



Optional Practical Training: Guide to Completing the I-765 International Student and Scholar Services

300 College Park, Rike Center #204
Dayton, OH 45469-1701
Ph: (937) 229-2748 • Fax: (937) 229-2766

Completing the I-765

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

- Question 1-8 and 10-16 **must be completed**. Students applying for STEM extension must also complete Question 17. All students can ignore Question 18. Question 9 may be left blank if you do not have a SSN.
- The **Certification** section must be **signed**.
- **Fill out the I-765 electronically**. Do not handwrite the application. I-765s have been rejected due to illegible handwriting. 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 filling out 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).
 - **For students on standard OPT, USCIS must receive your application no later than the 60th day after completion of your program requirements.**
- Students must apply for the 24-month STEM extension **prior to the expiration of the first 12 months of standard OPT**. The application must be received by USCIS prior to the expiration date of the first EAD. USCIS will not accept I-765 applications for STEM extensions any earlier than 90 days before the current EAD expires. Accordingly, ISSS will not process a STEM recommendation 90 days or more before the EAD expires.

Below are some of the questions on the I-765 and 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

I am applying for:	<input type="checkbox"/> Permission to accept employment.	<input type="checkbox"/> Replacement (of lost employment authorization document).
	<input checked="" type="checkbox"/> Renewal of my permission to accept employment (attach a copy of your previous employment authorization document).	

Example above if applying for STEM extension

Question 3. If you live in an apartment, write the abbreviation “Apt.” plus the apartment letter/number next to the street address.
Example: 123 Main St., Apt. 4B.

If your address will not be valid from the time you send the I-765 until the time you receive the EAD, you may use ISSS’s address: “300 College Park, Rike Center #204, Dayton OH 45469”. ISSS will notify you if/when we receive your mail. This service is provided as a courtesy. ISSS cannot responsible for lost or delayed mail.

Remember:

- This address determines the Lockbox to which you send the I-765 application.
- Mail from USCIS cannot be forwarded.

3. U.S. Mailing Address		
(Street Number and Name)	(Apt. Num)	
300 College Park, Rike Center #204		
(Town or City)	(State)	(ZIP Code)
Dayton	OH	45469

Example if using ISSS’s address



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Question 10. Write the 11-digit number found on your I-94. You can retrieve your I-94 number and travel history from cbp.gov/i94.

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

10. Alien Registration Number (A-Number) or Form I-94 (if any)
69000888062

Question #11. If you are applying for STEM extension, mark "Yes".

- **Which USCIS Office?** Write the name of the service center that adjudicated the I-765 application: Nebraska, Texas, California **or** Vermont. The service center that processed your request is listed on the I-797C Notice of Action. This form was sent to you by USCIS shortly after you submitted the I-765 as confirmation of receipt of your application.
- **Date(s).** Write the start date and end date of the EAD card.
- **Results.** Write "Granted." Include a copy of your previous EAD in the application.

If you are applying for 12 month OPT, mark "No".

11. Have you ever before applied for employment authorization from USCIS?

Yes (Complete the following questions.)

Which USCIS Office?	Dates
Refer to Form I-797C	Refer to EAD
Results (Granted or Denied - attach all documentation)	
Granted	

No (Proceed to Question 12.)

Example if applying for STEM extension

Question #16. Please read and choose carefully. Write:

- "(c)(3)(a)" for pre-completion OPT if you plan to begin work **before** graduating.
- "(c)(3)(b)" for post-completion OPT if you plan to begin work **after** graduating.
- "(c)(3)(c)" for 24 month STEM extensions.

16. Eligibility Category. Go to the "Who May File Form I-765?" section of the Instructions. In the space below, place the letter and number of the eligibility category you selected from the instructions. For example, (a)(8), (c)(17)(iii), etc.

(c) (3) (c)

Example if applying for STEM extension



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Question #17. Skip this question if you are applying for 12 month OPT.

If applying for STEM extension, write the “CIP code” that corresponds to your major and an abbreviated description of the degree and field. The CIP code can be found on your I-20. See example below:

PROGRAM OF STUDY	
EDUCATION LEVEL MASTER'S	MAJOR 1 Chemical Engineering 14.0701
NORMAL PROGRAM LENGTH 36 Months	PROGRAM ENGLISH PROFICIENCY Required
PROGRAM START DATE 17 OCTOBER 2013	PROGRAM END DATE 31 DECEMBER 2016

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.

(c)(3)(C) Eligibility Category. If you entered the eligibility category (c)(3)(C) in **Question 16** above, list your degree, your employer's name as listed in E-Verify, and your employer's E-Verify Company Identification Number or a valid E-Verify Client Company Identification Number in the space below.

Degree Employer's Name as listed in E-Verify
14.0701 MS ChmEng Ask your employer

Employer's E-Verify Company Identification Number or a Valid E-Verify Client Company Identification Number
Ask your employer

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.

Certification

I certify, under penalty of perjury, that the foregoing is true and correct. Furthermore, I authorize the release of any information to U.S. Citizenship and Immigration Services needs to determine eligibility for the benefit I am seeking. I have read the “Who May Form I-765?” section of the instructions and have identified the appropriate eligibility category in **Question 16.**

Applicant's Signature John Student

Date of Signature (mm/dd/yyyy) 05/01/2016

Telephone Number Your cellphone number