



I-765 Basic Guidelines

The following guideline is meant for informational purposes on certain sections of the [I-765 form](#), and is not legal advice. You are ultimately responsible for using the most up-to-date version of the I-765 form, the correctness of the information provided, and the completeness of your OPT application.

Part 1. Reason for Applying

Item 1:

For new OPT applications, check the box 1.a. "Initial permission to accept employment." For STEM OPT, select 1.c. "Renewal of my permission to accept employment."

Part 2. Information About You

Item 1:

This name should match what is indicated on your passport.

Items 2- 4:

Provide all other names you have ever used, including aliases, maiden name, and nicknames. Write "none" on all boxes if you haven't used another name.

Item 5:

Enter your mailing address. This must be a US address which is valid until your OPT application is approved. If your address may change within this time, we recommend you list the address of a trusted friend or family member instead. In this case, you must also include an "in care of" name for item 5.a.

Item 8:

A-Number (also known as USCIS number) can be found on your Post-Completion OPT EAD card. This applies to STEM OPT applicants only. Post-completion OPT applicants may leave this section blank.

Item 24:

Your status of last entry should be "F-1 Student."

If your I-94 indicates a different status, please contact an ISSS advisor.

Item 26:

Enter your SEVIS ID which is found at the top of your I-20.

Item 27:

- For Pre-Completion OPT, enter the codes (c) (3) (A)
- For Post-Completion OPT, enter the codes (c) (3) (B)
- For STEM OPT enter the codes (c) (3) (C)
- All three codes: The first letter (c) is lowercase. The second letter is uppercase.

Item 28:

Write "none" in the blank fields if you are not applying for STEM OPT. If you are applying for the 24 month [STEM OPT Extension](#) write the following:

- **28.a. Degree:** Write the CIP code found on your I-20, and your degree level
- **28.b. Employer name:** Write your employer's name as listed in the [e-verify](#) system (this should also match your [I-983](#))
- **28.c. Employer's E-verify number:** Write your employer's e-verify number. This is usually 4-7 digits.



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Part 3. Applicant's Statement, Contact Information, Declaration, Certification, and Signature

7.a. Applicant's Signature

Be sure to sign the form in **black ink inside the box**. Make sure only your signature is in the box and **fits entirely within the box**.

NOTE: The signature must be done by hand, and not electronically/digitally.

Parts 4 and 5

Write "none" in all text boxes if you have completed the I-765 yourself. If someone else has completed your I-765 for you, you should indicate their contact information.

Part 6. Additional Information (Post-Completion ONLY)

Some examples of cases requiring this section include:

- You have previously been approved for CPT and/or OPT
- You have had a different SEVIS ID number while in F-1 status (for example, you attended school but left for a leave of absence, then returned to school with a new I-20 in initial status).

Previous CPT and/or OPT

If you have previously been approved for CPT and/or OPT:

Items 3a-c, 4a-c, 5a-c, etc.: Write Page 3, Part 2, Item 27.

Items 3d, 4d 5d: List out any of the previous CPT or OPT authorizations you have had. Use separate fields for each type of authorization (for example, list all previous CPT or previous OPT in separate boxes).

- **CPT:** List all previous CPT approvals, including whether the authorization was part-time or full-time; your SEVIS ID number, employer name; employment start date - employment end date; degree level.
- **OPT:** List all previous OPT approvals, including whether the authorization was part-time or full-time; your OPT approved start date - OPT approved end date; degree level.

Different SEVIS ID while in F-1 status

List out any of the previous SEVIS ID numbers you've had in the past:

Items 3a-c, 4a-c, 5a-c, etc.: Write Page 3, Part 2, Item 26.

Items 5d: Use separate fields for each type of authorization (for example, list any previous SEVIS ID numbers in 5d).