

Filling Out the I-765 (Initial 12 month OPT ONLY)

Step by Step Instructions

**If possible, type all information directly into the PDG before printing. The USCIS uses software to read the information entered on this form. Handwritten forms may cause the software to make errors when converting the information into electronic form.

*Check the box “permission to accept employment”

- located under the block, next to the words “I am applying for: “

For questions 1-17, write on the line underneath the question.

1. Name

- Use the name as it is written on your I-20 and passport.
- Write your family (last) name first in all capital (uppercase) letters.
- Leave a space, and then write your first name with only the first letter capitalized. If you have two first names, leave a space in between but write them close together.
- If you have a middle name, leave a space and write it last.

2. **Other names used** – Write the information in the relevant spaces.

3. **Address in the United States** – Write the information in the relevant spaces.

4. Country of Citizenship/Nationality

- If you are a dual citizen, write the country noted on your I-20, which should match the passport you use.

5. **Place of Birth** – Write the information in the relevant spaces.

6. **Date of Birth** – Use the U.S. style – month/day/year

7. **Gender** – Check the relevant box

8. **Marital Status** – Check the relevant box

9. Social Security Number

- If you have a Social Security Number, write it here
- If you do not have a Social Security Number, write “will apply”

10. Alien Registration Number (A-Number) or I-94 Number (if any)

- On the left, write your I-94 card number. The number will be an 11-digit number in the top left-hand corner of the card. (if the typed number is crossed out, use the handwritten number.)

11. Have you ever before applied for employment authorization from USCIS?

- If you have never applied for an EAD card before, mark “No” and move on to question #12.
- If you have applied for an EAD in the past, mark “Yes” finish the questions at the top of the next column
 - **Which USCIS Office?** – write the USCIS office that adjudicated the I-765 application
 - **Date(s)** – write the start and end date of the EAD card, using U.S. date style (mm/dd/yyyy)
 - **Results** (Granted or Denied – attach all documentation)
 - If your EAD was granted, attach a copy of the previous EAD (front and back) If this EAD is for a previous OPT, write the degree level on the copy (e.g. bachelor’s master’s, doctoral)
 - If your EAD was denied, attach a copy of the denial notice

12. Date of Last Entry into the U.S. (mm/dd/yyyy)

13. Place of Last Entry into the U.S.

14. Manner of Last Entry (Visitor, Student, etc.)

- If you were an F-1 student the last time you came into the U.S., write “F-1 student”
- If you were not an F-1 student the last time you came into the U.S. because you entered in another status and then applied for Change of Status to F-1, write your status at the time of your last entry.

15. Current Immigration Status

- Write “**F-1 Student**”

16. Eligibility Category

- If your OPT begins **after** your I-20 completion date, use **(C)(3)(B)** for Post Completion OPT.

17. Employer’s E-Verify Number

- Don't write anything here. This section is only for people applying for the 17 month extension of OPT.

Read the certification paragraph and sign your name between the lines (your signature **cannot** touch the lines). This signature will appear on your EAD card and should be similar to the signature on your I-20.

Write your current telephone number. We do not expect USCIS to call you, so don't worry if it changes.

Write the date (mm/dd/yyyy). The date must be within 30 days of the day USCIS receives your application.

Do not write anything below the dark line at the bottom of the page.