HARVARD
INTERNATIONAL OFFICE

INSTRUCTIONS TO COMPLETE FORM I-765

STEM OPT EXTENSION

Be sure to TYPE the form, do not complete it by hand. The only exception is your signature. Print the form single sided only.

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 I-765.

PART 1: REASON FOR APPLYING

Check 1.c: "Renewal of my permission to accept employment," unless you are filing for a replacement EAD.

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 your Form I-20.

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 field.

Your U.S. Mailing Address
- 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 3 months, you should use the U.S. address of a reliable friend or relative who can receive the card for you. EADs are considered government documents and cannot be forwarded by the U.S. Postal Service. It is best not to use a P.O. Box address.
- 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 write "none" in 5.a. Continue with the mailing address in Items 5.b. – 5.f.
- 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
- Item 8: You will find your A-Number on your current OPT EAD card (called a "USCIS number").
- Item 9: Leave blank.
- Items 10 – 11: These items are self-explanatory. Please fill in the correct information.
- Item 12: Check Yes.
- Item 13.a. – 13.b: Enter your SSN. Leave this box blank if you do not have an SSN. (If you do not have one, you can apply for a Social Security Number now with your current OPT EAD).

- Items 14 – 17.b: This form allows you to apply for an SSN if you don't have one. This is a new optional process that we suggest that you do not use at this time until we have more experience with it.

Your Country of 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 printout.
- 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 "NA".
- Item 22: This number refers to the most recent date on which you entered the U.S. in F-1 status. It is usually stamped in your passport in your last trip back to the U.S.
- Item 23: This section refers to the U.S. port of entry or pre-flight inspection where you were last cleared for entry into the U.S.
- Items 24-25: List "F1 Student"
- Item 26: You may find your SEVIS number on the top left corner of your I-20

Information About Your Eligibility Category
- Item 27: Enter the following in this section for STEM OPT: (C) (3) (C)
- Item 28.a: Please list the degree level (bachelors, masters, etc.) followed by the formal name of your major, found on page 1 of your I-20 under "Major 1". If you are applying based on a previous degree, please list the information corresponding to your previous STEM degree.
- Items 28.b. – 28.c: List your employer's name as it appears in E-verify, and your employer's E-Verify number. Please ensure that you check with your employer for the correct employer name and E-Verify number.
- Items 29 – 31.b: Leave 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

Applicant's Signature
- Sign 7.a. and date 7.b. using black ink

PART 4 & PART 5

Draw a diagonal line across each page you are not completing, and write "NA" next to your line.

PART 6: ADDITIONAL INFORMATION

Complete this section only if:
- 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 US (for example, you attended school for a while, left the US 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 left corner of your I-20, and starts with N00.
- You need more space than is given on the I-765 to complete a field (i.e. name)

If you need to complete this section because one or more of these apply to you, please complete item 1 first with your full name, as it appears on your I-20. Sign and date the page in black ink in the blank space below 7.d.

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

- **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 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.