

## **IMPORTANT INFORMATION FOR STUDENTS** **APPLYING FOR OPT AND STEM OPT**

*The I-765 is an important form which must be completed and filed by F-1 students who seek OPT or STEM-OPT. Failure to complete the form accurately may cause a delay or denial of your application for OPT or STEM-OPT. Delays, Rejections or Denials of your application may also lead to a loss of status and the activation of Unlawful Presence, <https://www.uscis.gov/news/uscis-issues-revised-final-guidance-unlawful-presence-students-and-exchange-visitors/>. Be mindful that these instructions are provided by the ISSO as “general guidelines” and are not meant to supplant official USCIS instructions. **The official I-765 instructions are controlling.** If you have any questions, You should consult with an immigration attorney for any specific questions, <https://www.uml.edu/immigration-resources/>. The ISSO does not (and is not allowed to) provide legal advice.*

**PLEASE READ THIS NOTICE IN ITS ENTIRETY.**

**IT IS YOUR RESPONSIBILITY TO ENSURE THAT YOUR APPLICATION IS:**

- 1. PROPERLY COMPLETED**
  - 2. SIGNED BY YOU**
  - 3. CONTAINS THE CORRECT FEE CHECK OR MONEY ORDER**
  - 4. SUPPORTED BY THE REQUIRED DOCUMENTS**
- And**
- 5. RECEIVED BY USCIS WITHIN THIRTY (30) DAYS OF THE DATE ISSO OPT, FORM I-20 ISSUE DATE. YOU ARE STRONGLY ENCOURAGED TO USE AN OVERNIGHT COURIER SERVICE THAT PROVIDES PROOF OF DELIVERY**
  - 6. UPDATE SIS, ISSO AND USCIS OR ANY ADDRESS CHANGE AS THEY HAPPEN AND ALWAYS HAVE YOUR NAME LISTED ON YOUR MAIL BOX. USCIS WILL ONLY DELIVER EMPLOYMENT CARDS IF THE PERSON’S NAME IS ON THEIR MAIL BOX.**

**USCIS General Form I-765 Instructions:**

- Type or neatly handwrite your answers before signing your name in black ink
  - NO ELECTRONIC SIGNATURES
- Answer all questions fully and accurately. If a question does not apply to you, put “N/A”. If your answer to a question which requires a numeric response is zero or none type or

print “None” unless otherwise directed.

- Be sure to include all 7 pages of the Form I-765, even if they do not apply to you

**Complete USCIS instructions for the Form I-765 can be found at the link below:**

<https://www.uscis.gov/i-765> READ THEM!!!!

**PART 1:**

1.a – Select “Initial permission to accept employment”

**PART 2:**

1.a – Your full legal name.

2.a – Input any other names used, if applicable

5.a – Your current US mailing address\*

\* Please be aware that if you change residences while your application is pending, you must alert USCIS via their website. **Please be sure that your name is on your mailbox** as the postal service will not deliver the EAC unless your name is listed on the mailbox. Failure to list your name on the mailbox will cause delays, potential loss of OPT time, and possible loss of the card.

6 – If the address you provided in item 5.a is not where you physically reside, select “NO”.  
If you physically reside at the address you listed in item 5.a, select “YES”

7.a-4e – If you selected “NO” for item 6, complete section 7.a-e with your physical address

**Other Information**

8 – Alien Registration Number (if applicable)

9 – USCIS Online Account number (if applicable)

10 – Select the appropriate box corresponding to your gender

11 – Select the appropriate box corresponding to your marital status

12 – If you have previously applied for employment authorization through USCIS, select “YES” and be sure to provide copies of all previously issued EAC cards in your filing to USCIS

13.a-b – If you have a Social Security Number (SSN), select “YES” and provide said number for item 13.b. Otherwise, select “NO”

14-17.b – If you have not been issued an SSN, but would like to receive one as part of your OPT application, select “YES” for item 14 and 15, as well as provide the appropriate information regarding your parents for items 16.a through 17.b\*

\* You are not required to apply for an SSN through your OPT app, as this is optional. You do, however, need an SSN to work in the US

### **Your Country or Countries of Citizenship or Nationality**

18.a-b – List all countries where you are currently a citizen or national

19.a-c – Provide information about the City/Town/Village, State/Province and Country of Birth

20 – **Provide your date of birth in the requested format of mm/dd/yyyy. For example, type or print October 5, 1967 as 10/05/1967.**

### **Information About Your Last Arrival in The United States**

21.a – You can access your most recent CBP issued I-94 at the link below, finding your record number:

<https://i94.cbp.dhs.gov/I94/>

21.b-24 – Enter your travel document and other information about your last arrival into the USA in these items as requested

25. Enter your current immigration status or category

26 – Enter your SEVIS ID Number found on the top left of the first page of your Form I-20. This ID number will begin with the letter “N”. If you have used more than one SEVIS number in the past, be sure to use Page 7, Part 6 of the form to include that information

### **Information About Your Eligibility Category:**

27 – Please use the following eligibility category codes as it relates to your OPT request:

(C)(3)(A): Pre-Completion OPT\*;  
(C)(3)(B): Post-Completion OPT\*; or  
(C)(3)(C): STEM OPT Extension

**\* If you are applying for Pre or Post-Completion OPT, you will not answer items 28-31.b and must leave them blank or list “N/A” in each field.**

28.a – Enter degree level for the STEM degree for which you are requesting an OPT extension (for example, “bachelor’s”)

28.b – List your OPT employer’s name as listed in the E-Verify System (your company’s HR department should be able to confirm this)

28.c – Enter your OPT employer’s E-Verify Company Identification Number (your company’s HR department should be able to confirm this). This is NOT your company’s EIN, but rather a 4-7-digit e-verify number

**PART 3:**

1-2 – If you have filled out the I-765 yourself, select 1.a. You do not have to complete Part 4 or Part 5 if you did not use an interpreter or preparer to fill out the form

3-6 – Provide the necessary contact information

**7.a-b – Sign by hand in BLACK ink and enter the date you signed the document**

**PART 4 and 5:**

Enter N/A for all items if you did not use the services of an interpreter or preparer to complete the form

**PART 6:**

**The following examples pertain to Page #3, Part #2, Item #27 of the I-765 Instructions,**  
<https://www.uscis.gov/i-765>.

If you have previously been granted OPT, for current or previous academic levels, provide the SEVIS ID number and academic level for which the OPT was authorized. You will also need to provide copies of all previous EAC cards with your filing to USCIS.

If you have been previously authorized to participate in CPT, please provide the SEVIS ID number, start and end dates, confirm the part-time or full-time nature of the CPT, and academic level for which the CPT was authorized (i.e. for current and previous academic levels).

If you were previously in F-1 status with a different SEVIS ID number, provide all of the previously used SEVIS ID numbers and academic levels for which they were granted.

ISSO is only providing general guidance. We are not the legal preparer of the form. It is your legal responsibility to complete the form and to consult with an immigration attorney for advice on the form. Here is a list of recommended attorneys, <https://www.uml.edu/ISSO/immigration-alerts.aspx>.