to completing your program of study, with employment limited to 20 hours (max) per week.
- If you are applying for **post-completion OPT**, write **(C) (3) (B)** in the boxes provided. Post-completion OPT is done after you have completed your program of study and requires employment of 21 hours or more per week. If you are unsure which category you are applying for, please contact an ISSS advisor.
- If you applying for **STEM OPT**, write **(C) (3) (C)** in the boxes. STEM Extension OPT is a request to extend your already approved OPT within a STEM eligible program of study. If you are unsure if your program is STEM eligible, please contact an ISSS advisor.

Items 28. Only students applying for STEM OPT need to complete this item. For item 28.a. write in your degree level and program (for example: Bachelor's in Computer Science). For item 28.b. list your employer's name exactly as it is listed in their E-Verify account. For item 28.c. ask your employer for this information. Be careful not to confuse the E-Verify number with the company's EIN (Employer Identification Number).

If you are **not** applying for STEM OPT, please type or write **N/A** in Items 28.a., 28.b., 28.c. Write or type **NONE** in Items 29 and 31.a.

PART THREE

Items 1.a, b, c. Select the appropriate boxes.

Items 3-5. Complete these questions with your contact information. Type or write **N/A** in fields that do not apply to you.

Item 6. Leave this box blank, unless you are an eligible Salvadoran or Guatemalan national.

Item 7. Sign in this box by hand with a **black ink pen only**. Write the date in this format: **month/ day/ year**.

PART FOUR AND FIVE

Write **N/A** in all boxes to indicate that these questions are not applicable to you. Write **NONE** if the question asks for numeric values.

PART SIX

Complete this section only if:

- You have been approved for **CPT** in the past
- You have been approved for **OPT** in the past
- You have multiple **SEVIS** numbers (see instructions for Part 2, Item 26)

Please complete **Item 1** if one or more these apply to you.

If you have previously had an EAD card, include your Alien # or your **USCIS #** (the number next to your photo) in **Item 2**. Please remember to also include copies of your previous EAD card (front and back of card). If you have no previous EAD card, type or write **NONE**.

We suggest the following format to complete Item 3 for **previous CPT or OPT**:

Page	Part Number	Item Number
3	2	27

We suggest the following format to complete Item 3 for **previous SEVIS numbers**:

Page	Part Number	Item Number
3	2	26

For section 3d, we recommend the following details for **CPT**:

CPT Authorizations:

Company 1 Name; Start Date- End Date; Full/ Part-time; Degree Level

Company 2 Name; Start Date- End Date; Full/ Part-time; Degree Level

For section 3d, we recommend the following details for **OPT**:

OPT Authorizations:

Company Name; Start Date- End date; Degree Level

For section 3d, we recommend the following details for **previous SEVIS Numbers**:

N0000123456, Degree Level

Please refer to the sample I-765 forms for OPT and STEM OPT applications for additional reference.

****Please remember to print or save a copy of your completed application for your records.****

***Disclaimer:** International Student & Scholar Services (ISSS) provides support and information related to U.S. immigration laws and regulations related to F and J status at the University of Utah. ISSS staff are not attorneys and any information provided by ISSS should not be construed as legal advice. Individuals are welcome to consult a qualified immigration attorney for specific legal advice, particularly in complicated cases. For a list of local Utah attorneys please visit our website [here](#).*

***Employment:** ISSS reviews work related requests based upon the information provided to us by the student. If USCIS later determines that the student misused the work authorization, or otherwise did not follow the required rules and regulations, additional immigration benefits could be denied by USCIS.*