

# How to Complete Form I-765

This is a document to assist you in completing the application form to request employment authorization. Form I-765 is an official US Citizenship and Immigration Service (USCIS) form. It is **extremely important** you complete this form correctly. Before moving on with completing this form, please review the USCIS instructions (<http://www.uscis.gov/i-765>) and to download the latest updated copy of the document.

## Tips for I-765

- Download I-765 document (<http://www.uscis.gov/i-765>) and open it in Adobe. Some of the online form's functions will not work in web browser.
- When you download the file we **strongly recommend** that you **type directly into the boxes provided** and print the document once completed. This removes any chances of error when USCIS is processing your information.
- If a field does not apply to you, leave it blank as shown in the instructions
- If you need additional space to answer any question USCIS indicates the following in the I-765 instructions:
  - *"If you need extra space to provide any additional information within this application, use the space provided in Part 6. Additional Information. If you need more space than what is provided in Part 6., you may make copies of Part 6. to complete and file with your 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."*

## Step-by-Step Guide for Form I-765\*

\*Please note that this does not constitute legal advice. The information presented here is to be used as a guide to assist you in completing the I-765.

### Part 1

- **1.a.-1.c. “Reason for Applying”:** Mark the box “Initial permission to accept employment”.

► **START HERE - Type or print in black ink.**

#### **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

- **1.a.-1.c. “Information About You”:** Write your name in this section. Your family name should be written in ALL CAPITAL LETTERS. **Be sure you spell your name as it is written in your passport.** Check it over once, and again, and a third time just to be sure.

Part 2. Information About You	
<i>Your Full Legal Name</i>	
1.a. Family Name (Last Name)	LAST
1.b. Given Name (First Name)	First
1.c. Middle Name	Middle

- **2.a.-4.c. “Other Names Used”:** If you other names you have used such as a maiden name, list them in the same way in the “Other Names Used” section. If you have NOT used other names, leave this section blank.

<i>Other Names Used</i>	
Provide all other names you have ever used, including aliases, maiden name, and nicknames. If you need extra space to complete this section, use the space provided in <b>Part 6.</b>	
<b>Additional Information.</b>	
2.a. Family Name (Last Name)	
2.b. Given Name (First Name)	
2.c. Middle Name	
<hr/>	
3.a. Family Name (Last Name)	
3.b. Given Name (First Name)	
3.c. Middle Name	
<hr/>	
4.a. Family Name (Last Name)	
4.b. Given Name (First Name)	
4.c. Middle Name	

- **5.a.-6 ‘Your US Mailing Address’:** this is one of the most important sections in the I-765 document. The address you use here will determine which USCIS Service center your application will be sent to, and where your EAD card will be sent. It is **extremely important** that you enter a correct, complete address and that you, or the person listed in the “In Care Of Name” box, will be **personally** able to receive mail at that address for the next 3-4 months. If you do not have an address to use, you should list the OISS address as follows:
  - **5.a In Care Of Name (if any):** if you want a friend/relative to receive your EAD for you, write their full name in this line followed by their address in the appropriate boxes. If you are listing your own address and will receive the EAD card personally, leave this box blank.
  - **6:** If your mailing address is the same as your physical address (i.e. where you sleep), mark “Yes”. If your mailing address is different than your physical address, you must list your physical address in the “US Physical Address” section. Do **not** list a P.O. Box.

## Part 2. Information About You (continued)

### Your U.S. Mailing Address

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

OISS

5.b. Street Number and Name 13 Oak Drive

5.c.  Apt.  Ste.  Flr.

5.d. City or Town Hamilton

5.e. State NY  5.f. ZIP Code 13346

[\(USPS ZIP Code Lookup\)](#)

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

**NOTE:** If you answered “No” to **Item Number 6.**, provide your physical address below.

- **8 “Other Information”**: You can leave this question blank unless you have been assigned an A-number. Most F-1 students will not have an A-Number.
- **9 “Other Information”**: you will not have a USCIS online account. Leave it blank unless you actually have a USCIS online account number.

***Other Information***

8. Alien Registration Number (A-Number) (if any)

▶ A-

9. USCIS Online Account Number (if any)

▶

- **10 “Other Information”**: Check the box of your gender, or legal sex as indicated on your passport.
- **11 “Other Information”**: Check the box of your marital status.

10. Gender  Male  Female

11. Marital Status

Single  Married  Divorced  Widowed

- **12 “Other Information”**: if this is your first time ever filing an I-765, mark “No”. If you have filed an I-765 in the past, mark “Yes”.

12. Have you previously filed Form I-765?

Yes  No

- **13.a. “Other Information”**: If you have a Social Security Number (SSN) mark “Yes”. If you have never been issued a SSN, mark “No”. Reminder: if you have ever received a SSN, this number will not change even if you receive a SSN while in a different immigration process. This number is assigned to you for life.

**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. “Other Information”:** If you answered “Yes” to 13.a., you must enter your Social Security Number in section 13.b.. If you answered “No” to 13.a. you should skip this question and go to **14.**

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

▶ 

1	2	3	4	5	6	7	8	9
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- **14 “Other Information”:** If you have never received a SSN, you can request to have a SSN issued to you by the Social Security Administration (SSA). If you want to be issued a SSN select “Yes”, and then complete all questions from **15-17.b.** If you already have a SSN, you should select “No” and then ski to **18.a.**

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

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**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.)

If yes, complete all Q’s from 14-17.b.

Yes  No

If no, skip to Q 18

**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

**NOTE:** If you answered “Yes” to **Item Numbers 14. - 15.**, provide the information requested in **Item Numbers 16.a. - 17.b.**

**Father’s Name**

Provide your father’s birth name.

**16.a.** Family Name (Last Name)

**16.b.** Given Name (First Name)

**Mother’s Name**

Provide your mother’s birth name.

**17.a.** Family Name (Last Name)

**17.b.** Given Name (First Name)

If yes, you should receive your Social Security Card from the SSA about 2 weeks after receiving your approved EAD from USCIS.

- **18.a. “Your Country or Countries of Citizenship or Nationality”:** Enter each country where you are a citizen or national. Many international students only have one country of citizenship/nationality, but if you have dual or multiple citizenships/nationalities, enter each country in this section. Leave 18.b. blank if you only have one country of citizenship/nationality.

***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

United Kingdom

18.b. Country

- **19.a.-19.c. “Information About You”:** Enter the information about where you were born.
- **20. “Information About You”:** Enter your date of birth as it is written in your passport. Remember, the format used on the I-765 is MM/DD/YYYY.

**Part 2. Information About You (continued)**

***Place of Birth***

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

19.a. City/Town/Village of Birth

London

19.b. State/Province of Birth

Greater London

19.c. Country of Birth

United Kingdom

20. Date of Birth (mm/dd/yyyy)

01/01/2000

- **21.a. “Information About Your Last Arrival in the United States”:** Enter your I-94 number. If you don’t know your I-94 number, download it here (<https://i94.cbp.dhs.gov/>). If you ever entered the US at a land border you will have a white paper I-94 stapled in your passport.

***Information About Your Last Arrival in the United States***

**21.a.** Form I-94 Arrival-Departure Record Number (if any)

▶ 

1	2	3	4	5	6	7	8	9	0	1
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- **21.b.-21.e. “Information About Your Last Arrival in the United States”:** Enter information about the passport you used to enter the US.
  - **21.c.** – Most students will not have a travel document other than their passport. If you do not have a travel document, leave this question blank. If you used a travel document to enter the US, enter the travel document number.
  - **21.e.** – Remember the format for dates on the I-765 is MM/DD/YYYY. Your passport may be listed in a different format, so be sure to enter it in the I-765 appropriate format.

**21.b.** Passport Number of Your Most Recently Issued Passport

M1236987

**21.c.** Travel Document Number (if any)

**21.d.** Country That Issued Your Passport or Travel Document

United Kingdom

**21.e.** Expiration Date for Passport or Travel Document

(mm/dd/yyyy) 12/25/2022

- **22 “Information About Your Last Arrival in the United States”:** Enter the date you last entered the US. If you cannot remember this date, check the entry stamp in your passport. The information is also available on your travel history which you can download here (<https://i94.cbp.dhs.gov/>).

- **23 “Information About Your Last Arrival in the United States”:**  
Enter the place you last arrived in the US. This may not be your final destination. It is the place of entry into the United States where you first met with an immigration Officer.

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

01/09/2020

23. Place of Your Last Arrival Into the United States

New York

- **24 “Information About Your Last Arrival in the United States”:**  
Enter your status at the time of your last arrival into the US. Unless you did a change of status within the US, you will enter “F-1 Student”.
- **25 “Information About Your Last Arrival in the United States”:**  
Enter your current Immigration Status “F-1 Student”.

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

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

- **26 “Information About Your Last Arrival in the United States”:**  
Enter your SEVIS number. This can be found on your I-20.
  - Most students have had only one SEVIS number, if you had multiple SEVIS numbers, make sure you enter your **current** SEVIS number. You will need to enter your previous SEVIS number(s) in Part 6.

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

▶ N- 0012345678

- **27 “Information About Your Eligibility Category”:** Enter the Eligibility Category for the Post-Completion OPT (c)(3)(B).

***Information About Your Eligibility Category***

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)).

(  ) (  ) (  )

- **28-31.b. “Other Information”:** Skip these questions, they do not apply to you.

### Part 3

- **1.a. “Applicant’s Statement, Contact Information, Declaration, Certification, and Signature”:** If you are preparing your own I-765, select 1.a.

***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.

- **3-6 “Applicants Contact Information”:** Enter your phone number, mobile number, and an email address that you regularly check. Leave #6 blank.

### *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)
6.  Select this box if you are a Salvadoran or Guatemalan national eligible for benefits under the ABC settlement agreement.

- **7.a.-7.b. “Applicants Signature”:** Enter the date you will sign the form in 7.b.. Print the form and then sign the form in **BLACK INK, WITHIN THE BOX PROVIDED**. You must physically sign the form in black ink. **Do not use an electronic signature or sign in any other color.**
  - **DO NOT FORGET TO SIGN!!!! USCIS will reject your application if it is not signed.**

### *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 4 & 5 “Interpreter’s Contact Information, Certification, and Signature”:** If you did not use an interpreter or preparer, skip Part 4 & 5.
- **Part 6 “Additional Information”:** This is a very important section. The I-765 Instructions state “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.” We have provided guidelines below on how to report this information in Part 6. If you have *never* had a different SEVIS number, Cpt, or OPT authorization, you may skip this section and have completed the form.

- B. Post-Completion OPT--(c)(3)(B).** File Form I-765 up to 90 days before, but no later than 60 days after, your program end date. 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.

**NOTE:** You **must** file your Form I-765 within 30 days of the date that your DSO enters the recommendation for OPT into your SEVIS record. If you fail to do so, we will deny your OPT request.

- **If you have ever had Curricular Practical Training (CPT):** You need to list all previously approved CPT. You need to indicated the dates, whether it was full-time or part-time, and the degree level at which it was authorized. You can see your part CPT authorizations on your previous I-20's.
  - For example: Part-Time CPT authorized 01/08/2018-05/05/2018 at the Bachelor's level; Full-Time CPT authorized 05/14/2018-08/04/2018 at the Bachelor's level. Enter the information in Part 6 following the example below.

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

  

3.d.
Part-Time CPT Authorized
01/08/2018-05/05/2018 at the
Bachelor's Level
Full-Time CPT Authorized
05/14/2018-08/04/2018 at the
Bachelor's Level.

- **If you have had more than one SEVIS number:** In part 6, use the space provided to fill-in your previous SEVIS numbers. E.g.

4.a. Page Number	4.b. Part Number	4.c. Item Number
3	2	26

4.d. My previous SEVIS number is

N0012345678

- **If you have ever had Optional Practical Training (OPT) in the past:** You need to list all previously approved OPT. You need to indicate the type of OPT, the dates, and the degree level at which it was authorized. You can find this information on your previous EADs.
  - E.g. : (c)(3)(A) Pre-Completion OPT authorized 06/01/2017-08/01/2017 at the Bachelor's Level.
  - Enter the information in Part 6 following the example below.
  - You will need to submit copies of any previous EAD(s) with your application.

5.a. Page Number	5.b. Part Number	5.c. Item Number
2	2	12

5.d. (c) (3) (A) Pre-Completion OPT

authorized 06/01/2017-08/01/2017 at
the Bachelor's Level