Important Advice:

1) Type your I-765
   - Use the fillable PDF I-765 on the USCIS website to type in your answers.
   - Typing helps prevent unclear handwriting from causing errors on your OPT card and helps avoid mail delivery problems or delays.
   - 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 in the bank when you mail your application to the government.
   - The check or money order must be issued by a financial institution located in the U.S. and must be 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 (examples: June 15 2017, August 22 2018).

Sample check or money order

```
NAME
ADDRESS
CITY, STATE ZIP

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

Four Hundred Ten and no cents

DATE: Current Date

BANK NAME
ADDRESS
CITY, STATE ZIP

FOR OPT Application

Signature

+0123

Sample check or money order
```

4) Get Fresh Passport-style Photos
   - OPT application photos must meet the government specifications for U.S. passport photos.
   - Photos must be 2”x2”. Photos where the head size 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.
   - 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 a prior immigration document (passport, visa, old EAD) your application may be denied.
I-765 Form Questions

Question 1: Full Name

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

1. Full Name

<table>
<thead>
<tr>
<th>Family Name</th>
<th>First Name</th>
<th>Middle Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>DOE</td>
<td>Jane</td>
<td>Laura</td>
</tr>
</tbody>
</table>

1. Full Name

<table>
<thead>
<tr>
<th>Family Name</th>
<th>First Name</th>
<th>Middle Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>LOPEZ SUAREZ</td>
<td>Carolina</td>
<td>Rosa</td>
</tr>
</tbody>
</table>

1. Full Name

<table>
<thead>
<tr>
<th>Family Name</th>
<th>First Name</th>
<th>Middle Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>ONO</td>
<td>Yoko</td>
<td></td>
</tr>
</tbody>
</table>

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.

Warning! Government mail will not be forwarded to a new address by the U.S. Postal Service, even if you file a request for forwarding.

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.

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? Also, we have heard some post office workers will not deliver mail if the person’s name on the envelope is not also on the mailbox)

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?

Yes: Check “yes” because you have previously applied for an EAD card from USCIS with your standard 12-month OPT. 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.

<table>
<thead>
<tr>
<th>What USCIS Office?</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
</tr>
<tr>
<td>YSC = Potomac Service Center</td>
</tr>
<tr>
<td>LIN = Nebraska Service Center</td>
</tr>
<tr>
<td>WAC = California Service Center</td>
</tr>
<tr>
<td>EAD = Vermont Service Center</td>
</tr>
<tr>
<td>SRC = Texas Service Center</td>
</tr>
</tbody>
</table>

Dates: Please use the “start date” printed on your 12-month OPT EAD card.

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 C

Question 17: C 3 C Eligibility Category Supplemental Information

Use the following examples and information

The E-verify number is a 4—7 digit number with no letters or hyphens. This number will be contained in your employer’s Memorandum of Understanding with E-Verify. This is not the company’s EIN number, which is longer and has a hyphen.

If your company wants to write in the E-Verify number later and mail your packet for you, that is fine. It is okay to leave the E-Verify field blank in the I-765 Form in this situation.

ISS maintains a list of employers who do not share the E-Verify number with university officials because the employers will submit the OPT extension application on behalf of their employees.

If your employer is not on the list, your ISS advisor might contact you to ask for a confirmation letter from your employer that states their policy.
Question 18 & 19

Leave these questions blank

Certification & 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.