

**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 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](#) if you have questions.

Below are detailed instructions on how to complete Form I-765 if you are applying for initial (one-year) Optional Practical Training (OPT) after you graduate from Wesleyan University.

- 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 OPT application package.
- Type or print legibly in **BLACK** ink except for your signature on page 5 in blue 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 type and hand written. 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**, unless otherwise instructed on the form. If the question requires a numerical response, and does not apply to you, write **NONE**, unless otherwise instructed on the form.
- Be sure to make a copy of your **ENTIRE** OPT application package, including Form I-765 and all your other documents you are required to submit. Make a copy of your money order and tracking number on your mailing receipt.
- Sign and date your Form I-765 on the day you plan to mail your application package. Remember, the earliest you can apply is 90 days before your program end date on your I-20. The latest date your OPT application can be received by USCIS is 60 days after your program end date.

## 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 write "N/A". **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.

**Item 5:** Enter your mailing address. This must be a U.S. address that will be valid during your OPT application processing time (average processing time 3 - 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's 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 for 5a. Fill in N/A in 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. If you answer "No" to Item 6, fill out the U.S. physical address with the current address you are using at the time you are filling 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."

**Item 9:** Write "NONE."

**Item 10:** As indicated on your passport.

**Item 12:** Select "Yes" if you have previously applied for OPT or ever submitted the I-765 for work authorization to the 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 the 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.”

**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 citizenship type or print the name of the foreign country that issued your last passport used when entering the U.S. in **18a**. Enter the name of the additional country of citizenship in item **18.b**. If you have only one citizenship write “N/A.”

**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 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:** Put “NONE.”

**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. For most of you 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."

**Item 29:** Write "NONE."

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

**Items 30 d-g:** Write "N/A."

**Item 31a:** Write "NONE."

**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.

**Item 2:** Do not check the box. Put "N/A" in the fillable space.

**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.

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

**Item 6:** Check only if applicable.

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

**Item 7a:** Be sure to sign the form in **blue ink inside the box**. Make sure only your signature is in the box and **fits entirely within it**, as the government 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.

**Items 4 and 5:** Write “NONE.”

**Items 6 to 7b:** Fill in N/A.

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.

**Items 4 & 5:** Write “NONE.”

**Item 6:** Fill in N/A.

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

**Items 8a and 8b:** Fill in N/A.

### **Part 6: Additional Information**

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

**Item 2:** Write “NONE.”

**Items 3a - 7d:** Complete this section **ONLY for reasons listed below** otherwise indicate “N/A”

- 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 (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:***

**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 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 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, 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