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

### Part 1. Reason for Applying

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

1.a. [ ] Initial permission to accept employment.
1.b. [x] 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. [x] Renewal of my permission to accept employment. (Attach a copy of your previous employment authorization document.)

**Example above if applying for STEM OPT extension**
**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 must include another page to clarify.

*See the final page of this guide for a template.*

**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.

**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.

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

### Part 2. Information About You

<table>
<thead>
<tr>
<th><strong>Your Full Legal Name</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.a. Family Name (Last Name)</td>
</tr>
<tr>
<td>1.b. Given Name (First Name)</td>
</tr>
<tr>
<td>1.c. Middle Name</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th><strong>Your U.S. Mailing Address</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>5.a. In Care Of Name (if any)</td>
</tr>
<tr>
<td>5.b. Street Number and Name</td>
</tr>
<tr>
<td>5.c. Apt. Ste. Flr.</td>
</tr>
<tr>
<td>5.d. City or Town</td>
</tr>
<tr>
<td>5.e. State</td>
</tr>
<tr>
<td>5.f. ZIP Code</td>
</tr>
</tbody>
</table>

*(USPS ZIP Code Lookup)*

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

8. Alien Registration Number (A-Number) (if any)  
   
9. USCIS Online Account Number (if any)
**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.”

<table>
<thead>
<tr>
<th>12. Have you previously filed Form I-765?</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] Yes</td>
</tr>
</tbody>
</table>

**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.

**Question 13.b.** Provide your Social Security number (SSN) (if known).

1 2 3 4 5 6 7 8 9

**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.

**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.**

<table>
<thead>
<tr>
<th>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.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] Yes</td>
</tr>
</tbody>
</table>

**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.

**Question 15.** If you want to apply for an SSN with your I-765 check ‘Yes’.

**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.

<table>
<thead>
<tr>
<th>15. Consent for Disclosure:</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] Yes</td>
</tr>
</tbody>
</table>
**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.

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

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

<table>
<thead>
<tr>
<th>Father's Name</th>
<th>Mother's Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>16.a. Family Name (Last Name)</td>
<td>17.a. Family Name (Last Name)</td>
</tr>
<tr>
<td>Smith</td>
<td>Smith</td>
</tr>
<tr>
<td>16.b. Given Name (First Name)</td>
<td>17.b. Given Name (First Name)</td>
</tr>
<tr>
<td>Jack</td>
<td>Jill</td>
</tr>
</tbody>
</table>

**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

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
**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

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**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.

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**Example if applying for standard OPT.**
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:

- **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.
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.

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.

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.

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.

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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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]