As of 12/4/2020, the current version of Form I-765 is the 8/25/2020 Edition. A new edition of Form I-765 was released in October 2020, but its implementation has since been delayed. Please note that the new version of Form I-765 may be re-released or required at any time. Please consult USCIS’s Form I-765 page and contact an ISO advisor to confirm the most up-to-date information about Form I-765 during this period of transition. Using the wrong version of Form I-765 can result in rejection of your application.

This guide should only be used for 12-Month Post-Completion OPT applications, not any other type of USCIS application. If you are replacing a lost, stolen, or incorrect EAD card, please consult an ISO advisor.

This guide provides information about various application forms, but the OPT application also requires specific supporting document copies. Please see the ISO’s 12-Month OPT Application Checklist for a full list of materials to include with your OPT application.

This document, as well as any other application review support from ISO, should not be considered legal advice. We highly recommend having your application materials reviewed by an ISO advisor before sending your application to USCIS, but please be aware that ISO advisors are not legal professionals and any recommended changes are only suggestions based on experience. You are responsible for accurately completing your forms and timely submitting your application!
Form I-765 and official instructions: [https://www.uscis.gov/i-765](https://www.uscis.gov/i-765)

Please note that **Form I-765 must always be submitted with appropriate supporting documentation.** Consult the ISO’s [OPT Application Checklist](https://www.uscis.gov/opt-application-checklist) for more information about this documentation.

We highly recommend filling out this form electronically (typing in the information). If you must fill any sections out by hand, use black ink and write clearly.

USCIS released a new version of Form I-765 that must be used starting **August 25, 2020**. Note the current edition date in the bottom left (8/25/20). In case of sudden changes, make sure to download the most recent version of the form from the USCIS website for your application.

Enter your **full name** as it appears on your passport. If your full name does not fit in these boxes, you can use Part 6: Additional Information (page 7) to write out your full name.

Leave this section blank.

Enter N/A in any fields that do not apply to you throughout the application.

You can use this section if you have ever changed your name OR if your name appears differently on different legal documents (e.g. your names are in a different order, with a dash [−], with or without an extra space, etc). If this does not apply to you, enter N/A in any unused fields.

Check this box.
The address you enter here is where your EAD card and any other notices from USCIS will be mailed. **This should be an address where you can securely receive mail for the next 6 months.** If you do not have a viable mailing address, you can use the ISO’s address, as listed on the OPT Application Checklist. If you have concerns about what address to use, please ask ISO.

If the mailing address you are using is different from where you live, select “No”. If the mailing address you are using is the same as your physical address, select “Yes” and skip to #8.

If you selected “No” in #6, fill in your current residential address here. [Some students have issues with the fillable PDF not working for this section—if you are not able to type this in, you can use a text box or neatly hand-write in black ink after printing your forms.]

If you have previously applied for OPT, you can enter the 9-digit “USCIS #” on your current EAD card as your “A-Number”. Most students do not have a USCIS Online Account Number, but if you do have one, enter it in #9.

**Answer #10, #11, & #13a** appropriately based on your personal circumstances.

If you have a Social Security Number, enter it into #13b.

If you already have a Social Security Card and have not lost it, you can select “No” in #14 and skip to #18a.

If you have never had a Social Security Number or have lost your official Social Security Card, you can select “Yes” in #14. [Being approved for OPT automatically makes you eligible for a Social Security Number, so you can apply for one along with your OPT application. Your Social Security Card will be sent to the mailing address used for this application.]

If you select “Yes” in #14, fill in #15—17b. These questions are only for the Social Security Number application.

List your country of citizenship in #18a.

If you have dual citizenship, list your second country of citizenship in #18b. If you do not have dual citizenship, you can enter N/A in #18b.
### Part 2. Information About You

<table>
<thead>
<tr>
<th><strong>Place of Birth</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>List the city/town/village, state/province, and country where you were born.</td>
</tr>
<tr>
<td><strong>19.a. City/Town/Village of Birth</strong></td>
</tr>
<tr>
<td><strong>19.b. State/Province of Birth</strong></td>
</tr>
<tr>
<td><strong>19.c. Country of Birth</strong></td>
</tr>
<tr>
<td><strong>20. Date of Birth (mm/dd/yyyy)</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Information About Your Last Arrival in the United States</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>21.a. Form I-94 Arrival Departure Record Number (if any)</strong></td>
</tr>
<tr>
<td><strong>21.b. Passport Number of Your Most Recently Issued Passport</strong></td>
</tr>
<tr>
<td><strong>21.c. Travel Document Number (if any)</strong></td>
</tr>
<tr>
<td><strong>21.d. Country That Issued Your Passport or Travel Document</strong></td>
</tr>
<tr>
<td><strong>21.e. Expiration Date for Passport or Travel Document (mm/dd/yyyy)</strong></td>
</tr>
<tr>
<td><strong>22. Date of Your Last Arrival Into the United States, On or About (mm/dd/yyyy)</strong></td>
</tr>
<tr>
<td><strong>23. Place of Your Last Arrival Into the United States</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Immigration Status at Your Last Arrival (for example, B-2 visitor, F-1 student, or no status)</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>24. Your Current Immigration Status or Category (for example, B-2 visitor, F-1 student, parolee, deferred action, or no status or category)</strong></td>
</tr>
<tr>
<td><strong>25. Your Current Immigration Status or Category (for example, B-2 visitor, F-1 student, parolee, deferred action, or no status or category)</strong></td>
</tr>
<tr>
<td><strong>26. Student and Exchange Visitor Information System (SEVIS) Number (if any)</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>F-1 student</strong></th>
</tr>
</thead>
</table>

**Fill in #19a - 19c appropriately. If State/Province does not apply to you, you can enter N/A.**

**Fill in your date of birth.**

**Enter your I-94 admission number.**

**Enter your current passport number.**

**Enter the country that issued your passport and your passport expiration date.**

**Enter the date of your last arrival to the United States and the Port of Entry where you passed through US Customs.**

**Enter your immigration status history.**

**Enter your SEVIS ID number (listed on your I-20).**

**Enter this eligibility code for Post-Completion OPT.**

You will need to look up your most recent I-94 record and travel history online in order to complete #21a, #22, and #23. Your most recent I-94 should ideally reflect your most recent entry to the United States. However, if you took a short trip to Canada, Mexico, or an island near the United States, your I-94 record may not have been updated. This travel should be reflected in your travel history and/or you should have a Port of Entry stamp in your passport from when you passed through United States Customs.

**Students who do not have a passport may have a travel document. If this is the case for you, enter your travel document # in #21c. If not, enter N/A.**

**Your answer to #24 may be different from #25 if you changed your status inside the United States via a Form I-539 application and have not traveled internationally since.**

**Enter this eligibility code for Post-Completion OPT.**

**Link to look up your I-94 record online:** https://www.cbp.gov/i-94

**Leave blank.**

You will need to look up your most recent I-94 record and travel history online in order to complete #21a, #22, and #23. Your most recent I-94 should ideally reflect your most recent entry to the United States. However, if you took a short trip to Canada, Mexico, or an island near the United States, your I-94 record may not have been updated. This travel should be reflected in your travel history and/or you should have a Port of Entry stamp in your passport from when you passed through United States Customs.

**If your I-94 record and travel history do not match, fill in #21a, #22, and #23 based on the available I-94 record and your actual travel dates and then use Part 6: Additional Information (page 7) to provide explanation. See page 8 of this guide for more information.**
If you completed Form I-765 by yourself, without the assistance of a legal preparer or attorney, select this option.

Fill in your phone number and an email address where you can be reached for the next 6 months.

Please note that you must file Form I-765 from within the US. Please contact an ISO advisor if you have questions or concerns about this.
Sign and date this form in dark blue or black ink after printing (no gel pen, no digital signatures).
Leave blank.
### Part 6: Additional Information of Form I-765

I-765 can be used to provide additional information regarding anything you included earlier in the form. **If you do not have anything to add, you may just leave Part 6 blank.**

You can use as many sections of Part 6 as necessary. Start by using #3a-d, then move to #4a-d if necessary, then #5a-d, etc.

Three common reasons students use Part 6 are (1) to add your full name if it did not fit above, (2) to clarify discrepancies between your I-94/travel history, and (3) to address any previously authorized CPT or OPT (see next page of this guide).

Example format: **Clarifying full legal name** that didn’t fit in space provided (Page 1, Part 2, Item #1).

Example format: **Clarifying I-94 record/number that does not match most recent entry to United States** (Page 3, Part 2, Item #22).

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**Complete legal name:**

- **Last name:**
- **First name:**
- **Middle name:**

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**Public I-94 record system was not updated after most recent travel to Canada.** The I-94 record associated with the I-94 number in #21a does not reflect my most recent entry to the United States referenced in #22 and #23.
The official instructions for Form I-765 say the following: [If using code (c)(3)(B) for Post-Completion OPT], 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.

If you have had multiple SEVIS ID numbers, or if you have been authorized for any off-campus work permission in the past, please consult our examples for guidance on how to fill out this section. You should use a format or combination of formats appropriate for your specific situation. If you have only ever had one SEVIS ID number and have never been authorized for CPT or OPT before, you will not need to add any information about this to Part 6.

Example format: Only one SEVIS ID number, previous CPT authorization at current academic level.

Example format: Multiple SEVIS IDs, multiple academic levels, no previous off-campus work authorization.

Example format: Multiple SEVIS IDs at multiple academic levels, no CPT, previous OPT.

Example format: Multiple SEVIS IDs at multiple academic levels, CPTs at previous academic level.

Example format: Multiple SEVIS IDs at multiple academic levels, CPTs at current and previous academic level, OPT at previous academic level.

If you are filling out Form I-765 electronically, this section is usually auto-filled (from the name you entered earlier in the form)—if not, be sure to fill it out.

**Example format:**

Current SEVIS ID: N00_____
Master’s level

Previous SEVIS ID: N00_____
Summer high school program

Current SEVIS ID: N00_____
Master’s level
CPT: See attached I-20 copies.

Current SEVIS ID: N00_____
Master’s level
CPT: See attached I-20 copies.

You should use as many sections of Part 6 as necessary to communicate the information you are trying to get across. Start by using #3a-d, then move to #4a-d if necessary, then #5a-d, etc.