

## 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 2017)

### Sample check or money order

**NAME**  
ADDRESS  
CITY, STATE ZIP

**DATE** Current Date

**PAY TO THE ORDER OF** US Department of Homeland Security \$ 410.00

Four Hundred Ten and no cents DOLLARS

**BANK NAME**  
ADDRESS  
CITY, STATE ZIP

**FOR** OPT Application Signature

⑆0123456789 01234567890123⑆ 0123

*Notes: Dates on checks and money orders are critical!  
• Write the current date. Do not write a future date.  
• Date format should be Month Day Year - example: June 15 2017*

0123

## 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? We have also heard from some students that the post office would not deliver their OPT mail because a different name was on the mailbox*)
- 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

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).



**Most Recent I-94**

**Admission (I-94) Record Number:** 12345678901

**Most Recent Date of Entry:** 2016 August 30

**Class of Admission:** F1

**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:** X1234567

**Country of Issuance:** Utopia

**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.

**11. Have you ever before applied for employment authorization from USCIS?**

Yes (Complete the following questions.)

Which USCIS Office?

Dates

Nebraska Service Center

06/22/2014

Results (Granted or Denied - attach all documentation)

Granted

No (Proceed to **Question 12.**)

**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 you can have different information in Questions 12 & 13 from what appears on your I-94.

**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, & 19

Leave these questions blank.

### Signature

Your signature must be handwritten in black ink (not typed) and fit inside the box. 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.*

You can type the date and your phone number.

This grey area is used only 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

Jane Doe

Date of Signature (mm/dd/yyyy)

MM/DD/YYYY

### Telephone Number

2065551212

### 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

Date of Signature (mm/dd/yyyy)

Printed Name

Address

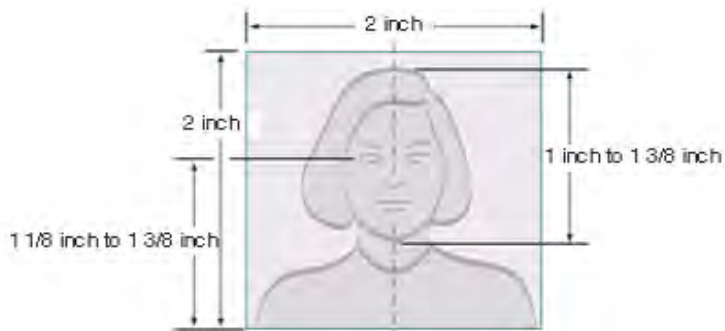
Used only by lawyer  
or other person who  
completed the I-765  
for you

### 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.



Sample Completed Form I-765: Standard Optional Practical Training (12 Month)

**Application For Employment Authorization**  
Department of Homeland Security  
U.S. Citizenship and Immigration Services

USCIS  
Form I-765  
OMB No. 1615-0040  
Expires 02/28/2018

For USCIS Use Only	Fee Stamp	Action Block	Initial Receipt	Resubmitted
			Relocated	
			Completed	
<input type="checkbox"/> Application Approved <input type="checkbox"/> Authorization/Extension Valid From _____ <input type="checkbox"/> Authorization/Extension Valid To _____ Subject to the following conditions: _____		<input type="checkbox"/> Application Denied - Failed to establish: <input type="checkbox"/> Eligibility under 8 CFR 274a.12 (a) or (c) <input type="checkbox"/> Economic necessity under 8 CFR 274a.12(c)(14), (18) and 8 CFR 214.2(f)		Approved Denied A/R

Applicant is filing under section 274a.12

▶ **START HERE** - Type or print in black ink.

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)

Family Name	First Name	Middle Name

3. U.S. Mailing Address

Street Number and Name	Apt. Number	
1234 SE Main St	102	
Town or City	State	ZIP Code
Seattle	WA	98101

4. Country of Citizenship or Nationality

Utopia
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5. Place of Birth

Town or City	State/Province	Country
BigCity	MainRegion	Utopia

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

01/01/1980
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7. Gender  Male  Female

8. Marital Status

Single  Married  Divorced  Widowed

9. Social Security Number (Include all numbers you ever used, if any)

555-55-5555

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

12345678901

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 documents) \_\_\_\_\_

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 )

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

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

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>

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/>



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

14. and 15. If your most recent entry was not in F-1 status, or you are not currently in student 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.

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.

19. (c)(35) and (c)(36) Eligibility Category

a. If you entered the eligibility category (c)(35) or (c)(36) in Question 16 above, please provide the receipt number of the Form I-140 beneficiary's Form I-797 Notice of Approval for Form I-140.

b. Have you EVER been arrested for and/or convicted of any crime?  Yes  No

NOTE: If you answered "Yes" to Item Numbers 19.b., refer to Item Number 5., Item H. or Item I. in the Who May File Form I-765 section of these Instructions for information about providing court dispositions.

#### Certification

I certify, under penalty of perjury, that the foregoing is 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

John Doe

Date of Signature (mm/dd/yyyy)

01/18/2017

Telephone Number

206 555 1212

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

Date of Signature

Printed Name

Address

**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.

Make sure this information is printed at bottom of **both** pages 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>