A Guide for Filling Out the I-765

Applying for Optional Practical Training (OPT)
Read USCIS Instructions

- 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
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. We recommend that you use OISS’s address (see address below) to avoid documents being sent to incorrect or old addresses.

If you put OISS 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.
- 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.

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

- Indicate your Gender and Marital Status.

- Click ‘YES’ if you have applied for OPT or an EAD card in the past.

- 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.
If you indicated ‘YES’ to #14-15, fill out this section.

If you indicated ‘NO’ to #14-15, write N/A in each box.

#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.
#19 – 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.

Remember to use U.S. date formatting!
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


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 – For Post-Completion OPT type (c) (3) (B)

For STEM OPT Extension type (c) (3) (C)

#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.

#29-31.b. – Leave blank
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 None in each box because you’ve completed this form on your own.
In black ink, write N/A at the bottom of Page 5 (like pictured here) 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.
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#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.