

Wesleyan University
Office of International Student Affairs

Tips to Complete Form I-765
Application for Initial OPT Employment Authorization

Important: *OISA provides general guidance on your Optional Practical Training (OPT) application based on information obtained from reliable sources and reflecting our years of experience in working with F-1 students. We make every attempt to ensure that we provide you with the most up-to-date information available. **Any advice provided to you by OISA does not constitute legal advice.** The OPT application is a **personal application for which you are responsible**; the application preparation and USCIS case decision will vary depending on the facts at issue in your particular case. OISA does its best to provide you with the most current guidance, but please be mindful that USCIS may change its interpretation of these policies, procedures, regulations, and eligibility requirements at any time. OISA is not responsible for any errors or omissions or for the results obtained from USCIS. Please reference the official [USCIS instructions for I-765](#) and [Checklist of Required Initial Evidence for Form I-765](#) if you have questions.*

Below are detailed instructions on how to complete [Form I-765](#) if you are applying for OPT *by mail*. If you are applying online via the USCIS website, you must carefully follow the instructions to complete each part of your Form I-765 and submit the required materials and evidence.

- Obtain the current version of Form I-765. Download the form from the USCIS website: <https://www.uscis.gov/i-765>. Double-check the edition date of the form by checking “form details” → “edition date” on the website on the day you plan to mail your STEM OPT Extension application package.
- Type or print legibly in **BLACK** ink as stated on page 1 of Form I-765. Your signature on page 4 must be done by hand in black ink. Although this form is a fillable PDF, there may be sections that cannot be typed in. Thoroughly check after printing to ensure all fields are filled accurately. It is acceptable to submit a form which is partially typed and partially handwritten. Make sure that you use black ink and print legibly when handwriting responses.
- Please make sure that the barcode is displayed at the bottom of every page when printing your I-765. If it is missing, use a different computer and/or internet browser.
- Answer all questions, unless otherwise instructed on the form. If a question does not apply to you, write **N/A or leave it blank** unless otherwise instructed on the form. If the question requires a numerical response, and does not apply to you, write **NONE or leave it blank**, unless otherwise instructed on the form.
- Be sure to make a copy of your **ENTIRE** OPT application package, including Form I-765 and all the other documents you are required to submit. Make a copy of your money order and tracking number of your mailing receipt.
- Sign and date your Form I-765 on the day you plan to mail your application package. **Remember, the earliest you may apply is 90 days before your program end date (listed on page 1 of your I-20), and the latest you may apply is 60 days after your program end date. USCIS must receive and receipt your OPT application by the 60th day after your program end date or you will be ineligible for the OPT benefit at your current degree level.**

Part 1 Reason for Applying

Item 1: Check the box "Initial permission to accept employment." If you lost your EAD and are applying for a new card, select "replacement of lost, stolen, or damaged employment authorization document NOT DUE to US Citizenship and Immigration Services (USCIS) error."

Part 2 Information About You

Item 1: Enter your family/last name in **1a**. Enter your given/first name in **1b**. Enter your middle name in **1c**, if you have one. If you do not have a middle name, leave it blank. **Note: Name entered in this section should match your name as it appears on your passport.**

Items 2a - 4c: Provide all other names you have ever used. Only include any previous LEGAL names which you can provide proof of government issued identification. If you do not have any previous legal names, fill in with "N/A" or leave it blank.

Item 5: Enter your mailing address. This must be a U.S. address that will be valid during your OPT application processing time (processing times vary from 2 - 6 months.). USCIS will use this mailing address to send notices and your EAD card. If you believe you will change addresses within the next three months, you may want to consider obtaining a [U.S. Post Office Box](#) or using the U.S. address of a trusted friend or family member. If you choose to enter your friend or family member's address, you must also include an "in care of" name for item 5a. If you will be mailing to yourself, fill in "N/A" or leave the line blank for 5a. Fill in "N/A" or leave the line blank for 5c if you do not have an apartment number, a suite number or a floor number.

Item 6: If your mailing address is the same as your CURRENT physical address, mark YES. Otherwise, mark NO.

Item 7: If you answered "Yes" to Item 6, fill in all sections for Item 7 with "N/A" or leave them blank. If you answer "No" to Item 6, provide your current U.S. physical address where you are living at the time you are completing this application. Please use your Wesleyan residential hall street address if you are on campus. **Do not** use your WesBox address.

Other Information:

Item 8: Write "NONE" or leave blank.

Item 9: Write "NONE" or leave blank.

Item 10: As indicated on your passport.

Item 11: Select your appropriate marital status.

Item 12: Select "Yes" if you have previously applied for OPT or ever submitted the I-765 for work authorization to US Citizenship and Immigration Services. Select "No" if you have only ever worked on campus or been authorized for CPT or if you have not previously filed Form I-765.

If you select "Yes," you will also need to list each time you previously filed Form I-765 in Part 6, page 7 of this Form I-765.

Item 13a: If you have ever received a Social Security card previously you must check "Yes". If not, check "No".

Item 13b: Answer this question if you have a Social Security Number and checked "Yes" for item 13a. If you answered "No" to item 13a., fill in with "NONE" or leave blank.

Items 14: If you have a Social Security Card check "No," then ***Skip to part 2 item 18a.***

Item 15: If you would like to apply for a Social Security Card select "yes" and complete item 14 with "yes" and provide information for items 16a - 17b. If you answered "NO" to Item 14, skip item 15 and fill in items 16a through 17b with N/A.

Items 16-17: Only answer these questions if you do not have a Social Security card and check "Yes" for items 14-15. By answering these questions, you would be applying for a Social Security card with your Social Security Number printed on it. Your SSN will be issued and you will receive an SSN card from the Social Security Administration upon approval of your OPT application. You will not need to submit a separate application for an SSN to the Social Security Administration.

Item 18: Type or print the name of the country or countries where you have citizenship or are a national. If you are a dual citizen, type or print in **18a** the name of the foreign country that issued your last passport used when entering the U.S. Enter the name of your additional country of citizenship in item **18.b**. If you have only one citizenship, write "N/A" or leave the line blank.

Items 19a, 19b, 19c. List the city/town/village, state/province and country where you were born.

Item 20: Type or print your date of birth using the format of mm/dd/yyyy.

Item 21a: Enter your I-94 number. You can find your I-94 number on this website: <https://i94.cbp.dhs.gov/i94/#/home>. If your last entry was by land, you may have a paper I-94 attached to your passport instead of an electronic version.

Item 21b: Enter your passport number.

Item 21c: Put "NONE" or leave blank.

Item 21d: Enter your passport country.

Item 21e: Enter your passport expiration date using the format of mm/dd/yyyy.

Item 22: Enter the last date you entered the U.S. This should be the date stamped in your passport or the date listed on your I-94. Make sure that you use the format mm/dd/yyyy.

Item 23: Indicate city and state of your last arrival or entry into the US. This should be indicated by the three-digit code stamped on your passport. For example, if you entered JFK, the stamp in your passport should indicate "JFK, New York, NY". If you entered through Newark, the stamp on your passport should indicate "EWR, Newark, NJ". If you entered through Bradley, the stamp on your passport should indicate "BDL, Harford, CT."

Item 24: Your status of last entry should be "F-1 Student."

Item 25: Your current status should be F-1 Student.

Item 26: Enter your SEVIS ID number as indicated on the top of your I-20.

Item 27: For Post-Completion OPT enter the codes (c) (3) (B) - The c is a lowercase "c" and B is an uppercase "B".

Items 28a - 28c: Write "N/A" or leave blank.

Item 29: Write "NONE" or leave blank.

Item 30: Do not select an option.

Item 31a: Write "NONE" or leave blank.

Item 31b: Do not select an option.

Part 3: Applicant's Statement, Contact Information, Declaration, Certification, and Signature

Select the box appropriate for your situation. If you select 1a, write "N/A" in the text boxes for items 1b and 2 or leave them blank.

Item 1a: Select 1a.

Item 1b: Do not check the box. Put "N/A" in the fillable space or leave it blank.

Item 2: Do not check the box. Put "N/A" in the fillable space or leave it blank.

Item 3: Fill in with your daytime phone number. Enter your telephone numbers with no dashes or spaces.

Item 4: Fill in with your cell phone number, this can be the same as your daytime phone number. Enter your telephone numbers with no dashes or spaces.

Item 5: Enter your email address. This can be your Wesleyan email as long as you check your email on a regular basis.

Item 6: Check only if applicable.

Applicant's Signature

Item 7a: Be sure to sign the form in **black ink inside the box**. Make sure only your signature is in the box, and it **fits entirely within it** as USCIS will scan your signature for your approval document. The signature must be done by hand and not electronically/digitally signed. The date format must be mm/dd/yyyy.

Item 7b: Enter the date you will mail your application to USCIS.

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

Regardless of whether you use an interpreter, these pages must be included in your application.

If someone else is completing your I-765 for you, they are required to complete this section in its entirety.

If you have completed the I-765 yourself, use the instructions below:

Items 1a to 3h: Fill in N/A or leave blank.

Items 4 and 5: Write "NONE" or leave blank.

Items 6 to 7b: Fill in N/A or leave blank.

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

If you have completed the I-765 yourself, use the instructions below:

Items 1a to 3h: Fill in N/A or leave blank.

Items 4 and 5: Write "NONE" or leave blank.

Item 6: Fill in N/A or leave blank.

Items 7a and 7b: Do not select anything.

Items 8a and 8b: Fill in N/A or leave blank.

Part 6: Additional Information

Items 1a - 1c: Complete with your name as it appears on your passport.

Item 2: Write "NONE" or leave blank.

Items 3a - 7d: Complete this section **ONLY** for reasons listed below; otherwise indicate "N/A" or leave blank.

- You have previously been approved for CPT and/or OPT
- You have previously been approved for OPT.
- You have had a different SEVIS ID number while in F-1 status in the U.S. (For example, you attended school but left for a leave of absence and then returned to school with a new I-20.)

Previous CPT and/or OPT - *If you have previously been approved for CPT and/or OPT:*

Items 3a-c, 4a-c, 5a-c, etc.: Write Page 3, Part 2, Item 26.

Items 3d and 4d: List out any of the previous CPT or OPT authorizations you have had. Use separate fields for each type of authorization. (For example, list all previous CPT/OPT in separate boxes.)

- **CPT:** List all previous CPT approvals. We suggest this format: CPT Authorizations (as the title to this section); whether the authorization was part-time (20 hours or fewer per week) or full-time (more than 20 hours per week); your SEVIS ID number, employer name; employment start date - employment end date; and degree level. You can find all of your previous CPT details on the I-20 that was approved for each period of CPT. *For example: CPT Authorization, Full-time, N0123456789, Top Job Inc., 06/01/2018 - 09/03/2018, Bachelor's.*

3.d. **CPT Authorization**

 Full-time

 N0123456789

 Top Job Inc.

 06/01/2018 - 09/03/2018, Bachelor's

- **OPT:** List all previous OPT approvals. We suggest this format: OPT Authorizations (as the title to this section); whether the authorization was part-time (20 hours or fewer per week) or full-time (more than 20 hours per week); your OPT approved start date - OPT approved end date; and degree level. *For example: OPT Authorization, Part-time, N0123456789, 09/04/2018 - 12/20/2018, Bachelor's.*

4.d. **OPT Authorization**

 Part-time

 N0123456789

 09/04/2018 - 12/20/2018, Bachelor's

Previous SEVIS ID - If you had a previous SEVIS ID number:

Items 3a-c, 4a-c, 5a-c, etc.: Write Page 3, Part 2, Item 26.

Item 5d: List out any of the previous SEVIS ID numbers you have had. Use separate fields for each type of authorization. (For example, list any previous SEVIS ID number in 5d.)

- List all other SEVIS ID numbers you have used in the past. We suggest this format: Previous SEVIS ID numbers (as the title for this section); your previous SEVIS ID number; program start and end dates for that previous SEVIS ID number; degree level and the name of the university attended. *For example: Previous SEVIS ID number; N0012345678, 09/05/2015 - 05/15/2017, Bachelor's, Wesleyan University.*

5.d.

 Previous SEVIS ID number

 N0012345678

 09/03/2017 - 05/16/2018, Bachelor's

 Wesleyan University
