

I-765 guidance

OPT is adjudicated by USCIS (U.S. Citizenship and Immigration Services) not by ISSS. There is no guarantee of approval of the OPT application. The OPT application process and maintenance of status while on OPT is the responsibility of the F-1 student. ISSS provides guidance about OPT but is not responsible for delays or denials by USCIS (U.S. Citizenship & Immigration Services).

Part 1

- OPT: Check the “Initial Permission” box
- 24 Month STEM Extension: Check the “Initial Permission” box if this is your first time applying for the STEM extension

Part 2

- **Item 2:** Share any other way your name is given on your legal documents. This includes “FNU,” multiple last names you may sometimes use, or previous names you used if you changed your name for any reasons, such as marriage. If you have no other names write N/A
- **Item 5:** This is the address where USCIS will mail your documents related to this application only. If using anyone else’s address, BE SURE to put their name in the “In Care Of Name” field, to ensure delivery.
- **Item 6:** Check YES if you currently in the same address you just gave as the place to send your documents, in item 5. If you check yes, you do NOT have to complete Item 7. If you check NO, please complete item 7.
- **Item 7:** Please give the address where you currently live. USCIS will NOT mail documents here, and its okay if this will change over the course of your application processing. Just use the address where you live today.
- **Item 8:** Alien Registration number should be filled with “none”
- **Item 9:** USCIS Online Account Number should be filled with “none”
- **Items 13 – 17:**
 - If you have an SSN, please enter in Item 13b. You can then check NO for Item 14, and skip down to item 18.
 - If you do NOT have an SSN, you may apply for it through this application, and your SSN will be issued to you when your OPT application is approved. You would answer NO to item 13.a., YES to Item 14, and provide the required information in items 15-17
- **Item 21a:** Your I-94 number is found on your most recent I-94 entry record. You can access your most recent I-94 by going to www.cbp.gov/i94. Click on “Get I-94 Now” in the right-hand column. Please be sure that you use the I-94 from your most recent entry to the U.S. If you most recently entered the US after a short trip to Canada or Mexico, your trip may not have been recorded in your I-94 history. In this case, we suggest using the last I-94 record that does exist, but answer all related questions based on that most recent re-entry. If your I-94 is incorrect or does not show your most recent re-entry that was NOT to Canada, Mexico or the Caribbean, please notify ISSS.
- **Item 21.c:** Write “N/A” if you have a passport. For almost everyone, this will be “NA.”
- **Item 24:** This is most likely “F-1 student” unless you changed your status from within the US, and have not left the US since then.
 - If you have changed your status within the U.S. you must provide your Approval Notice to F-1 status.
- **Item 25:** This should be “F-1 student.”
- **Item 26:** You can find your SEVIS ID number at the top left of your I-20.

- **Item 27:** This item is asking you to give the regulatory citation of the kind of work permission you are applying for.
 - Pre-completion OPT: (c)(3)(A)
 - Post-completion OPT: (c)(3)(B)
 - 24 Month STEM Extension: (c)(3)(C)
- **Item 28a-c:**
 - Pre/Post-completion OPT: Write N/A or none.
 - 24 Month STEM Extension:

28a. Enter degree as: Level of study (Bachelor's, Master's, PhD), Major, CIP code (listed on I-20)

28b-c. Enter employer's name and E-verify number

- **Items 29 – 31:** Skip these, as they are for other immigration categories only.

Part 3

- Sign in Item 7.a. in black ink – this should be an original signature, and cannot be typed or stamped.

Parts 4-5

- Draw a diagonal line across each page you are not completing, and write “N/A” next to your line.

Part 6

- If one or more of these apply to you, please complete item 1.
 - You have been approved for **CPT at any education level** in the past
 - You have been approved for **OPT** based on any education level 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 of your I-20, and starts with N00..
- For each of the items listed above, complete one box in Part 6. You will then need to include supporting documentation corresponding to each item. (i.e. copy of I-20 form for previous CPT or EAD and I-20 for previous OPT.
 - We suggest using the following to complete the Page number, Part Number, and Item number, as this information is required specific to Category (c)(3)(B) (per the [I-765 instructions](#), page 4): Page 3, Part 2, Item 27
- **CPT:** Please list your CPT approvals. Suggested format:
 - **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. Suggested format :
 - **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. Suggested format:
 - **Previous SEVIS ID's** (as a title to the section). SEVIS ID: N00.....; program start date – program end date; Degree level (Bachelor's, Master's, or PhD).
- **Per Part 6 instructions Sign and date each sheet**