



FORM I-765 OPT / STEM OPT Instructions

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 “NA” or “NONE”
- 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>

PART 1:

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

1.c – Select “Renewal of my permission to accept employment” if you had previously applied for OPT

PART 2:

1.a – Your full legal name as listed in your passport and Form I-20

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 it will not be delivered otherwise and it will cause delays and potential loss of OPT time

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/Providence and Country of Birth

20 – Provide your date of birth in the requested format of mm/dd/yyyy

Information About Your Last Arrival in The United States

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

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

21.b-25 – Enter your travel document/travel history information in these items as requested

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 do not have to answer items 28-31.b**

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 NA for all items if you did not use the services of an interpreter or preparer to complete the form

PART 6:

If you have previously been granted OPT, 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.

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.

SHOULD YOU HAVE ANY QUESTIONS ABOUT COMPLETING THE FORM I-765, PLEASE BE SURE TO MEET WITH AN ISSO ADVISOR DURING REGULARLY SCHEDULED DROP-IN ADVISING HOURS, <https://www.uml.edu/ISSO/Contact/>.