

Wesleyan University
Office of International Student Affairs

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

Important: OISA provides general guidance on your STEM OPT Extension 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 of 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 the 24-month STEM OPT Extension *by mail* following your post-completion OPT period. 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 application package.
- Type or print legibly in **BLACK** ink. Your signature on page 5 must be done by hand and 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** STEM OPT Extension 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 EAD card end date.

Part 1 Reason for Applying

Item 1: Check the box 1a “Initial permission to accept employment” because this will be a request for a new eligibility category of employment authorization. Your one-year OPT was in the eligibility category (c)(3)(B). **The eligibility category for the STEM OPT Extension is (c)(3)(C).** 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 write “N/A” or 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 of 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 STEM application processing time (processing times vary from 2 - 6 months). USCIS will use this mailing address to send receipts 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, select YES. Otherwise, select 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 the U.S. physical address with the current address where you are living at the time that you are completing this application.

Other Information:

Item 8: Your A-Number is listed as the “USCIS Number” on your post-completion EAD card per USCIS’ I-765 Instructions.

Item 9: You may have a USCIS Online Account Number (OAN) if you previously filed a paper form with USCIS and received an Account Access Notice. The OAN would be listed at the top of the Notice; the OAN is different from the A-Number.

Item 10: As indicated on your passport.

Item 12: Select “Yes”. Note that you will also need to list each time you previously filed the Form I-765 in Part 6, page 7 of this Form I-765.

Item 13a: If you have ever been issued a Social Security card, you must check "Yes."

Item 13b: Answer this question if you have a Social Security Number and checked “Yes” for item

13a.

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

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

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 from your most recent entry to the U.S. You can retrieve your I-94 number from <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: Write "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 that you entered the U.S. This will likely 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", indicating New York, NY. If you entered through Newark, the stamp on your passport should indicate "EWR", indicating Newark, NJ. If you entered through Bradley, the stamp on your passport should indicate "BDL", indicating 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 STEM OPT enter the codes (c) (3) (C) - The first c is a lowercase "c" and the second is an uppercase "C".

Item 28a: Enter your degree followed by your major as listed on page 1 of your I-20.
Example: Bachelor's, computer science

Item 28b: Be sure to put the company's name as listed in E-Verify.

Item 28c: The E-Verify number is NOT the employer's EIN. The E-Verify number is usually 4-7 digits.

Item 29: Write "NONE" or leave blank

Items 30 a-c: Do not select an option.

Items 30 d-g: Write “N/A” or leave blank.

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

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. Ensure that you use an address you will check on a regular basis.

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

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 **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.

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

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.

If someone else has completed your I-765 for you, you should indicate their contact information. Regardless of answers, these pages must be included in your application.

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 & 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:

- You have previously been approved for CPT.
- You have previously been approved for OPT. ***You are currently approved for OPT so this will apply to you.
- You have had a different SEVIS ID number while in F-1 status (for example, you attended school but left for a leave of absence, 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 (including current OPT authorization):*

Items 3a-c, 4a-c, 5a-c, etc.: Write Page 3, Part 2, Item 27.

Items 3d and 4d: List the previous CPT or OPT authorizations you have had. Use separate fields for each type of authorization (for example, list all previous CPT or previous 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; 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/current 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; degree level. *For example: OPT Authorization, Part-time, N0012345678, 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 any of the previous SEVIS ID numbers you have had. Use separate fields for each (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
