



INSTRUCTIONS TO COMPLETE FORM I-765 J-2 DEPENDENT EMPLOYMENT AUTHORIZATION

ONLY access and download the I-765 Form directly via the USCIS website:

- <https://www.uscis.gov/i-765>
- Do not use another site or general Google search to locate the I-765.
- Using the USCIS website ensures you are completing the correct edition/version of the form (*dated printed on bottom left-hand corner*).
- Failure to use the correct version of the Form I-765 will result in the rejection or denial of your application by USCIS.

DOCUMENTS to have on-hand while completing the I-765 Form:

- Current Form DS-2019
- Passport
- I-94 Arrival Record from most recent entry

RECOMMENDATIONS for completing I-765:

- **TYPE** the form, **do NOT** complete it by hand unless indicated otherwise in the following instructions.
- **ENTER** as much data as you can and then provide overflow information on page 7 of the Form I-765.
- **ENTER** N/A or None in questions or fields that do not apply to you.
- **PRINT** the form single-sided only and do not staple it together.

You must PRINT AND SIGN the completed I-765 Form with an ORIGINAL SIGNATURE

- USCIS will **NOT** accept electronic signatures or photocopies of the I-765 Form.

By using this document to complete Form I-765 for your OPT application, you acknowledge the following: The HIO provides general guidance on your OPT/STEM OPT application based on information obtained from reliable sources and reflecting our years of experience in working with students. We make every attempt to ensure that we provide you with the most up to date information available. Any advice provided to you by our office (as well as the information in this packet) does not constitute legal advice, however. The OPT application is a personal application for which you are responsible; the application preparation and USCIS case decision will vary depending on the facts at issue in your particular case. The HIO does its best to provide you with the most current guidance, but please be mindful that USCIS may change its interpretation of these policies, procedures, regulations, and eligibility requirements at any time. The HIO is not responsible for any errors or omissions, or for the results obtained from USCIS.

Part 1: Reason for Applying

- If you are filing for the first time, check 1.a. "Initial Permission to Accept Employment"
- If you are renewing an existing EAD, check 1.c. "Renewal"

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 will receive your application receipt, approval notice, and EAD.

- Use a mailing address that will be valid for **at least** 5 months into the future. EADs are considered government documents that cannot be forwarded by the U.S. Postal Service (USPS).
 - Using a stable address is crucial.
 - **Attempting to change the address midway through the application process can cause delays and be extremely disruptive, resulting in lost or returned EADs.**
 - If you will move from your current residence in less than 5 months, you should use the U.S. address of a reliable friend or relative who can receive the card for you.
 - Alternatively, you may wish to consider using a U.S. Post Office address (known as a P.O. Box) if that is how you would prefer to receive your mail.
 - Prior to completing your U.S. mailing address, verify your address with USPS:
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., and continue with the mailing address in Items 5.b. – 5.f.
 - If you are using your own address, leave Item 5.a. blank.
- Item 5.f. – You must enter the full zip code, which must include the four-digit routing code (XXXX-XXXX).
 - After printing the completed Form I-765, you must neatly **handwrite** the four-digit routing code following your zip code in black ink.
 - The Form I-765 will not allow you to type these additional four digits into the field.
 - To verify your full zip code with USPS, 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

- If you checked “No” in Item 6, complete Items 7.a. – 7.e. with your current residential address.
 - USCIS will NOT mail documents here.
 - It is ok if your physical U.S. address will change while your OPT application is pending with USCIS.
 - If you checked “Yes” in Item 6, 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 J-2 work permission previously with USCIS, check yes.
 - If you have not applied for J-2 work permission before with USCIS, check no.
- Item 13a – 13b: Enter your U.S. Social Security Number (SSN)
 - Leave this box blank if you do not have an SSN.
 - You do not need an SSN to apply for J-2 work permission.
- Items 14 – 17.b.: This form allows you to apply for an SSN if you do not already have one. Please complete these questions if you wish to do so.
 - Alternatively, you may apply for an SSN after you receive your EAD, and the validity period on the EAD has begun.
 - Please check “No” for Item 14 if you already 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.
 - Write “None” in Item 18.b. if you do not have a second country of citizenship.

Place of Birth

- Items 19.a. – 20: These items are self-explanatory. Please complete 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 entering the information from the biographic page of your passport.
 - Please verify that the Date of Entry reflects your most recent entry to the U.S. If it is incorrect contact your HIO Advisor.
- Items 21.b. – 21.e: This information is provided on the biographic page of your most recently issued passport.
- Item 21.c.: Enter “None.”
- Item 22: Enter the most recent date you entered the U.S. in J-2 status, as indicated in your I-94 record.
- Item 23: Provide the three-letter airport, port-of-entry, or pre-flight inspection site abbreviation location indicated 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.
 - A complete list of Customs and Border Protection codes is available [here](#), under the subsection entitled “9 FAM 102.5-3 Port-of-Entry Codes used by the Department of Homeland Security, United States Customs and Border Protection.”
- Items 24 – 25: Enter “J-2” in both fields.
- Item 26: Your SEVIS number can be found at the top right-hand corner of your Form DS-2019.

Information About Your Eligibility Category

- Item 27: Enter the following in this section: **(C) (5)**
- Items 28.a. – 29: Enter N/A in each field.
- Items 30.d. – 31.a.: Enter N/A in each field.

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

Applicant’s Statement

- Check the box for Item 1.a.
- Enter N/A in Items 1.b. – 2.

Applicant’s Contact Information

- Items 3 – 5: Provide your contact information.
- Leave Item 6 blank unless it is applicable to you.
- Use only numbers and do not enter dashes when entering your phone number.

Applicant’s Signature

- Items 7.a. – 7.b.: Sign the form using black ink.
- This must be a hand-written signature.
- Do not use an electronic signature.



Part 4: Interpreter's Statement, Contact Information, Declaration, Certification, and Signature

- Items 1.a. – 7.b.: Enter N/A in each field.

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

- After printing the Form I-765, draw a diagonal line through 6 and write "N/A" next to your line.

Part 6: Additional Information

Complete this section only if you need more space than is given on the I-765 to complete a field (i.e. name). Be sure to complete the Page, Part, and Item number that your entry corresponds to.