

Below are detailed instructions on how to fill out the I-765 if you are applying for Optional Practical Training (OPT).

- Download the form (<https://www.uscis.gov/i-765>) and complete it in Adobe Acrobat on your digital device, print out, and sign in black ink only.
- The information contained on this page is for general information purposes only. Please note, these directions are meant to help you in completing your application but should not be considered legal advice. Visit <https://www.uscis.gov/sites/default/files/files/form/i-765instr.pdf> for USCIS official instructions.
- The US Citizenship and Immigration Services ultimately provides the decision on your OPT application.

## Part 1. Reason for Applying

**Item 1:** Check the box “Initial permission to accept employment.” If you lost your EAD and are applying for a new card, select "replacement of lost, stolen, or damaged employment authorization document NOT DUE to US Citizenship and Immigration Services (USCIS) error."

### Part 1. Reason for Applying

I am applying for (select **only one** box):

- 1.a.  Initial permission to accept employment.
- 1.b.  Replacement of lost, stolen, or damaged employment authorization document, or correction of my employment authorization document **NOT DUE** to U.S. Citizenship and Immigration Services (USCIS) error.

**NOTE:** Replacement (correction) of an employment authorization document due to USCIS error does not require a new Form I-765 and filing fee. Refer to **Replacement for Card Error** in the **What is the Filing Fee** section of the Form I-765 Instructions for further details.

- 1.c.  Renewal of my permission to accept employment. (Attach a copy of your previous employment authorization document.)

## Part 2. Information About You

**Item 1:** Enter your family name first. Enter your first name second. Include your middle name if you have one. If you do not have a middle name write “N/A”. This name should match what is indicated on your passport.

**Items 2-4:** Provide all other names you have ever used, including aliases, maiden name, and nicknames. Write "N/A" on all boxes if you haven't used another name.

**Item 5:** Enter your mailing address. This must be a US address and it should be valid until your OPT application is approved (average processing time 3 - 6 months.). If you believe you will change addresses within the next three months we recommend you instead list a U.S. address of a trusted friend or family member. If you choose to enter your friend's or family member's address, you must also include an "in care of" name for item 5.a. You may list a US Post Office address (PO Box) if you have one.

**Your U.S. Mailing Address**

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

5.b. Street Number and Name

5.c.  Apt.  Ste.  Flr.

5.d. City or Town

5.e. State  5.f. ZIP Code   
*(USPS ZIP Code Lookup)*

**Item 6:** if no, provide current living address in item 7 (Wesleyan dorm street address).

**Item 8:** Write "N/A"

**Item 9:** Write "N/A"

**Item 12:** Select "Yes" if you have previously applied for OPT or ever submitted the I-765 for work authorization to the US Citizenship and Immigration Services. Select "No" if you have only ever worked on campus or been authorized for CPT, or if you have not previously worked.

If you select "Yes," you will also need to list each time you previously filed the Form I-765 in Part 6, page 7 of this Form I-765.

**Item 13a:** If you have ever received a Social Security card previously you must check "Yes", if not, check "No".

**Item 13b:** Only answer this question if you have a Social Security Number and checked "Yes" for item 13a.

**Items 14-15:** If you do not have a SSN select "yes".

**Items 16-17:** Only answer these questions if you do not have a Social Security card and checked "Yes" for items 14-15. By answering these questions you would be applying for a Social Security card with your Social Security number printed on it. Your SSN will be issued, and you will receive an SSN card within 2-4 weeks of your OPT application approval. You will not need to submit a separate application for an SSN to the Social Security Administration.

**Item 18:** Type or print the name of the country or countries where you are currently a citizen or national. If you are a citizen or national of more than one country, type or print the name of the foreign country that issued your last passport. If you are a citizen of one country, item 18.b. should indicate "N/A".

18.a. Country

Republic of Korea

18.b. Country

N/A

**Item 21a:** Enter your I-94 number - visit this web address to obtain <https://i94.cbp.dhs.gov/i94/#/home>.

**Item 21c:** "N/A"

**Item 22:** Enter the last date you entered the U.S. For most of you this should be the date stamped in your passport.

22. Date of Your Last Arrival Into the United States, On or About (mm/dd/yyyy)

08/07/2017

**Item 23:** Indicate city and state of your last arrival or entry into the US. This should be indicated by the three digit code stamped on your passport. For example, if you entered JFK, the stamp in your passport should indicate "NYC" or "JFK". If you entered through Newark, the stamp on your passport should indicate "EWR". If you entered through Bradley, the stamp on your passport should indicate "BDL."

23. Place of Your Last Arrival Into the United States

New York, New York

Item 24: Your status of last entry should be "F-1 Student."

24. Immigration Status at Your Last Arrival (for example, B-2 visitor, F-1 student, or no status)

F-1 Student

Item 25: Your current status should be F-1 Student.

25. Your Current Immigration Status or Category (for example, B-2 visitor, F-1 student, parolee, deferred action, or no status or category)

F-1 Student

Item 26: Enter your SEVIS ID number as indicated on the top of your I-20.

26. Student and Exchange Visitor Information System (SEVIS) Number (if any)

▶ N- 1234567890

Department of Homeland Security  
U.S. Immigration and Customs Enforcement

I-20, Certificate of Eligibility for Nonimmigrant Student Status  
OMB NO. 1653-0038

SEVIS ID: N-1234567890

<b>SURNAME/PRIMARY NAME</b> Doe Smith <b>PREFERRED NAME</b> John Doe-Smith <b>COUNTRY OF BIRTH</b> UNITED KINGDOM <b>DATE OF BIRTH</b> 01 JANUARY 1980 <b>FORM ISSUE REASON</b> INITIAL ATTENDANCE		<b>GIVEN NAME</b> John <b>PASSPORT NAME</b>  <b>COUNTRY OF CITIZENSHIP</b> UNITED KINGDOM <b>ADMISSION NUMBER</b>  <b>LEGACY NAME</b> John Doe-Smith	<b>CLASS</b>  <b>F-1</b>  <b>ACADEMIC AND LANGUAGE</b>
<b>SCHOOL INFORMATION</b> <b>SCHOOL NAME</b> SEVP School for Advanced SEVIS Studies SEVP School for Advanced SEVIS Studies <b>SCHOOL OFFICIAL TO CONTACT UPON ARRIVAL</b> Helene Robertson PDSO		<b>SCHOOL ADDRESS</b> 9002 Nancy Lane, Ft. Washington, MD 20744  <b>SCHOOL CODE AND APPROVAL DATE</b> BAL214F4444000 03 APRIL 2015	

**Item 27:**

- For Post-Completion OPT enter the codes (c) (3) (B) - The c is a lower case "c" and B is an upper case "B"
- For STEM OPT enter the codes (c) (3) (C) - The first c is a lower case "c" and second C is an upper case "C"

**27. Eligibility Category.** Refer to the **Who May File Form I-765** section of the Form I-765 Instructions to determine the appropriate eligibility category for this application. Enter the appropriate letter and number for your eligibility category below (for example, (a)(8), (c)(17)(iii)).

( c ) ( 3 ) ( B )

**Items 28 thru 31b:** Write "N/A" in blank fields.

**Part 3. Applicant's Statement, Contact Information, Declaration, Certification, and Signature**

**Applicant's Statement**

Select the box appropriate to your situation. If you select 1a, write "N/A" in the text boxes for items 1b and 2.

*Applicant's Statement*

**NOTE:** Select the box for either **Item Number 1.a.** or **1.b.** If applicable, select the box for **Item Number 2.**

**1.a.**  I can read and understand English, and I have read and understand every question and instruction on this application and my answer to every question.

**1.b.**  The interpreter named in **Part 4.** read to me every question and instruction on this application and my answer to every question in

N/A  
a language in which I am fluent, and I understood everything.

**2.**  At my request, the preparer named in **Part 5.**,  
N/A  
prepared this application for me based only upon information I provided or authorized.

## Applicant's Signature

Be sure to sign the form in **black ink inside the box**. Make sure only your signature is in the box and **fits entirely within it**, as the government will scan your signature for your approval document.

**NOTE:** The signature must be done by hand, and not electronically/digitally.

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## Parts 4 and 5

- **Part 4. Interpreter's Contact Information, Certification, and Signature**
- **Part 5. Contact Information, Declaration, and Signature of the Person Preparing this Application, If Other Than the Applicant.**

Leave all text boxes blank if you have completed the I-765 yourself. If someone else has completed your I-765 for you, you should indicate their contact information. Regardless of answers, these pages must be included in your application.

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## Part 6. Additional Information

Complete this section only if:

- You have previously been approved for CPT and/or OPT
- You have had a different SEVIS ID number while in F-1 status (for example, you attended school but left for a leave of absence, then returned to school with a new I-20).

**Previous CPT and/or OPT** - *If you have previously been approved for CPT and/or OPT:*

**Items 3a-c, 4a-c, 5a-c, etc.:**

Write Page 3, Part 2, Item 27.

3.a.	Page Number	3.b.	Part Number	3.c.	Item Number
	<input type="text" value="3"/>		<input type="text" value="2"/>		<input type="text" value="27"/>

**Items 3d and 4d:** List out any of the previous CPT or OPT authorizations you have had. Use separate fields for each type of authorization (for example, list all previous CPT or previous OPT in separate boxes).

- **CPT:** List all previous CPT approvals. We suggest this format: CPT Authorizations (as the title to this section); whether the authorization was part-time (20 hours or fewer per week) or full-time (more than 20 hours per week); your SEVIS ID number, employer name; employment start date - employment end date; degree level. You can find all of your previous CPT details on the I-20 that was approved for each period of CPT. *For example: CPT Authorization, Full-time, N0123456789, Top Job Inc., 06/01/2018 - 09/03/2018, Bachelor's.*

3.d. **CPT Authorization**

Full-time

N0123456789

Top Job Inc.

06/01/2018 - 09/03/2018, Bachelor's

- **OPT:** List all previous OPT approvals. We suggest this format: OPT Authorizations (as the title to this section); whether the authorization was part-time (20 hours or fewer per week) or full-time (more than 20 hours per week); your OPT approved start date - OPT approved end date; degree level. *For example: OPT Authorization,*

4.d. **OPT Authorization**

Part-time

N0123456789

09/04/2018 - 12/20/2018, Bachelor's

- *Part-time, N0123456789, 09/04/2018 - 12/20/2018, Bachelor's.*

**Previous SEVIS ID - If you had a previous SEVIS ID number:**

**Items 3a-c, 4a-c, 5a-c, etc.:**

Write Page 3, Part 2, Item 26.

3.a. Page Number  3.b. Part Number  3.c. Item Number

**Items 5d:** List out any of the previous SEVIS ID numbers you have had. Use separate fields for each type of authorization (for example, list any previous SEVIS ID number in 5d).

- List all other SEVIS ID numbers you have used in the past. We suggest this format: Previous SEVIS ID numbers (as the title for this section); your previous SEVIS ID number; program start and end dates for that previous SEVIS ID number; degree level and the name of the university attended. *For example: Previous SEVIS ID number; N0012345678, 09/05/2015 - 05/15/2017, Bachelor's, New York University.*

5.d.

**Previous SEVIS ID number**  
**N0012345678**  
**09/03/2017 – 05/16/2018, Bachelor's**  
**Wesleyan University**