A Guide for Filling Out the I-765

Applying for Optional Practical Training (OPT)
This is a general guide to help you complete Form I-765. It is your responsibility to ensure that your I-765 is completed correctly, fully (with sufficient supporting documents and required evidence) and is filed in a timely manner.

Please read the Instructions for the Form I-765 at https://www.uscis.gov/I-765

Following this guide does not guarantee approval of your OPT by USCIS
Form I-765 – Page 1

We recommend typing this document. You can write any additional information in BLACK ink, but write clearly and legibly.

Select **1.a.** if this is your first time applying for OPT

Select **1.b.** if your OPT was authorized, but your EAD card was lost, stolen, damaged or needs to be corrected and is NOT due to USCIS error.

Select **1.c.** if you have applied before for OPT
Type your name exactly as it appears on your passport. If you do not have a middle name, type N/A in the box.

Type any other names that have been used on any official records or documents (maiden names, nicknames, etc.).

If you do not have additional names that have been used on official documents, type N/A in each box.
"Your U.S. Mailing Address" is where your I-797 receipt notice, approval notice and EAD card will be sent. Typically we recommend that you put OISS’s address. However, since all staff are working remotely due to COVID-19 and mail is checked sporadically, please use a secure address that is valid for several months to avoid documents being sent to incorrect or old addresses. Student must be listed as physically residing there with USPS or have indicated the person living at the residence in the c/o mailing address on the I-765.

If you put a mailing address that is not where you physically reside in #5, check ‘NO’ in #6 and fill out your current address in the U.S. in #7.

If you put your physical address in #5, check ‘YES’ in #6 and leave all of the spaces in #7 blank.
#8 – You will only have an A-Number if you were previously in immigration status such as H1B, H4, etc., or if you’ve had OPT authorized in the past – it is the USCIS number on the EAD card. If you do not have an A-Number, leave this blank.

#9 – If you do not have a USCIS Online Account Number (most F-1 students do not), leave this field blank.

#10-11 – Indicate your Gender and Marital Status.

#12 – Click ‘YES’ if you have applied of OPT or an EAD card in the past.

#13.a. Click ‘YES’ if you have a Social Security Card and Number. Click ‘NO’ if you do not.
#13.b. – If you have a social security number (SSN), enter it here. If you do not have a SSN, leave it blank.

#14 – If you have a SSN, click ‘NO.’ If you do not have a SSN and you want one, click ‘YES.’

#15 – If you answered ‘NO’ to 14, answer ‘NO’ for 15. If you answered ‘YES’ for 14, answer ‘YES’ for 15.
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**If you indicated ‘YES’ to #14-15**, fill out this section.

**If you indicated ‘NO’ to #14-15**, leave it blank.

### 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

**#18** – List all of the countries where you are a citizen or national. If you are a citizen/national of only one country, in 18.b. write None.

Use part 6 of this application if you are a citizen or national of more than 2 countries.
When completing this section, if the country’s name has changed or no longer exists, type the name of the country as it was named when you were born.

Any boxes that are not applicable, write N/A.

<table>
<thead>
<tr>
<th>Part 2. Information About You (continued)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Place of Birth</strong></td>
</tr>
<tr>
<td>List the city/town/village, state/province, and country where you were born.</td>
</tr>
<tr>
<td>19.a. City/Town/Village of Birth</td>
</tr>
<tr>
<td>19.b. State/Province of Birth</td>
</tr>
<tr>
<td>19.c. Country of Birth</td>
</tr>
<tr>
<td>20. Date of Birth (mm/dd/yyyy)</td>
</tr>
</tbody>
</table>

Remember to use U.S. date formatting!
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<table>
<thead>
<tr>
<th>Information About Your Last Arrival in the United States</th>
</tr>
</thead>
<tbody>
<tr>
<td>21.a. Form I-94 Arrival-Departure Record Number (if any)</td>
</tr>
<tr>
<td>21.b. Passport Number of Your Most Recently Issued Passport</td>
</tr>
<tr>
<td>21.c. Travel Document Number (if any)</td>
</tr>
<tr>
<td>21.d. Country That Issued Your Passport or Travel Document</td>
</tr>
<tr>
<td>21.e. Expiration Date for Passport or Travel Document (mm/dd/yyyy)</td>
</tr>
<tr>
<td>22. Date of Your Last Arrival Into the United States, On or About (mm/dd/yyyy)</td>
</tr>
<tr>
<td>23. Place of Your Last Arrival Into the United States</td>
</tr>
<tr>
<td>24. Immigration Status at Your Last Arrival (for example, B-2 visitor, F-1 student, or no status)</td>
</tr>
<tr>
<td>25. Your Current Immigration Status or Category (for example, B-2 visitor, F-1 student, parolee, deferred action, or no status or category)</td>
</tr>
<tr>
<td>26. Student and Exchange Visitor Information System (SEVIS) Number (if any)</td>
</tr>
</tbody>
</table>

**#21.a.** – List the I-94 Number found on your I-94 (from most recent entry into the United States). You can print your current I-94 at [https://i94.cbp.dhs.gov/I94](https://i94.cbp.dhs.gov/I94)


**#21.c.** – Write ‘None’ in this box if you listed your passport in 21.b.

**#22** – Use the date from your most current I-94

**#23** – Type the name of the Port of Entry city from your most recent entry into the U.S. Include the City and State – Example “New York, New York”

**#24** – Type your immigration status at the time of your last entry (Ex: F-1 Student, H-4, etc.)

**#25** – Type F-1 Student here. *If you are not currently an F-1 Student, please see an OISS advisor.

**#26** – Type your current SEVIS ID number, which can be found on the top left corner of your I-20
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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)).

28a-c. These should only be completed if you are applying for STEM OPT Extension. Leave all of these questions blank if you are not applying for STEM OPT.

29-30.c. Leave blank
30.d-30.g – Leave blank

31.a-31.b – Leave blank

Part 2. Information About You (continued)
If you answered “Yes” to Item Number 30.c., provide the following information:
30.d. Date you presented yourself to DHS
30.e. Location where you presented yourself to DHS
30.f. Country of claimed persecution
30.g. Provide an explanation for why you did not enter the United States lawfully through a U.S. port of entry. If you need extra space to complete this item, use the space provided in Part 6. Additional Information.

31.a. (c)(35) and (c)(36) Eligibility Category. If you entered the eligibility category (c)(35) in Item Number 27., please provide the receipt number of your Form I-797 Notice for Form I-140, Immigrant Petition for Alien Worker. If you entered the eligibility category (c)(36) in Item Number 27., please provide the receipt number of your spouse’s or parent’s Form I-797 Notice for Form I-140.

31.b. If you entered the eligibility category (c)(35) or (c)(36) in Item Number 27., have you EVER been arrested for and/or convicted of any crime? ☐ Yes ☐ No

NOTE: If you answered “Yes” to Item Number 31.b., refer to Employment-Based Nonimmigrant Categories, Items 8. - 9., in the Who May File Form I-765 section of the Form I-765 Instructions for information about providing court dispositions.
Select only 1.a. because you completed this form on your own.

Complete #3-5 and if one does not apply to you, write N/A in the box.
#7.a. – Sign your name with a BLACK Pen. Do not sign this electronically. Your signature must be within the boundaries of the box.

Remember to use U.S. date formatting!

In 1.a., 1.b. and 2 – write N/A in each box because you’ve completed this form on your own.

Interpreters may ask U.S. citizens or lawful permanent residents to complete this form.
Put N/A on 3a. – 3h.

Put N/A on 4 – 6.

Leave 7a. – 7.b. blank because you completed this form on your own.
In black ink, write N/A at the bottom of Page 6 (like pictured here) because you completed this form on your own.
**#1.a., 1.b., and 1.c.** – Only complete these if you will write information in #3 or 4 on this page. The information you enter must match the information typed on Page 1.

**#2** – Only complete this if you will write information in #3 or 4 on this page. If you have an A-Number, type it here. If you do not have one, leave it blank.

**#3** – Fill in this section if you’ve had previous CPT authorizations {Page # 3, Part # 2, Item Number 27} or previous OPT {Page #2, Part # 2, Item Number 12}. In 3.d. you’ll write what type of authorization (CPT/OPT), the dates it was authorized, whether it was fulltime or part time and the degree level it was authorized at (bachelor, master, PhD).

**#4** – Fill in this section if you have an I-20s with different SEVIS numbers {Page #3, Part #2, Item Number 26}. In 4.d. you’ll write your previous I-20 SEVIS numbers.

***If you have no information to fill in on this page, write N/A in black ink at the bottom of Page 7 (like you’ve done on Page 5 and 6).***
Meet With Your OISS Advisor

- Upload your completed Form I-765 to your OPT application in iHome.
- Bring a ONE-SIDED printed copy of your completed I-765 to your appointment with an OISS advisor.
- The print out of the I-765 that you bring to your appointment should have your original signature on page 4. It cannot be an electronic or copied signature.