Optional Practical Training:
Guide to Completing the I-765
University Center for International Education
3640 Colonel Glenn Hwy, E190 SU
Dayton, OH 45435
Ph: (937) 775-5745

Completing the I-765

Below are tips for completing the I-765. Before you begin, pay attention to the following:

- Questions 1-13.b. and 18.a.-27 **must be completed.** Students applying for STEM extension must also complete Question 28-28.c. Question 13.b. may be left blank if you do not have a SSN.
- If you do not have a Social Security Number (SSN), you may use Questions 14-17.b. to apply for an SSN with your Form I-765.
- The *Certification* section must be **signed**.
- **Complete the I-765 electronically (use Firefox if possible)**. Do not handwrite the application. Only the signature should be handwritten.
- **Do not write** in the "For USCIS Use Only" block at the top of Form I-765.
- The illustrations below are **examples**. You will need to use your own information when completing the form.
- The I-765 is time sensitive:
  - **USCIS must receive your application** **within 30 days of issuance of the OPT/STEM OPT I-20** (the date printed on the I-20) but **not earlier than 90 days before your program end date**. ISSS **will not process** an OPT I-20 request more than 90 days before your program end date.
  - **For students on standard OPT, USCIS must receive your application** **no later than the 60th day after completion of your program requirements**.
- To apply for the STEM extension, a completed application packet must be received by USCIS **prior to the expiration of the first 12 months of standard OPT**.
- USCIS will not accept I-765 applications for STEM extensions **earlier than 90 days before the current EAD expires**. ISSS **will not process** a STEM I-20 more than 90 days before the EAD expires.

Below we highlight some of the questions on the I-765 with our suggestions.

Next to the words "I am applying for," check the box:
- "Permission to accept employment" if applying for 12 month OPT; or "Renewal of my permission to accept employment…" if applying for STEM extension

Example above if applying for STEM OPT extension

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Question 1.a. Please type your family name in the first box. Your first name(s) should be typed in the second box in the same way they appear on your visa, passport, and I-20. Do not use the "Middle Name" box.

If your name is too long for the appropriate boxes, you

See the final page of this guide for a template.

must include another page to clarify.*

	Part 2. Information About You	
	Your Full Legal Name	
1.a.	Family Name (Last Name)	Smith
1.b.	Given Name (First Name)	John
1.c.	Middle Name	

Question 2. Do not use the Other Names Used box, unless you have at some point changed your legal name. For example, changing your family name after marriage.

Leave this section blank unless you have legally changed your name at some point.

Question 5 and 7. Please use the UCIE address for section 5 and your current address for section 7. The UCIE address is 3640 Colonel Glenn Hwy, 190 SU, Dayton, OH 45435. The UCIE will notify you via your WSU email once we receive USCIS mail for you. The UCIE is not responsible for lost or delayed mail.
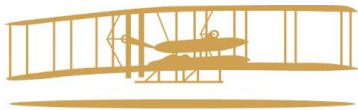
Part 2. Information About You (continued)

Your U.S. Mailing Address

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

UCIE

5.b. Street Number and Name

3640 Colonel Glenn Hwy

5.c. ☐ Apt. ☒ Ste. ☐ Flr.   190 SU

5.d. City or Town   Dayton

5.e. State OH ·   5.f. ZIP Code 45435

(USPS ZIP Code Lookup)

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

Question(s) 8 and 9 can be left blank unless you have previously been issued an Alien Registration Number or USCIS Online Account Number

8. Alien Registration Number (A-Number) (if any)
   ▶ A- [ ][ ][ ][ ][ ][ ][ ]

9. USCIS Online Account Number (if any)
   ▶ [ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ]

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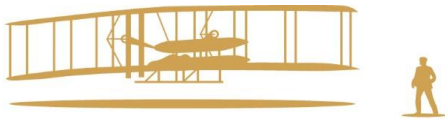Ph: (937) 775-5745

Question 12. If you are applying for Post-Completion OPT (12 month) and you have not previously filed the I-765 check "No." If you are applying for the 24 month STEM OPT extension and/or have previously filed the I-765 then check "Yes."	12. Have you previously filed Form I-765? ☐ Yes ☐ No
Question 13.a. If you have a SSN, check 'Yes' for 13.a. and type your SSN in the 13.b. box. If you have never been issued an SSN, check 'No' and go on to Question 14.	13.a. Has the Social Security Administration (SSA) ever officially issued a Social Security card to you? ☒ Yes ☐ No **NOTE:** If you answered "No" to **Item Number 13.a.**, skip to **Item Number 14.** If you answered "Yes" to **Item Number 13.a.**, provide the information requested in **Item Number 13.b.** 13.b. Provide your Social Security number (SSN) (if known). ► 1 2 3 4 5 6 7 8 9
Question 14. If you want to apply for an SSN with your I-765 check 'Yes'. ***This is optional, you may check 'No'. If your answer is 'No', skip ahead to question 18.a..*** **Question 15.** If you want to apply for an SSN with your I-765 check 'Yes'.	14. Do you want the SSA to issue you a Social Security card? (You must also answer "Yes" to **Item Number 15.**, **Consent for Disclosure**, to receive a card.) ☒ Yes ☐ No **NOTE:** If you answered "No" to **Item Number 14.**, skip to **Part 2.**, **Item Number 18.a.** If you answered "Yes" to **Item Number 14.**, you must also answer "Yes" to **Item Number 15.** 15. **Consent for Disclosure:** I authorize disclosure of information from this application to the SSA as required for the purpose of assigning me an SSN and issuing me a Social Security card. ☒ Yes ☐ No

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WRIGHT STATE UNIVERSITY

Questions 16. & 17. Write your father's family name in line 12.a. and given name in line 12.b. Write your mother's family name in line 13.a. and given name in line 13.b.

You may not be able to type this in depending on the browser you use or because there is not enough space. You may have to handwrite these names carefully.

If your parents' names are too long to fit into the appropriate boxes, you must include another page with their full names. See final page of this guide.

Father's Name

Provide your father's birth name.

16.a. Family Name (Last Name) | Smith
16.b. Given Name (First Name) | Jack

Mother's Name

Provide your mother's birth name.

17.a. Family Name (Last Name) | Smith
17.b. Given Name (First Name) | Jill

Question 18. List your county (or countries) of citizenship

Your Country or Countries of Citizenship or Nationality

List all countries where you are currently a citizen or national. If you need extra space to complete this item, use the space provided in **Part 6. Additional Information**.

18.a. Country

Costa Rica

18.b. Country

Question(s) 19-20. Include information on your place and date of birth.

Place of Birth

List the city/town/village, state/province, and country where you were born.

19.a. City/Town/Village of Birth

Heredia

19.b. State/Province of Birth

19.c. Country of Birth

Cost Rica

20. Date of Birth (mm/dd/yyyy) | 07/05/1992

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Question(s) 21-26. Request information found on your Passport, I-20 and I-94.

You will use your I-94 to complete Questions **21.a., 22, 23, and 24.**

You will use your Passport to complete Questions **21.b., and 21.d.**

You will use your I-20 to complete Question **26** with your SEVIS Number. Example: N0012345678

U.S. Customs and Border Protection
Securing America's Borders

Get I-94 Number | I-94 FAQ

Admission (I-94) Number Retrieval

Admission (I-94) Record Number: 69000888062

Admit Until Date (MM/DD/YYYY): 10/10/2012

Details provided on Admission(I-94) form:

Family Name: LI
First (Given) Name: LYDIA
Birth Date (MM/DD/YYYY): 01/01/1990

Sample I-94 downloaded from cbp.gov/i94

Question 27. Please read and choose carefully. Write:
- "(c)(3)(a)" for pre-completion OPT if you plan to begin work *before* graduating. Unless you have special permission from ISSS for pre-completion OPT, do not choose this option.
- "**(c)(3)(b)**" for post-completion OPT if you plan to begin work *after* graduating.
- "**(c)(3)(c)**" for 24 month STEM extension.

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)

Example if applying for standard OPT.

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Question 28. Skip this question if you are applying for 12 month OPT.

If applying for **STEM extension**, write the "CIP code" and major that appear on your I-20. Your major will probably have to be abbreviated for space. You may have to handwrite this section. See example below:

PROGRAM OF STUDY	
EDUCATION LEVEL	MAJOR 1
MASTER'S	Computer Science 1 .0701
PROGRAM ENGLISH PROFICIENCY	ENGLISH PROFICIENCY NOTES
Required	Student is proficient
START OF CLASSES	PROGRAM START/END DATE
01 JULY 2014	01 JULY 2014 - 17 DECEMBER

CIP Code

- **Employer's Name as Listed in E-Verify**: Ask your employer to verify the official name as listed in E-Verify.
  It may differ from the name used in everyday speech.
- **Employer's E-Verify Number**: This is a 4- to 6-digit number the company received when they registered for
  E-Verify. Do not use a Tax ID number.
  Ask your company's HR department for the E-Verify number.

28. **(c)(3)(C) STEM OPT Eligibility Category.** If you entered the eligibility category **(c)(3)(C)** in **Item Number 27.**, provide the information requested in **Item Numbers 28.a - 28.c.**

28.a. Degree | 11.0701 Comp Sci

28.b. Employer's Name as Listed in E-Verify
Ask your Employer

28.c. Employer's E-Verify Company Identification Number or a Valid E-Verify Client Company Identification Number
Ask your Employer

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Applicant's Statement. Check the box for 1.a. in this section.

For contact information you can provide whatever contact details are best for you. Keep in mind that USCIS may use this information to contact you if they require additional information or have questions about your I-765 submission.

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

[   ],

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

2. ☐ At my request, the preparer named in **Part 5.**,

[   ],

prepared this application for me based only upon information I provided or authorized.

Applicant's Contact Information

3. Applicant's Daytime Telephone Number

[   ]

4. Applicant's Mobile Telephone Number (if any)

[   ]

5. Applicant's Email Address (if any)

[   ]

Certification. Sign your name with black pen. **Make sure your signature is clear and stays within the space provided**. USCIS will take the signature from the I-765 and use it for the EAD card.

Applicant's Signature

7.a. Applicant's Signature

➡ [   ]

7.b. Date of Signature (mm/dd/yyyy) [   ]

NOTE TO ALL APPLICANTS: If you do not completely fill out this application or fail to submit required documents listed in the Instructions, USCIS may deny your application.

Use **Part 6. Additional Information** to provide all previously used SEVIS numbers and evidence of any previously authorized CPT or OPT and the academic level at which it was authorized.

Part 6. Additional Information

If you need extra space to provide any additional information within this application, use the space below. If you need more space than what is provided, you may make copies of this page to complete and file with this application or attach a separate sheet of paper. Type or print your name and A-Number (if any) at the top of each sheet; indicate the **Page Number, Part Number,** and **Item Number** to which your answer refers; and sign and date each sheet.

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1.a.	Family Name (Last Name)	Smith
1.b.	Given Name (First Name)	John
1.c.	Middle Name	

2. A-Number (if any) ▶ A-

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

3.d. Full time CPT 8/23/2017-12/14/2017

Part time CPT 1/16/2018-5/14/2018

Official instructions and checklist for the I-765 can be found here: https://www.uscis.gov/i-765

TEMPLATE FOR QUESTION 1 STUDENT NAME SUPPLEMENT

This section provides guidelines for how to write a letter explaining that your name is too long to be typed into the appropriate boxes. You should also use this template if your parents' names are too long. If multiple names are too long for the form, one letter should be sufficient. However, you must be specific about whose name needs correction.

Please follow and adapt this template to meet your specific circumstances. You must write your full name, including all names that appear on your passport. The areas in *[brackets]* must be tailored to fit your current situation.

[Date]

Department of Homeland Security/USCIS

To Whom It May Concern:

My name is [full name from passport] and my SEVIS ID is [your SEVID ID]. I am an F-1 student submitting Form I-765 for [OPT category from Question 20]. I am unable to input [my full name or my parents' full names] into the space provided on the form in Part 2 [Question 1 or Questions 16 and 17] due to the character limit. Below please find [my full name or my parents' full names] separated into family name and first name as they appear on [my or my parents'] passport and visa:

Family Name: *[Your family name as it appears on your passport and visa]*

First Name: *[Your first name as it appears on your passport and visa]*

Your consideration of my request is greatly appreciated.

Sincerely,
[Name]
[Signature]