UNIVERSITY of WASHINGTON
INTERNATIONAL STUDENT SERVICES

International Student Services
459 Schmitz Hall, Box 355832
Seattle, WA 98195-5832
Phone: 206.221.7857 Fax: 206.543.9772
iss.washington.edu

I-765 Form Completion Guide: 12 Month "Standard" OPT

Important Advice:

1) **Type your I-765**
   - Typing is preferred. Typing helps prevent unclear handwriting from causing errors on your OPT card and helps avoid mail delivery problems or delays. Use the fillable PDF I-765 on the USCIS website to type in your answers.
   - If you can't type your form, clearly print answers in black ink.
2) **Sign your I-765** in black ink
   - Typed signatures are not acceptable. The government will **reject and return I-765s** that are not signed.
3) **Carefully prepare the I-765 fee**
   - The government will **reject and return** OPT applications if there is not enough money to pay the fee when the application arrives at the government center. Do not send a check and plan to add money to your bank account later. Have 100% of the fee money ready when you mail your application to the government.
   - The check or money order for the fee must be drawn on a bank or other financial institution located in the United States and must be payable in U.S. currency:
     - Do not use a check or money order from a foreign bank with online U.S. accounts. This is most common for Canadian students with U.S. dollar Canadian bank accounts.
   - Make the check or money order payable to **U.S. Department of Homeland Security**
        NOTE: Spell out U.S. Department of Homeland Security; do not use initials like "DHS"
   - Dates on a check or money order are critical! Write the current date on the check or money order; do not write a future date.
   - Use standard U.S. date style of Month Day Year (example: June 15 2016)

Sample check or money order

I-765 Form Questions

Question 1: Full Name

Write your Family Name in CAPITAL letters. Put space between your names.

1.	**Full Name**		
	(Family Name)	(First Name)	(Middle Name)
	DOE	Jane	Laura

1.	**Full Name**		
	(Family Name)	(First Name)	(Middle Name)
	LOPEZ SUAREZ	Carolina	Rosa

1.	**Full Name**		
	(Family Name)	(First Name)	(Middle Name)
	ONO	Yoko	

If you can't fit your full name in the space, you can send it on a separate page. Ask your ISS advisor for help if you can't fit information into the form.

Question 3: U.S. Mailing Address

Important mail about your OPT application, including your official receipt and Employment Authorization Document (approval card) will be mailed to the address you write here.

You can use your personal residential address on the I-765 form, but this address must be guaranteed valid for at least 4 months in the future. Government mail will not be forwarded to a new address by the U.S. Postal Service, even if you file a request for forwarding.

If you might change addresses, your options are:
A) Rent a P.O. box at the Post Office. This is also convenient because you can pick up mail day, night, or weekends.
B) Use a friend's address. (*Be careful — what if they move unexpectedly?*)
C) Use ISS's address.

3.	**U.S. Mailing Address**		
	(Street Number and Name)		(Apt. Number)
	UW ISS - Box 355832		
	(Town or City)	(State)	(ZIP Code)
	Seattle	WA	98195-5832

If you choose delivery to ISS, it does take a few days for mail to be sorted and delivered to ISS in Schmitz Hall after it is delivered to the campus main mail room. This means you may see "status: delivered" updates on the government OPT status tracking website, or receive delivery notices from the government or post office by email/text. This does not mean ISS has received your mail yet: your mail may be being sorted or carried across campus. You will have to wait until ISS contacts you to pick up your mail. Remember, ISS is not open evenings, weekends, or holidays.

Question 10: Alien Registration Number or I-94 Number (if any)

Use the 11-digit number from your I-94. Most students have an online I-94; download this at https://i94.cbp.dhs.gov/.
A small number of students will have a paper I-94 card (small, white card in your passport).

Question 11: Have you ever before applied for employment authorization from USCIS?

No: The most common answer for this question is "no". Students with Curricular Practical Training (CPT) should answer "no", because there is no EAD card for CPT employment. Students with on-campus jobs also answer "no."

Yes: Check "yes" only if you have **previously applied** for an EAD card from USCIS. Also provide the information on the date and USCIS center where your past application was processed, the approximate date, and include a copy of your past card.

What USCIS Office?

Enter the name of one of the 5 USCIS centers that processed your previous work authorization. If you don't remember which center processed your request, check your old EAD card or receipt notice for the first three letters; they are a code for the center.

- ▫ **WAC** = California Service Center
- ▫ **EAD** = Vermont Service Center
- ▫ **LIN** = Nebraska Service Center
- ▫ **SRC** = Texas Service Center
- ▫ **YSC** = Potomac Service Center

Date: Please use the "received date" from your previous application's receipt notice.

Results: Granted, Denied, or Pending

Questions 12, 13: Date and Place of Last Entry into the U.S.

Check your I-94's travel history and passport stamps for this information. In some cases your most recent entry to the U.S. was after a short trip to Canada or Mexico, and there will not be fresh trip information in your I-94 record or in your passport. This is standard, and it will be fine to use the information on your I-94 instead.

Questions 14, 15: Status at Last Entry and Current Immigration Status

Most OPT applicants will write "F-1 Student" for question 14, and "Student" for question 15.

If you have changed from a different immigration category to F-1 status by filing paperwork with the U.S. government, include a copy of your change of status Approval Notice.

Question 16: Eligibility Category

Write C 3 B If your requested OPT start date is after the end of your final quarter of class enrollment

> **16. Eligibility Category.** Go to the "Who May File Form I-765?" section of the Instructions. In the space below, place the letter and number of the eligibility category you selected from the instructions. For example, (a)(8), (c)(17)(iii), etc.
>
> (**c**) (**3**) (**b**)

Question 17 & 18

Leave these questions blank.

Signature

Your signature must be above the black line and fit in the white area of the form. Signatures that fit will be scanned and printed on your EAD card. If the signature is too big, your application could be delayed.

Be conservative and use a signature smaller than normal.

This grey area is completed if a lawyer or other person completes the I-765 form for you. If you complete your own form, leave this area blank.

> **Certification**
>
> I certify, under penalty of perjury, that the foregoing is true and correct. Furthermore, I authorize the release of any information that U.S. Citizenship and Immigration Services needs to determine eligibility for the benefit I am seeking. I have read the "Who May File Form I-765?" section of the instructions and have identified the appropriate eligibility category in **Question 16**.
>
> **Applicant's Signature** *Your Signature here (between the text & the line)*
>
> **Date of Signature** (mm/dd/yyyy) _____ MM/DD/YYYY _____
>
> **Telephone Number** _____ 123-456-7890 _____
>
> **Signature of Person Preparing Form, If Other Than Applicant**
>
> I declare that this document was prepared by me at the request of the applicant and is based on all information of which I have any knowledge.
>
> **Preparer's Signature** _____ *Leave this area blank* _____
>
> **Date of Signature** (mm/dd/yyyy) _____
>
> **Printed Name** _____
>
> **Address** _____

Photo Tips

The photos for the OPT application must meet the government specifications for U.S. passport photos.

Passport photos must be taken within the past 30 days. Do not reuse old photos — if the government sees that the same photos were used in your visa or passport, your application will be denied and returned.

Passport photos must be 2"x2". Your head size on the 2"x2" square photo is very important. Photos where the head is too big or small frequently cause problems. Your eyes must also be the correct distance from the bottom of the 2"x2" square photo.

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Sample Completed Form I-765: Optional Practical Training (OPT)

Don't forget to check this box!

3.
The government will send all mail about your OPT to the address you write here. It must be **clear and accurate**.
- Use an address valid for at least 4 months into the future.
- The post office will **not** forward OPT mail.
- If you might change your address, options are:
  - Rent a post office PO Box
  - Use a friend's address
  - Use ISS's address (see below)

3.   U.S. Mailing Address
(Street Number and Name)   (Apt. Number)
UW ISS - Box 355832
(Town or City)   (State)   (ZIP Code)
Seattle   WA   98195-5832

Warning! Do not copy this example address. Use your own information.

9. Leave blank if you have no U.S. Social Security number

10. Use number from I-94. Download at:
- https://i94.cbp.dhs.gov/

U.S. Customs and Border Protection
Securing America's Borders

Most Recent I-94

Admission (I-94) Record Number: 12345678901
Most Recent Date of Entry:
Class of Admission: F-1
Admit Until Date: D/S
Details provided on the I-94 Information form:
Last/Surname: Husky
First (Given) Name: Dubbs
Birth Date: 1990 January 1
Passport Number: X123456
Country of Issuance: Utopia

Get Travel History

11. Answer yes **only** if you have applied directly to USCIS for an Employment Authorization Document (EAD card) in the past.
This does **not include** on-campus employment or CPT.

12. and 13.
Check I-94 travel history page or passport stamps if not sure of date or location of last entry

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Department of Homeland Security
U.S. Citizenship and Immigration Services

I-765, Application For
Employment Authorization

Fee Stamp	Action Block	Initial Receipt	Resubmitted
For USCIS Use Only		Relocated	
		Received	Sent
		Completed	

☐ Application Approved   ☐ Application Denied - Failed to establish: Approved   Denied
  ☐ Authorization/Extension Valid From_____   ☐ Eligibility under 8 CFR 274a.12 (a) or (c)   ☐ Economic necessity under 8 CFR 274a.12(c)(14), (18) and 8 CFR 214.2(f)
  ☐ Authorization/Extension Valid To_____   A#
Subject to the following conditions:_____   ☐ Applicant is filing under section 274a.12

I am applying for: ☒ Permission to accept employment.   ☐ Replacement (of lost employment authorization document).
                     ☐ Renewal of my permission to accept employment (attach a copy of your previous employment authorization document).

1.   Full Name
(Family Name)   (First Name)   (Middle Name)
DOE   Jane   Laura

2.   Other Names Used (include Maiden Name)

3.   U.S. Mailing Address
(Street Number and Name)   (Apt. Number)
1234 NE Main St   102
(Town or City)   (State)   (ZIP Code)
Seattle   WA   98101

4.   Country of Citizenship or Nationality
Utopia

5.   Place of Birth
(Town or City)   (State/Province)   (Country)
BigCity   MainRegion   Utopia

6.   Date of Birth (mm/dd/yyyy)   01/01/1980

7.   Gender   ☐ Male   ☒ Female

8.   Marital Status
☐ Married   ☒ Single   ☐ Divorced   ☐ Widowed

9.   Social Security Number (Include all numbers you have ever used, if any)
555-55-5555

10.   Alien Registration Number (A-Number) or Form I-94 Number (if any)
12345678910

11.   Have you ever before applied for employment authorization from USCIS?
☐ Yes (Complete the following questions.)
  Which USCIS Office?   Dates
  Results (Granted or Denied - attach all documentation)
☒ No (Proceed to **Question 12.**)

12.   Date of Last Entry into the U.S., on or about (mm/dd/yyyy)
10/28/2016

13.   Place of Last Entry into the U.S.
San Francisco, CA

14.   Status at Last Entry (B-2 Visitor, F-1 Student, No Lawful Status, etc.)
F-1 Student

15.   Current Immigration Status (Visitor, Student, etc.)
Student

16.   Eligibility Category. Go to the "Who May File Form I-765?" Section of the Instructions. In the space below, place the letter and number of the eligibility category you selected from the instructions. For example, (a)(8), (c)(17)(iii), etc.
(c) (3) (b)

17.   (c)(3)(C) Eligibility Category. If you entered the eligibility category (c)(3)(C) in **Question 16** above, list your degree, your employer's name as listed in E-Verify, and your employer's E-Verify Company Identification Number or a valid E-Verify Client Company Identification Number in the space below.
Degree   Employer's Name as listed in E-Verify

Employer's E-Verify Company Identification Number or a Valid E-Verify Client Company Identification Number

18.   (c)(26) Eligibility Category. If you entered the eligibility category (c)(26) in **Question 16** above, please provide the receipt number of your H-1B principal spouse's most recent Form I-797 Notice of Approval for Form I-129.

Certification

I certify, under penalty of perjury, that the foregoing is true and correct. Furthermore, I authorize the release of any information that U.S. Citizenship and Immigration Services needs to determine eligibility for the benefit I am seeking. I have read the "Who May File Form I-765?" section of the instructions and have identified the appropriate eligibility category in **Question 16**.

Applicant's Signature   Jane Doe
Date of Signature (mm/dd/yyyy)   12/31/2016
Telephone Number   206-555-1212

Signature of Person Preparing Form, If Other Than Above

I declare that this document was prepared by me at the request of the applicant and is based on all information of which I have any knowledge.

Preparer's Signature
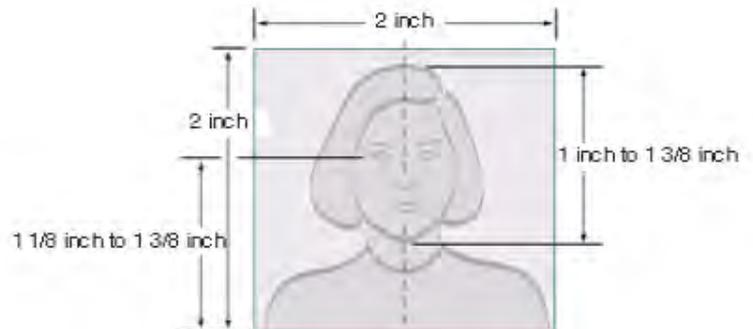**Date of Signature** (mm/dd/yyyy)
Printed Name
Address

Form I-765 03/11/16 Y

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15. If your most recent entry was not in F-1 status, check with ISS before completing form

16. The code (c) (3) (b) means you are applying for OPT that will start after you have completed your program of study.

IMPORTANT: Sign the form by hand in black ink. Typed signatures are not acceptable. The government will reject and return forms that are not signed.

14. If your most recent entry was not in F-1 status, check with ISS before completing form

Make sure this information is printed at bottom of your form. The government's scanning system uses this information and if it is missing your application will be returned.
Also make sure you are using the most recent form. You can download the most recent version (fillable) and type your answers (**recommended!**) at https://www.uscis.gov/i-765