Instructions for Completing Form I-765

This guide answers some areas not clear in USCIS instructions.

Fill out ALL sections.

Note: Fill-able form can be found at www.uscis.gov

Under forms, you can type in on pg 10, then print or handwrite on the form.

Department of Homeland Security
U.S. Citizenship and Immigration Services

I-765, Application For Employment Authorization

Do not write in this block.

Check this box if this is the first time you are applying for OPT

Check this box for the 17 month OPT Extension

The address should be the one you will be staying at the next 60-90 days. Your name should be on the mailbox so the carrier can deliver the card. Do not have your mail forwarded. The card will be returned to the immigration office & you may need to apply (with a fee) for a replacement. If you have a relative or friend, you can put c/o which means in care of and the full name of the person and the complete address on line 3.

Look at the white card (I-94) stapled in your passport – list all those top numbers

Answer “Yes” if you have ever had an Employment Authorization Document card issued by USCIS. You may answer “No” only if you have had on-campus employment or Curricular Practical Training.

Stampede date on your I-94.

Place of entry on your I-94 – city, state

You are an F-1 student.

Enter specific code:

(c) (3) (iii) is for Economic Hardship

(c) (3) (A) is for Pre-Completion OPT

(c) (3) (B) is for Post-Completion OPT

(c) (3) (C) is for the 17 month STEM OPT extension

ONLY IF EXTENDING OPT - Apply 90 days prior to end of 1 year OPT period.

Signature should fit within this space since it will be scanned. Then print your phone number and add the date you sign.