University of Wisconsin – Parkside

I-765 Completion Guide
For Post-Completion OPT
International Student Advising
Read the Instructions for Form I-765

• This document is a general guide to help you complete form I-765. It is your responsibility to ensure that your form I-765 is completed correctly and all of the required evidence and supporting documents are submitted to USCIS. Please read the USCIS instructions for form I-765.

• You may print a copy of the Instructions for Form I-765 and the most current version of this form on the USCIS website (https://www.uscis.gov/i-765).

• The directions for completing the I-765 listed in this document are meant to be examples only. Upon reading the directions, you may determine a different method for completing form I-765. Following our guidelines does not guarantee approval of your OPT.
Getting Started

• Not all questions on form I-765 are explained in this guide. Please complete all questions on the form completely and accurately.

• Type (strongly recommended) or print your answers legibly on the form in black ink. You may print answers for any of the fields that do not allow you to type your answer.

• If a question does not apply to you, type “N/A” unless otherwise directed by the instructions.

• If your answer to a question which requires a numeric response is “zero” or “none,” type or print “None” unless otherwise directed by the instructions.

• Submit all 7 pages, even if they don’t apply to you.
## Part 1 – Reason for Applying

### I am applying for (select only one box):

1. **a.** Initial permission to accept employment.

2. **b.** 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.

   **NOTE:** Replacement (correction) of an employment authorization document due to USCIS error does not require a new Form I-765 and filing fee. Refer to Replacement for Card Error in the What is the Filing Fee section of the Form I-765 Instructions for further details.

3. **c.** Renewal of my permission to accept employment. (Attach a copy of your previous employment authorization document.)

Select this reason when it is your first time applying for post-completion OPT.

Select this reason when you have been authorized for any type of OPT, but your EAD card was lost, stolen, damaged or needs to be corrected and is **NOT** due to USCIS error.

Select this reason when you are applying for the 24-month STEM OPT extension.
Part 2 – Information about You

Your Full Legal Name: Write your name exactly as it appears on your I-20. If your I-20 indicates “FNU”, type “None” in the Family Name field. Other Names Used: Type any other names, including nicknames, you have ever used on any official records or documents. If none, write “N/A” in each box.
Part 2 – Information about You (page 2)

- **Your U.S. Mailing Address:** This is where your receipt notice and EAD card will be mailed. This address should be valid for at least 3-5 months from the date you submit your application to USCIS. This may be a friend or family member’s address. Do not use the attorney’s or other legal representative’s address. Do not use the ISS office address.

- **5.a.** Write in the full name (First Name, Last Name) if you are using a friend or family member’s address in 5.b. – 5.e. Leave blank if the address is your own address.

- **6 & 7.a. -7.d.** Complete these items if you answer “No” to item 6. If you answer “Yes” to item 6, leave blank.
### Part 2 – Information about You (page 2 continued)

<table>
<thead>
<tr>
<th>Number</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.</td>
<td>Alien Registration Number (A-Number) (if any)</td>
</tr>
<tr>
<td>9.</td>
<td>USCIS Online Account Number (if any)</td>
</tr>
<tr>
<td>10.</td>
<td>Gender (Male or Female)</td>
</tr>
<tr>
<td>11.</td>
<td>Marital Status (Single, Married, Divorced, Widowed)</td>
</tr>
<tr>
<td>12.</td>
<td>Have you previously filed Form I-765? (Yes or No)</td>
</tr>
</tbody>
</table>

- **8.** F-1 students do not have an A-Number unless they have one from a previous immigration status (H1B, H4, etc.). If you do not have an A-Number or cannot remember it, leave blank. If you are renewing your EAD (filing for STEM OPT), this may be listed as the USCIS Number on the front of your EAD card.

- **9.** F-1 students do not have a USCIS Online Account number, leave blank. If you have one from a previous immigration status, read the USCIS Form I-765 instructions for further direction.

- **12.** If you have applied for employment authorization using a form I-765 in the past, select “Yes.”

If you choose “Yes,” include copies of the front & back of all previous EAD card(s) with your application to USCIS.
Part 2 – Information about You (page 2 continued)

13.a. Has the Social Security Administration (SSA) ever officially issued a Social Security card to you?

[ ] Yes  [ ] No

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.

13.b. Provide your Social Security number (SSN) (if known).

[ ] 1 [ ] 2 [ ] 3 [ ] 4 [ ] 5 [ ] 6 [ ] 7 [ ] 8 [ ] 9

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.)

[ ] Yes  [ ] No

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.

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.

[ ] Yes  [ ] No

NOTE: If you answered “Yes” to Item Numbers 14. - 15., provide the information requested in Item Numbers 16.a. - 17.b.

13.b. If you have been issued an SSN, type your number ensuring there is only one number in each box.

14. If you would like to have the SSA issue a new SSN or a replacement card with your SSN on it, answer “Yes” and answer items 15. to 17.b. If you do not have an SSN, you will need a SSN to work in the U.S.

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)
Part 2 – Information about You (pages 2-3)

18. List all the countries where you are a citizen or a national and use part 6 of the I-765 if needed. Write “N/A” in 18.b. if you do not have multiple citizenships.

19. List the names of your place of birth as it was named when you were born, even if the name has changed.

20. Type in MONTH/DAY/YEAR format.
Part 2 – Information about You (page 3)

Most students will have an electronic I-94. If you last entered by land, sea, or before electronic I-94s were issued, you may have a paper I-94 stapled in your passport. If you changed your status to F-1 in the US, your current I-94 number may be on the bottom of your I-797A Approval Notice.

Obtain the latest copy of your electronic I-94 online: https://i94.cbp.dhs.gov/i94/
Part 2 – Information about You (page 3 continued)

<table>
<thead>
<tr>
<th>Number</th>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>21.b.</td>
<td>Passport Number of Your Most Recently Issued Passport</td>
<td>PN000967R</td>
</tr>
<tr>
<td>21.c.</td>
<td>Travel Document Number (if any)</td>
<td></td>
</tr>
<tr>
<td>21.d.</td>
<td>Country That Issued Your Passport or Travel Document</td>
<td>India</td>
</tr>
<tr>
<td>21.e.</td>
<td>Expiration Date for Passport or Travel Document (mm/dd/yyyy)</td>
<td>09/20/2022</td>
</tr>
<tr>
<td>22.</td>
<td>Date of Your Last Arrival Into the United States, On or About (mm/dd/yyyy)</td>
<td>08/09/2018</td>
</tr>
<tr>
<td>23.</td>
<td>Place of Your Last Arrival Into the United States</td>
<td>San Francisco</td>
</tr>
<tr>
<td>24.</td>
<td>Immigration Status at Your Last Arrival (for example, B-2 visitor, F-1 student, or no status)</td>
<td>F-1 Student</td>
</tr>
<tr>
<td>25.</td>
<td>Your Current Immigration Status or Category (for example, B-2 visitor, F-1 student, parolee, deferred action, or no status or category)</td>
<td>F-1 Student</td>
</tr>
<tr>
<td>26.</td>
<td>Student and Exchange Visitor Information System (SEVIS) Number (if any)</td>
<td>N-00002387539</td>
</tr>
</tbody>
</table>

- **21.b.** Use the information of the passport you last used to enter the U.S., even if it is currently expired.
- **21.c.** Leave the box blank if you used your passport and it is listed above.
- **22.** Your most recent date of arrival can be found on your I-94 or the admission stamp in your passport.
- **23.** Type the name of the U.S. city where you last entered the U.S.
- **24.** Type the immigration status at your last arrival. It could be F-1, H-4, L-1, or something else.
- **25.** If your current immigration status is not F-1, see an ISS advisor.
- **26.** Your SEVIS ID number is on the top, left corner of your I-20 and starts “N000…”
27. An F-1 student may file for employment authorization under one of the Foreign Student Categories:

- Pre-Completion OPT: (c)(3)(A)
- Post-Completion OPT: (c)(3)(B)
- 24-Month STEM OPT: (c)(3)(C)

You will write in the eligibility category based on the type of employment authorization you are requesting.

NOTE: The first letter of the code is always lower case; the second letter is always upper case.
28. – 31.b. These questions do not apply to you if you are filing under one of the following Foreign Student Categories:
- Pre-Completion (c)(3)(A) or
- Post-Completion OPT (c)(3)(B)

Type “N/A” in the fields. Leave items 30 & 31.b. blank.
Part 3 – Applicant’s Statement, Contact Information, Declaration, Certification, and Signature

Applicant’s Statement

1.a. Select this box to indicate you have read & understood the questions & answers, unless you are using a preparer to complete the form.

Applicant’s Contact Information

3-4. Enter your information. You must enter a number where you may be reached during the daytime. You may enter the same phone number for items 3 & 4. If you do not have a mobile telephone number, leave item 4 blank.

5. Enter an e-mail address you will check everyday. Do not use your UWP e-mail address as it will eventually be deactivated after you graduate.
Part 3 – Applicant’s Statement, Contact Information, Declaration, Certification, and Signature

Read the entire declaration carefully!!

Applicant’s Signature

7.a. Sign your name by hand and using black ink. DO NOT sign electronically. Your signature MUST fit within the box. If the signature touches any of the lines of the box, your application could be delayed.

If the “Don’t forget to sign!” reminder does not disappear when you print the form, try using the most recent version of Adobe Reader to open the form or try a different browser.

7.b. Sign your I-765 the same day you pick-up your new I-20 or after you make corrections and before you mail it, whichever is later.
Part 4 and 5 – Interpreter’s Contact Information, Certification, Declaration, and Signature

Part 4 & Part 5 (on pages 4-6)

These sections are for those who use an interpreter or paid preparer to complete the form. If you did NOT use an interpreter or preparer, leave all fields blank and skip these questions.

If you used a preparer to complete this application, refer to the USCIS Instructions for Form I-765 (https://www.uscis.gov/i-765) for guidance.
Part 6 – Additional Information

Part 6 Complete this section only if you have previous SEVIS ID numbers OR if you have ever been authorized for CPT or OPT.

*If neither of these apply to you, leave Part 6 blank.*

1.a.-1.c. Type in your name. If you don’t have a middle name, type “N/A”

2. If you do not have an A-Number or cannot remember it, **leave blank**. If you are renewing your EAD (filing for STEM OPT), this may be listed as the USCIS Number on the front of your EAD card.

3.a.-3.c. Type in Pg. 3, Part 2, Item 27

3.d. **List all previous SEVIS ID Numbers**.

Type, “Previous SEVIS IDs” and list your numbers. You may have multiple SEVIS Numbers if you attended a U.S. high school, short program, community college, filed for reinstatement or attended multiple schools.

3.d. **If you have had previous CPT or OPT authorizations**, type in the information for each CPT/OPT and include photocopies of all previous CPT and OPT I-20’s and EAD cards (front & back) with your application.
Part 6 – Additional Information

If you completed any part of page 7, Part 6:

Handwrite your signature and the date in the blank space at the bottom of page 7.

Your Handwritten Signature
DATE MM/DD/YYYY
Your I-765 Form is Complete!

• Review your completed form for accuracy.

• Submit ALL 7 PAGES of the I-765 to USCIS.

• Make a copy of your completed application before mailing to USCIS.

• Mail your application to USCIS within 30 days of the issue date on your OPT I-20.
Supporting Documentation

• A check or money order for $410. *(Make sure to check for fee increases!)* Checks to be made out to “U.S. Dept. of Homeland Security”

• A copy of your I-94 Arrival - Departure Record Form. Print a copy from this website: [https://i94.cbp.dhs.gov/I94/consent.html](https://i94.cbp.dhs.gov/I94/consent.html)

• 2 official passport photos (obtain from Walgreens or other passport photo facilities). Write your name lightly on the back of each photo.

• If you had a previous Employment Authorization Document (OPT EAD card), you must include a copy.

• Copy of passport pages: the information page with your picture and the US visa stamp page.

• If you participated in CPT (Curricular Practical Training Internship) then include copies of the I-20(s) authorizing this CPT work.

• A new I-20 requesting OPT signed by the ISS Office. Your application must be submitted within 30 days of this I-20 print date.

• Download US government form G-1145 E-Notification of Application/Petition Acceptance *(https://www.uscis.gov/g-1145).*
I-20 requesting OPT

Now that you have completed form I-765 and collected all supporting documentation you can meet with your International Student Advisor for your I-20 requesting OPT.

**REMEMBER** - Your application requires you to request a specific date for your OPT to start. Your start date may be immediately after graduation or up to 60 days later. Your entire OPT period must be completed within 14 months of the end of your studies. Choose your start date carefully as the 12-months OPT period begins counting on your selected start date whether you have employment or not. You cannot work before your start date. If an OPT application is submitted late, your 12-months OPT period may be reduced to fit within the 14 month maximum.
# Mailing Address

<table>
<thead>
<tr>
<th>For U.S. Postal Service (USPS) deliveries:</th>
<th>For Express mail and courier deliveries:</th>
</tr>
</thead>
<tbody>
<tr>
<td>USCIS Phoenix Lockbox, PO Box 21281</td>
<td>USCIS, Attn: AOS</td>
</tr>
<tr>
<td>Phoenix, AZ 85036</td>
<td>1820 E. Skyharbor Circle S,</td>
</tr>
<tr>
<td></td>
<td>Suite 100</td>
</tr>
<tr>
<td></td>
<td>Phoenix, AZ 85034</td>
</tr>
</tbody>
</table>
Additional Information

Mailing Address

By law, you must keep the ISS Office up to date with your current address throughout your OPT period.

90-day Unemployment Rule

• Students on post-completion OPT have up to 90 days of unemployment. The 90 days starts counting from your approved OPT/EAD start date (not the recommended start date nor the program end date on your I-20) and is cumulative.

• If you accumulate 90 days or more of unemployment, you are in violation of your F-1 status. You are expected to leave the U.S., transfer to another school or change your visa status before the 90th day.

• Approved vacation from a job does not count as "unemployment" if you are still considered an employee.

• Jobs that are less than 20 hours per week will count towards the 90-day unemployment limit.

• IMPORTANT!! - Inform the ISS Office once you have secured employment to ensure your SEVIS record is updated.