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## I-765 GUIDELINES FOR OPT AND STEM OPT APPLICATIONS

Please use the following directions in completing the Form I-765 for and OPT and STEM OPT Extension.

### OVERVIEW

You can find the more updated Form I-765 and official instructions to complete the Form I-765 at:

<https://www.uscis.gov/i-765>

**Please TYPE the form and do not complete it by hand. The only exception is your signature.** USCIS will not accept a stamped or typewritten name in place of your handwritten signature. Form I-765 is found at the link above and is a fillable PDF. Remember, the data entry for these forms is done via machine-reading, therefore, handwriting is easily misread/misinterpreted and can result in incorrect information in your application. **Please TYPE the form and do not complete it by hand.**

For any item that you do not complete, write "NA" (short for "Not applicable") or if the question asks for a number response, write "None."

Understand, this guidance is only provided for items that can be somewhat confusing in nature. Please fill all fields, regardless of whether specific guidance is provide here. Please read and follow the official instructions provided by USCIS.

### PART 1

- **OPT:** Check the "Initial Permission" box
- **STEM OPT Extension:** Check the "Renewal" box

### PART 2

- **Item 2:** Share any other way your name is given on your legal documents. This includes "FNU," multiple last names you may have used, or previous names you used if you changed your name for any reasons, such as marriage or corrections.
- **Item 5:** This is the address where USCIS will mail your documents related to this application only. If you are 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. It is okay if this will change over the course of your application processing. Just use the address where you live today.
- **Item 8: STEM OPT Extension only!** You will only have an A-Number if you are applying for the STEM OPT Extension, and it will be on your EAD card (called a "USCIS number"). Those applying for OPT will leave this field blank.
- **Item 9:** If you have previously filed an application or petition using the USCIS online filing system (previously called USCIS Electronic Immigration System (USCIS ELIS)), provide the USCIS Online Account Number you were issued by the system. If you do not have an USCIS Online Account Number, the box should be filled with "none".

- **Items 13 – 17:**
  - If you have a Social Security Number, please check the YES box and type the number in Item 13b. You can then check NO for Item 14, and skip down to item 18.
  - If you do NOT have a Social Security Number, you can apply for it through this application, and your Social Security Number will be issued to you when your OPT application is approved. You would answer NO to item 13.a. Leave 13.b blank. YES to Item 14, and provide the required information in items 15-17.
- **Items 18 – 20:**
  - Complete each – 18.a, 18.b, 19.a, 19.b, 19.c and 20.
- **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 using this link and going to “Get Most Recent I-94”: <https://i94.cbp.dhs.gov/i94>. Please be sure that you use the I-94 from your most recent entry to the US! 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, and answer all related questions based on that trip. If your I-94 is incorrect or does not show your most recent trip that was NOT a short trip to Canada, Mexico or the Caribbean, you will need to work with US Customs and Border Protection (CBP) to get it corrected.
- **Item 21.b:** Type the passport number of your most recently issued passport.
- **Item 21.c:** Write “NA” if you have a passport. For almost everyone, this will be “NA.” If you do not have a passport, type the travel document number.
- **Items 21.d – 23:** Type information being requested.
- **Item 24:** Type F-1 student unless you changed your status from within the US, and have not left the US since then.
- **Item 25:** Type F-1 student.
- **Item 26:** You can find your SEVIS ID number at the top left of your I-20. It starts with N00.
- **Item 27:** This item is asking you to give the regulatory citation of the kind of work permission you are applying for.
  - OPT: (c)(3)(B)
  - STEM OPT Extension: (c)(3)(C)
- **Item 28: STEM OPT Only!** Applicants for OPT can leave this blank.
- **Item 28.a:** Type your degree information: Example: Masters of Science in Electrical Engineering
- **Item 28.b:** Type your Employer’s Name exactly as listed in E-verify.
- **Item 28.c:** Be sure that this number is 5-7 digits long. Employers and students often confuse this request for an EIN tax ID number for the company, or the individual student’s E-Verify ID. You will need to ask your company for this number, as it is not public knowledge.
- **Items 29 – 31:** Skip these, as they are for other immigration categories only.

## PART 3

- Check the box for either Item 1.a or 1.b.
- If applicable, check the box for Item 2.
- **Items 3 – 5:** Complete with your information.
- Check the box for Item 6 if applicable; otherwise leave it blank.
- Sign **Item 7.a. in black ink** – this should be an original signature, and cannot be typed or stamped. Include the date of your signature in **Item 7.b.**

## PARTS 4 & 5

- Complete these sections only if applicable.

## PART 6

Complete this section only if:

- You have been approved for **CPT** in the past
- You have been approved for **OPT** 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 right corner of your I-20, and starts with N00.

For each of the items listed above, complete one box in Part 6. 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):

- **CPT:** Please list your CPT approvals. We suggest this 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. We suggest this 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. We suggest this 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).

## COMPLETED SAMPLES

**OPT:** A completed example of the I-765 Form for OPT can be found here:

[https://oip.wayne.edu/oiss/i-765\\_opt\\_complete\\_sample\\_2.pdf](https://oip.wayne.edu/oiss/i-765_opt_complete_sample_2.pdf)

**STEM OPT Extension:** A completed example of the I-765 Form for STEM OPT Extension can be found here:

[https://oip.wayne.edu/oiss/i-765\\_stem\\_complete\\_sample\\_2.pdf](https://oip.wayne.edu/oiss/i-765_stem_complete_sample_2.pdf)