



## I-765 Form Completion Guide: PRE-COMPLETION OPT

### **Please review our important advice and detailed instructions for completing Form I-765: Application for Employment Authorization.**

These directions are designed to help you complete the Form I-765 in order to apply for Pre-Completion Optional Practical Training (OPT). Please note that the following suggestions are not legal advice and provide a *general* overview of the most commonly misunderstood items—be sure to complete ALL relevant fields of the Form I-765.

Be sure to use the most recent version of the Form I-765 by visiting the [USCIS I-765 website](#).

Further questions can be sent by email to the ISS Office at [uwiss@uw.edu](mailto:uwiss@uw.edu).

### **Important General Advice:**

#### **1) Type your I-765**

- Typing is preferred. Typing helps prevent unclear handwriting from causing errors on your EAD 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.
- Make sure that your signature fits within the box provided.

#### **3) Answer all questions fully and accurately**

- If a question does not apply to you, type or print "N/A" (short for 'Not Applicable') unless otherwise directed. If a question asks for a numerical response and does not apply to you, write "None".
- Include **all** pages of the Form I-765 along with your supplemental documents. The government will reject and return applications that do not include all 7 pages of the Form I-765.

#### **4) If you need extra space, use Part 6. Additional Information (page 7 of Form I-765)**

- Make sure to type or print your A-number (if any) at the top of the sheet.
- Use Part 6 to provide all previously used SEVIS numbers along with evidence of previously authorized CPT or OPT and the academic level at which it was authorized.
- Provide the Page Number, Part Number, and Item Number to which your answer refers.
- Even if you do not need the extra space, include the blank page with the rest of your application materials.

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### Important General Advice, cont'd:

#### 5) Carefully prepare the I-765 fee

- The government will reject and return OPT applications if there is not the exact amount of money available 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 from 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 the standard U.S. date style of Month Day Year (example: September 25, 2019).
- [USCIS Form G-1450](#) allows you to send your credit card information in place of a check or money order.

#### 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

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

#### Credit Card, Personal Check, Cashier's Check, or Money Order? What's the Difference?

- Money orders can be bought at many large grocery stores and places like the U.S. Post Office.
- Usually you must have a checking account at a bank to either write a personal check or request a cashier's check.
- If you buy a money order or get a cashier's check from a bank, the amount of money written on the document is guaranteed to be available when USCIS processes your application.
- If you write a personal check, you could make a mistake and not have enough money in your checking account when USCIS processes your application fee. USCIS will reject your application!
- If using the Form G-1450, be sure to pay attention to detail as any error on the form will result in a processing delay or denial. Like with the personal check, make sure that you have enough money/ credit available in your account to cover the application fee.

## I-765 Form Walkthrough

### Part 1: Item 1: Reason for Applying

Applicants requesting authorization for pre-completion OPT should select “1.a. Initial permission to accept employment”.

### Part 2: Information About You:

#### Part 2: Item 1: Full Legal Name

Write your Family Name in CAPITAL letters.

If you can't fit your full name in the space, see Part 6: Additional Information for instructions.

#### Part 2: Item 2-4: Other Names Used

Provide all other names you have ever used, including aliases, maiden name, and nicknames. If you have never used another name, write “NA” or “Not Applicable”

### Page 2: Part 2: Item 5: 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. If your mail is sent to someone other than yourself, please include an “In Care of Name” (**Part 2, Item 5.a.—see screenshot below for example**) as part of your mailing address.

**Your U.S. Mailing Address**

5.a. In Care Of Name (if any)  
Jon Snow

5.b. Street Number and Name  
1234 Wall Street

5.c.  Apt.  Ste.  Flr.

5.d. City or Town  
Seattle

5.e. State WA 5.f. ZIP Code 98105  
[\(USPS ZIP Code Lookup\)](#)

6. Is your current mailing address the same as your physical address?  
 Yes  No

**NOTE:** If you answered “No” to **Item Number 6.**, provide your physical address below.

#### Item 5.a. - 'In Care Of' mailing address

**Warning!** Government mail will not be forwarded to a new address by the U.S. Postal Service, even if you ask the U.S. Postal Service to forward your mail. The only way to change the address USCIS uses for your OPT-related mail is to submit an [official change of address](#) to USCIS using their website tool.

The screenshot shows the USCIS website interface for changing an address. The header includes the USCIS logo and navigation links for Forms, News, Citizenship, Green Card, Tools, and Legal Resources. The main heading is "Change of Address". Below the heading, there is a note: "Have you moved? Help us ensure that you receive any notices or documents without delay. Most applicants with pending applications or petitions should notify us as soon as possible, no more than 30 days after your move." A sub-note states: "Note: If you do not have a receipt number, you cannot update your address online." There is also a section titled "What you'll need" with links for "> Receipt # (only for pending cases)" and "> Old & New Address". At the bottom, there is a question: "Is this change of address for an application or petition currently in progress?" with "YES" and "NO" buttons.

If you might change addresses, recommended options are:

- [Rent a P.O. box](#) at a Post Office. The post office location can be anywhere — even in a new city where you are moving. This is also convenient because you can pick up mail day, night, or weekends.
- Use a friend's address. Make sure to provide your friend's name as a response to Part 2: Item 5a: In Care Of.

### Part 2: Item 8: Alien Registration Number (A-Number)

Only use this field if you have an A-number. It is likely that you will not have this number unless you have previously applied for OPT. Do not use your I-94 number in place of the A-Number. Instead, write “None”.

## I-765 Form Walkthrough (continued)

### Part 2: Item 12: Have you previously filed Form I-765

**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. See the **Instructions for Part 6** for more instructions.

### Part 2: Items 13-17: related to the Social Security Number

See the included page, **U.S. Social Security Number Options**, for detailed instructions.

### Part 2: Item 21.a.: Form I-94 Arrival/Departure Record Number

See our website for more instructions on how to retrieve your I-94 number: <https://iss.washington.edu/travel-visas/i94/>.

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 updated trip information in your I-94 record or in your passport. This is standard, and you can have different information in Questions 16 & 17 from what appears on your I-94.

### Part 2: Item 24-25: Status at Last Entry and Current Immigration Status

Most OPT applicants will write “F-1 Student” for items 24 and 25.

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.

### Part 2: Item 27: Information about your Eligibility Category

Write ‘c 3 A’ if your requested OPT start date and end date is before completion of your degree program.

### Part 2: Items 28—31: Further Questions about your Eligibility Category

These questions do not apply to ‘c 3 A’ applicants—leave checkboxes blank, write “NA” or “None” in response fields.

## Part 3: Applicant’s Statement, Contact Information, Declaration, Certification and Signature:

### Part 3: Item 7.a.: Applicant’s 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.

## Part 4: Interpreter’s Contact Information, Certification and Signature

Complete all fields with “NA”, “Not Applicable”, or “None”, unless an interpreter read and explained every question and instruction to you.

## Part 5: Contact Information, Declaration, and Signature of the Person Preparing this Application, if Other Than the Applicant

Complete all fields with “NA”, “Not Applicable”, or “None”, unless another person completed this form on your behalf.

## Part 6: Additional Information

See the following page, **Instructions for Part 6**, for detailed instructions.

### Reminder:

**Include ALL pages of the Form I-765, even pages that do not apply to you, when you submit your application to USCIS for adjudication.**

## Part 6: Additional Information

### Part 6: Item 1-2: Additional Information

Complete this section only if:

- You do not have enough room to sufficiently answer any of the items contained in Parts 1-5\*
- You have been approved for **CPT** in the past
- You have been approved for **OPT** in the past
- You have used a different SEVIS ID in F-1 status in the U.S. (for example, you attended school for a while, left the U.S. to take a break from school, and returned with a new I-20, you would have a SEVIS ID from your first period of attendance that is different than your current SEVIS ID). Your SEVIS ID is on the top right corner of your I-20, and starts with N00...

If you need to complete this section because one or more of these apply to you, please complete Items 1 and 2 (if applicable)

For each of the items listed above, complete **one** box in Part 6.

We suggest using the following to complete the Page Number, Part Number, and Item Number for any previous work authorization, as this information is required specific to Category (c)(3)(A) (per the [I-765 instructions](#), page 3): **Page 3, Part 2, Item 27**

**CPT:** Please list your CPT approvals. We suggest this format: **CPT Authorizations** (as a title to the section). Employer; Start date – End date; Part-time or Full-time; Degree level (Bachelor's, Master's, or Doctorate). You can find your CPT details on the I-20 that was approved for each period of CPT.

**OPT:** Please list your past OPT approvals. We suggest this format: **OPT Authorizations** (as a title to the section). Start date – End date; Degree level (Bachelor's, Master's, or Doctorate). Make sure to also include a copy of any previously issued EADs.

**Previous SEVIS IDs:** Please list your other SEVIS IDs you have used in the past. We suggest this format: **Previous SEVIS IDs** (as a title to the section). SEVIS ID: N00...; program start date – program end date; Degree level (Bachelor's, Master's, or Doctorate). (Use **Page 3, Part 2, Item 26** to label your response in Part 6)

### Examples:

4.a. Page Number	4.b. Part Number	4.c. Item Number	5.a. Page Number	5.b. Part Number	5.c. Item Number	3.a. Page Number	3.b. Part Number	3.c. Item Number
3	2	27	3	2	27	3	2	26
4.d. CPT Authorizations			5.d. OPT Authorizations			3.d. Previous SEVIS ID's:		
Microsoft; 06/12/2015 - 09/01/2015; PT; Bachelor's			07/05/2016 - 07/04/2017; Bachelor's			N0000012345, Associate's		

\* If you are using Part 6 to record any information that did not fit in the appropriate section in Parts 1-5, make sure to use the accurate locator. For example, if your family name does not fit in the box provided in Part 2, Item 1.a., in Part 6, you would complete a box as follows, in addition to writing your full, legal, family name:

3.a. Page Number	3.b. Part Number	3.c. Item Number
1	2	1a

# U.S. Social Security Number Options (I-765 Page 2, Part 2: Items 13-17)

## a) Apply for SSN

13.a. Has the Social Security Administration (SSA) ever officially issued a Social Security card to you?  
 Yes  No

**NOTE:** If you answered "No" to **Item Number 13.a.**, skip to **Item Number 14.** If you answered "Yes" to **Item Number 13.a.**, provide the information requested in **Item Number 13.b.**

14. Do you want the SSA to issue you a Social Security card? (You must also answer "Yes" to **Item Number 15., Consent for Disclosure**, to receive a card.)  
 Yes  No

**NOTE:** If you answered "No" to **Item Number 14.**, skip to **Part 2., Item Number 18.a.** If you answered "Yes" to **Item Number 14.**, you must also answer "Yes" to **Item Number 15.**

15. **Consent for Disclosure:** I authorize disclosure of information from this application to the SSA as required for the purpose of assigning me an SSN and issuing me a Social Security card.  
 Yes  No

**NOTE:** If you answered "Yes" to **Item Numbers 14. - 15.**, provide the information requested in **Item Numbers 16.a. - 17.b.**

### Father's Name

Provide your father's birth name.

16.a. Family Name (Last Name)   
16.b. Given Name (First Name)

### Mother's Name

Provide your mother's birth name.

17.a. Family Name (Last Name)   
17.b. Given Name (First Name)

## b) Skip Now, and Later Apply Directly to Social Security Administration

13.a. Has the Social Security Administration (SSA) ever officially issued a Social Security card to you?  
 Yes  No

**NOTE:** If you answered "No" to **Item Number 13.a.**, skip to **Item Number 14.** If you answered "Yes" to **Item Number 13.a.**, provide the information requested in **Item Number 13.b.**

14. Do you want the SSA to issue you a Social Security card? (You must also answer "Yes" to **Item Number 15., Consent for Disclosure**, to receive a card.)  
 Yes  No

**NOTE:** If you answered "No" to **Item Number 14.**, skip to **Part 2., Item Number 18.a.** If you answered "Yes" to **Item Number 14.**, you must also answer "Yes" to **Item Number 15.**

15. **Consent for Disclosure:** I authorize disclosure of information from this application to the SSA as required for the purpose of assigning me an SSN and issuing me a Social Security card.  
 Yes  No

**NOTE:** If you answered "Yes" to **Item Numbers 14. - 15.**, provide the information requested in **Item Numbers 16.a. - 17.b.**

### Father's Name

Provide your father's birth name.

16.a. Family Name (Last Name)   
16.b. Given Name (First Name)

### Mother's Name

Provide your mother's birth name.

17.a. Family Name (Last Name)   
17.b. Given Name (First Name)

## c) You already have a U.S. Social Security Number

(Leave items 15-17 blank)

13.a. Has the Social Security Administration (SSA) ever officially issued a Social Security card to you?  
 Yes  No

**NOTE:** If you answered "No" to **Item Number 13.a.**, skip to **Item Number 14.** If you answered "Yes" to **Item Number 13.a.**, provide the information requested in **Item Number 13.b.**

13.b. Provide your Social Security number (SSN) (if known).

14. Do you want the SSA to issue you a Social Security card? (You must also answer "Yes" to **Item Number 15., Consent for Disclosure**, to receive a card.)  
 Yes  No

**NOTE:** If you answered "No" to **Item Number 14.**, skip to **Part 2., Item Number 18.a.** If you answered "Yes" to **Item Number 14.**, you must also answer "Yes" to **Item Number 15.**