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## Guidelines for Completing Form I-765 Application for Employment Authorization

### General:

Make sure you have the most current version of the I-765 form. The revision date is on the bottom left of the form, e.g. "05/31/18". You can check with the CGE or you can download the current version at <http://www.uscis.gov/i-765>. Do **not** use an older version. Please type your answers on the PDF version. When you finish, print the form and sign it. The guidelines below address the most common but not all scenarios. If you are in doubt please ask an advisor in CGE.

**Page 1**

### Part 1: *"Reason for Applying*

- For new OPT application, select 1.a. "Initial permission to accept employment" box if this is your first time applying for OPT.  
OR
- For STEM extension, select 1.c. "Renewal of my permission to accept employment" box. Also select 1.c. if you were granted OPT authorization at a previous degree level.

### Part 2: Information About You

#### ***Your Full Legal Name***

- 1.a. Family name must be in CAPITAL letters and must be exactly as printed on your passport
- 1.b. Given Name (First Name) should be in the Title Case and must be exactly as printed on your passport
- 1.c. Middle Name(s) should be in the Title Case and must be exactly as printed on your passport
  - Ex. HUBLE, Edwin Powell

#### ***Other Names Used***

- Enter other official names you have used, such as a maiden name. Otherwise leave this blank.

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### **Part 2. Information About You (continued)**

#### ***Your U.S. Mailing Address***

- 5.a. In Care Of Name (If any): Type "**Center for Global Engagement**" in the available box
- 5.b. Street Number and Name: Type "**1620 Melrose Ave.**"
- 5.c. Type "**NA**" in box on the far right.
- 5.d. City or Town: Type "**Knoxville**"
- 5.e. State: Type "**TN**"
- 5.f. Zip Code: Type "**37996**"

### **U.S. Physical Address**

- 7.a. Street Number and Name: Type your current U.S. residential street address.
- 7.b. Include Apartment Number. Check APT box and write number in the space on the right.
- 7.c. City or Town: Type in the City of your current residential address. Ex. "Knoxville"
- 7.d. State: Type in the 2 letter abbreviation of your state of your current residential address. Ex. "TN"
- 7.e. ZIP Code: Type in the 5 digit zip code of your current residential address. Ex. "37920"

### **Other Information**

8. Alien Registration Number (A-Number)(if any) Most F-1 students will not have this number unless you've previously been awarded OPT. If you have a previous EAD card, please enter the USCIS number here. Otherwise leave the boxes blank.
9. USCIS Online Account number (if any): This number is different from the number on an EAD card. Most F-1 students do not have one. If you do not have one, please leave boxes blank.
10. Gender: Select either Male or Female.
11. Marital Status: Check the block that applies to your marital status.
12. Have you previously filed Form I-765?: Choose "yes" or "no"
- 13a. Select whether or not you've been issued a social security card.
- 13b. You must enter your social security number if you have one.

*Note: If you enter your SSN in 13.b. skip to 18.a.*

14. Choose "yes" if you need a social security card issued. If you already have a card, answer "no", then skip to #18.
15. Choose "yes" if you need a social security card issued.
- 16 & 17 Enter your father and mother's names.

### **Your Country or Countries of Citizenship or Nationality**

18a&b Enter the name of your country of citizenship. If you hold more than one passport, please enter one country in 18.a. and one in 18.b.

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### **Part 2. Information About You (continued)**

#### **Place of Birth**

- 19.a. Type in the name of your city of birth
- 19.b. Type in the name of the state or province of your birth. If you do not have a state or province of birth, type "None"
- 19.c. Type in the name of your country of birth.
20. Type in your date of birth. 2 digit month first, then 2 digit day, then 4 digit year.  
**Ex. April 7, 1990 should be: 04/07/1990**

### **Information about Your Last Arrival in the United States**

- 21.a. Enter the number from your most recent I-94 arrival record. You should access your most recent I-94 at <https://i94.cbp.dhs.gov/>
- 21.b. Enter your passport number from your most recent passport, even if this passport has expired.
- 21.c. If you've entered in F-1 status and you've entered your passport number in item 21.b., type "NA"
- 21.d. Type the name of the country that issued your most recent passport.
- 21.e. Enter the Expiration date for your passport
22. Enter the date of your last arrival in the U.S. found on your I-94 record or entry stamp in your passport.  
**Ex. "08/01/2017"**
23. Enter the city name of your last arrival in the U.S. Ex. "Chicago"
24. Enter "**F-1 student**"
25. Enter "**F-1 student**"
26. Enter SEVIS ID number found in the top left of your I-20 form.

#### ***Information About Your Eligibility Category***

27. Enter (c)(3)(A) for pre-completion OPT or **(c)(3)(B) for post-completion OPT.**

Items 28a-31b Skip these sections. They do not apply to students in F-1 status applying for pre-completion or regular post-completion OPT.

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### **Part 3. Applicant's Statement, Contact Information, Declaration and Signature**

#### ***Applicant's Statement***

Items 1a – 2: Select 1.a "I can read and understand English, and I have read and understand every question and instruction on this application and my answer to every question."

#### ***Applicant's Contact Information***

Items 3-5: Enter your daytime phone number, cell phone number and email address.

#### ***Applicant's Declaration and Certification***

Read this section. When you sign the statement under Applicant's signature you are certifying that you read this section and have provided accurate information on this form and any copies of documents submitted with this form are true copies of official documents.

#### ***Applicant's Signature***

- Sign the form in black ink after you print it and try to keep your signature within the box lines. Otherwise, your application may be rejected.
- Type the date you signed the form in MM/DD/YYYY format.

**Note on Part 4 and Part 5:** Don't put anything for interpreter or preparer since you understand English and did not hire a lawyer to fill out the application for you.

**Part 4. Interpreter's Contact Information, Certification and Signature.**

1.a. Type "NA"

1.b. Type "NA"

2. Type "NA"

Items 3.a. – 7.b. Enter "NA" in all blanks

**Part 5. Contact Information, Declaration, and Signature or the Person Preparing this Application, If Other Than the Applicant.**

For Part 5, Items 1.a. – 6 Type "NA" in all blanks. I

**Part 5. Contact Information, Declaration, and Signature of the Person Preparing this Application, If other than the Applicant. (continued)**

Skip Items 7.a. - 8.b

**Part 6. Additional Information**

If you previously were authorized for OPT or CPT, you must enter the information here. Provide all previously used SEVIS numbers and evidence of any previously authorized CPT or OPT and the academic level at which it was authorized.

Items 1.a – 1.c Enter your names as you did on page 1 under "Full Legal Name"

3.a type "3"

3.b. type "2"

3.c. type "27"

In item 3.d. provide the following information:

- SEVIS ID number
- List all previous CPT and OPT authorizations with degree levels and authorization dates (see sample I-765 for help with formatting)

Ex. "CPT authorized from 05/01/2018 to 08/01/2018 at PhD level. Please see copy of I-20."

Alternate Ex. "OPT Authorized from 06/01/2014 to 05/31/2015 following completion of Master's Degree. Please see copy of EAD."

***Note: Be sure to include previous I-20s and EADs that correspond to your CPT and OPT authorizations even if they were issued while at another U.S. institution.***