IMPORTANT!

- If a question does not apply to you, do not leave the field blank. Write N/A in the field to indicate that the question does not apply to you. If it is a numerical field, write NONE. Example: If you do not have a middle name, write N/A in Part 2 #1c.
- The advice we give in this document are for questions that are more confusing. If information on a specific field is not listed below, that DOES NOT mean to leave the field blank.

Part 1
- Check “Initial Permission to Accept Employment” for both OPT and STEM OPT

Part 2
- #1a-c: Type your family/last name in CAPITAL LETTERS. Your first and middle name can be typed with first letter capitalized (standard format).
- #2-4: Enter any other names used such as nicknames or maiden names. If you have not used other names, write N/A in each blank field.
Part 2. Information About You (continued)

Your U.S. Mailing Address (USPS ZIP Code Lookup)

5.a. In Care Of Name (if any)

5.b. Street Number and Name


5.d. City or Town

5.e. State ☐ S. Zip Code

6. Is your current mailing address the same as your physical address? ☐ Yes ☐ No

NOTE: If you answered “No” to Item Number 6, provide your physical address below.

U.S. Physical Address

7.a. Street Number and Name


7.c. City or Town


Other Information

8. Alien Registration Number (A-Number) (if any)

9. USCIS Online Account Number (if any)

10. Gender ☐ Male ☐ Female

11. Marital Status ☐ Single ☐ Married ☐ Divorced ☐ Widowed

12. Have you previously filed Form I-765? ☐ Yes ☐ No

13. a. Has the Social Security Administration (SSA) ever officially issued a Social Security card to you? ☐ Yes ☐ No

13. b. Social Security Number (SSN) (if any)

• #5-7: For mailing address, use the address where you expect to be living for the next three to five months. This address must be in the US.
  o If you know or think you will move, you can use “In Care Of Name” to have your mail sent to a friend, family member, or ISSS. If you wish to use ISSS, enter this address:
    ▪ In Care of Name: ISSS
    ▪ Street Number and Name: 2200 S. Josephine St.
    ▪ City: Denver State: CO Zip: 80208
  o If the mailing address you enter for #5 is not your residence (for example: if you use the address of I-House or a relative you don’t live with) then check NO on #6 and enter the address where you live on #7a-e. If your address changes at any time after you submit Form I-765, immediately notify USCIS online at https://egov.uscis.gov/coa/displayCOAForm.do or by phone at 800-375-5283.
  o The US Postal Service does not forward government mail.

• #8: If you have previously applied for an Employment Authorization Document (EAD) then you have an A-Number. The A-Number is listed as USCIS# on your previous EAD card.

• #12: If you have previously applied for an EAD card (prior OPT or off-campus work authorization – NOT CPT), check YES.

• #13-17: If you have a social security number (SSN), check YES in #13a and enter your SSN in #13b. Check NO for #14 and enter N/A in #16 and #17. If you do not have a SSN, check NO for #13a and complete #13-17.
• **#21a:** Electronic I-94: Enter the Admission (I-94) Record Number from your electronic form downloaded from [https://i94.cbp.dhs.gov/I94/](https://i94.cbp.dhs.gov/I94/). Paper I-94: Enter the complete number listed on the upper left corner of your paper I-94 card.

• **#22:** Enter the date of your last entry to the US. The date will match the date on your I-94 unless you traveled to Canada, Mexico, or the adjacent islands for less than 30 days and did obtain a new I-94.

• **#23:** Enter the city and state where you passed through US Customs and Border Patrol. This may not be the last leg of your flight (Example: passed through US Customs and Border Patrol in Los Angeles, CA but then flew to Denver. Write Los Angeles, CA in this case).

• **#27:** Enter the appropriate eligibility category:
  - (C) (3) (A) – Pre-completion OPT (employment occurring prior to degree completion)
  - (C) (3) (B) – Post-completion OPT (employment occurring after degree completion or after all course requirements with only thesis/dissertation remaining)
  - (C) (3) (C) – STEM OPT extension

• **#28:** Leave this field blank if you are applying for the eligibility categories (C) (3) (A) or (C) (3) (B).
  - If you are applying for the STEM OPT extension, list your degree in #28a (example: PhD in Chemistry), your employer’s name as listed in E-Verify in #28b, and the employer’s E-Verify number in #28c.
  - Contact your employer for the E-Verify name and number. The Employer Identification Number (EIN) is NOT the E-Verify number.

• **#29-31:** Leave these fields blank. They apply to other eligibility categories and not to the ones listed above in #27.
Part 3
- #1-6: Complete
- #7a: Make sure you print the form and physically sign with black ink.
- #7b: Enter the date you complete the form in US format (Example: 11/23/2020 for November 23, 2020)

Part 4 and 5: Enter N/A or NONE in each field to indicate these sections do not apply to you.

Part 6: Include information regarding previous SEVIS ID numbers and all prior work authorizations such as CPT, OPT, economic hardship. Do not include on-campus employment information.

1. a. Family Name (Last Name) [DOE]
   1. b. Given Name (First Name) [Jane]
   1. c. Middle Name [Marie]

2. A-Number (if any) [A-123]

3. a. Page Number [3]
   3. b. Part Number [2]
   3. c. Item Number [27]

   3. d. Current SEVIS ID N0001234567
      Master’s Degree, No Previous OPT or CPT

4. a. Page Number [3]
   4. b. Part Number [2]
   4. c. Item Number [27]

   4. d. Previous SEVIS ID N0002345678
      Bachelor’s Degree
      CPT Part-time 01/15/2017-05/01/2017
      OPT Full-time 06/01/2017-05/31/2018
      (See attached I-20s)