

INSTRUCTIONS TO COMPLETE FORM I-765 OPTIONAL PRACTICAL TRAINING (OPT)

You must review this guide carefully as you complete your Form I-765. Please have your Form I-20 ready as you will need information from your I-20. We suggest printing this document and having it in hand when completing the Form I-765. Be sure to TYPE the form, **do not** complete it by hand. The only exception is your signature. Print the form single-sided only and do not staple together.

Note: If a data field is too small for the information that you want to enter, please enter as much data as you can and then provide the complete information on page 7 of the Form I-765.

Part 1: Reason for Applying

Check 1a: “Initial Permission to Accept Employment,” unless you are filing for a replacement EAD Card.

Part 2: Information about You

Your Full Legal Name

- List your family name, given name, and middle name in Items 1.a. – 1.c. Please list names exactly as they appear on the biographical page of your passport. Leave the middle name field (Item 1.c.) blank if you do not have a middle name.

Other Names Used

- Please provide any other legal names used in Items 2.a. – 4.c., including aliases, maiden names, and nicknames. If not applicable, write “None” in each unused field in items 2.a.- 4.c.

Your U.S. Mailing Address – This is the address where you want to receive your OPT receipt, approval notice and EAD.

- Use a mailing address that will be valid at least 4-5 months into the future. If you will move out of your residence in less than 4-5 months, you should use the U.S. address of a reliable friend or relative who can receive the card for you. You may also list a U.S. Post Office address (PO Box) if that is how you receive your mail. EADs are considered government documents and cannot be forwarded by the U.S. Postal Service.
- Prior to completing your U.S. mailing address, verify your address with the U.S. Postal Service https://tools.usps.com/go/ZipLookupAction_input.
- If you use the address of a friend, please write your friend’s name in Item 5.a. If you are using your own address, please leave Item 5.a. blank. Continue with the mailing address in Items 5.b. – 5.f.
- Item 5.f. – You must enter the full zip code plus four (XXXXX-XXXX). After printing the completed Form I-765, you must **handwrite** the four digits following your zip code in Item 5.f. The Form I-765 will not allow you to type these digits in the field. To verify your full zip code with the U.S. Postal Service, visit https://tools.usps.com/go/ZipLookupAction_input.
- Item 6: Check “Yes” if you are using your own mailing address. If you listed a friend’s name and address in Items 5.a. – 5.f., check “No”.

U.S. Physical Address

- Complete Items 7.a. – 7.e. with your current residential address if you checked “No” in Item 6. USCIS will NOT mail documents here, and it is okay if this will change over the course of your application processing. If you checked “Yes” in Item 6, you may leave these fields blank.

Other Information

- Items 8 – 9: Leave blank
- Items 10 – 11: These items are self-explanatory. Please fill in the correct information.
- Item 12: If you have ever applied for OPT previously with USCIS, check yes. If not, check no.
- Item 13a - 13b: Enter your Social Security Number (SSN). Leave this box blank if you do not have an SSN. (You do not need an SSN to apply for OPT. If you do not have one, you can apply for a SSN after you receive your EAD.)
- Items 14 – 17.b: This form allows you to apply for an SSN if you don't have one. You can apply separately for an SSN, if you choose not to use this function of the form. Please check "No" on question 14 if you have an SSN.

Your Country or Countries of Citizenship or Nationality

- Items 18.a. – 18.b: List your country of citizenship as it appears on your Form I-20. If you do not have a second country of citizenship, write "None" in 18.b.

Place of Birth

- Items 19.a. - 20: These items are self-explanatory. Please fill in the correct information.

Information About Your Last Arrival in the United States

- Item 21.a. Enter the eleven (11) digit number from your most recent I-94 record. You can download your most recent I-94 record by visiting www.cbp.gov/i94 and inputting the information from the biographical page of your passport.
- Items 21.b. – 21.e: you may find this information on this biographical page of your most recently issued passport.
- For Item 21.c. enter "None".
- Item 22: Enter the most recent date you entered the U.S. in F-1 status, as listed on your I-94 record.
- Item 23: This field refers to the three-letter airport, port of entry or pre-flight inspection site abbreviation location, on your most recent entry stamp in your passport. For example, if you most recently entered the U.S and received your entry stamp in Boston Logan Airport you would enter BOS in item 23.
- Items 24 and 25: List "F1 Student" in both fields.
- Item 26: Your SEVIS number is found at the top left corner of your Form I-20.

Information About Your Eligibility Category

- Item 27: Enter the following in this section:
 - **For pre-completion OPT, enter (C) (3) (A)**
 - **For post-completion OPT, enter (C) (3) (B)**
- Items 28 – 31.b: You do not need to complete these items. Just leave them blank.

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

Applicant's Statement

- Check the box for Item 1.a. Leave Items 1.b. – 2 blank.

Applicant's Contact Information

- Provide your contact information in Items 3-5. Leave Item 6 blank unless applicable. Use only numbers and not dashes when entering your phone number.

Applicant's Signature

- Sign 7.a. and date 7.b. using black ink.

Part 4 & Part 5

After printing the Form I-765, draw a diagonal line across pages 5 and 6 and write "N/A" next to your line. **Please**

note: You must complete Part 6 below if you have done CPT and/or have been issued I-20(s) from previous U.S. universities.

Part 6: Additional Information

Complete this section **only if**:

- You have been approved for **CPT** in the past; or
- You have been approved for **OPT** in the past; or
- 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 Form 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 left corner of your Form I-20, and starts with N00; or
- You need more space than is given on the Form I-765 to complete a field (e.g., a name).

For each of the items listed above that applies to you, complete one box in Part 6, according to the instructions below:

- **Items 1.a.-1.c.:** List your family name, given name, and middle name. List names exactly as they appear on your Form I-20.
- **CPT:** Please list your CPT approvals. We suggest this format:
Items a – c: Page 3, Part 2, Item 27.
Item d: CPT Authorizations. (as a title to the section).
Employer Name; Start date – End date; Part-time or Full-time; Degree level (Bachelor’s, Master’s, or PhD). You can find your CPT details on the Form I-20 that was approved for each period of CPT.
- **OPT:** Please list your past OPT approvals. We suggest this format:
Items a – c: Page 3, Part 2, Item 27.
Item d: OPT Authorizations. (as a title to the section).
Start date – End date; Degree level (Bachelor’s, Master’s, or PhD)
- **Previous SEVIS ID’s:** Please list your other SEVIS ID’s you have used in the past. We suggest this format:
Items a – c: Page 3, Part 2, Item 26.
Item d: Previous SEVIS ID’s (as a title to the section).
- **SEVIS ID:** N00...; program start date – end date; Degree level (Bachelor’s, Master’s, PhD). **More space needed on I-765:** If any data field in Parts 1-3 are insufficient to list your full information, please use this section to include the full details. Be sure to complete the Page, Part, and Item number that your entry corresponds to.

Please sign and date in black ink anywhere in the blank space below item 7.d. if you have used page 7 of the Form I-765 to provide any additional information.

If you do not need to use this page, draw a diagonal line across page 7 after printing your Form I-765 and write N/A next to the line.