



## I-765 Basic Guidelines

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## Getting Started

### Basis of Eligibility

What is your eligibility category?

- 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.

What is your degree? (STEM OPT only)

Write the CIP code found on your I-20, and your degree level

What is your employer's name as listed in E-Verify? (STEM OPT only)

Write your employer's name as listed in the [e-verify](#) system (this should also match your [I-983](#))

What is your employer's E-Verify company identification number or a valid E-Verify client company identification number? (STEM OPT only)

Write your employer's [e-verify](#) number. This is usually 4-7 digits.



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### Reason for applying

What is your reason for applying?

For new OPT and STEM OPT applications, select "Initial permission to accept employment"

### Preparer and interpreter information

Is someone assisting you with completing this application?

Only answer "yes" if you are receiving assistance from a preparer. Additional questions about the "preparer" assisting you will appear. ISSP is not a preparer, but any individual who is filling out the form using information you provide would be considered a preparer.

## About You

### Your name

What is your current legal name?

Add your name exactly how it appears on your passport.

### Your contact information

What is your current U.S. mailing address?

- This is where your EAD card will be mailed. Ensure this address is valid, and will continue to be valid for at least 3 months into the future.
- The "in care of name" should only be used if you are providing a mailing address where someone else will receive your card on your behalf. Do not put your own name here.
  - For example, if the EAD card will be sent to your friend's address because you might move soon, then include your friend's name here.
  - This is important because the post office will not deliver government mail if the name is unknown to them as a resident at this address.



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What is your Form I-94 Arrival-Departure Record number (if any)?

Access your [electronic I-94 online](#) by generating a PDF of your “most recent I-94.” You will upload this document later in the application. Add the “Admission (I-94) Record Number” to your application.

When did you last arrive in the United States?

- Date of arrival: found on your “most recent I-94”
- Place of arrival: found on your I-94 travel history
- Status of last arrival: found on your “most recent I-94”
  - If your I-94 reflects a status other than F-1, please contact ISSP

What is your travel document number (if any)?

If you entered the U.S. using a passport, leave this section blank.

What is your Student and Exchange Visitor Information System (SEVIS) Number (if any)?

Your SEVIS ID number is found at the top of your most recent I-20. Note that this number stays consistent throughout your SEVIS record, unless your F-1 status was interrupted.

## Other information

What is your A-Number?

- An Alien Registration Number, otherwise known as an “A-Number,” is typically issued to people who apply for, or are granted, certain immigration benefits. In addition to USCIS, Immigration and Customs Enforcement (ICE), U.S. Customs and Border Protection (CBP), Executive Office for Immigration Review (EOIR), and the Department of State (DOS) may also issue an A-Number to certain foreign nationals.
- If you have a previous EAD card, your A-Number is listed as the USCIS# on the front.
- If you have more than one A-Number, use the space provided in Part 6, Additional Information, to provide the information.
- If you were issued an A-Number, type or print it in the spaces provided. If you do not have an A-Number or if you cannot locate it, leave this space blank.



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### What is your USCIS Online Account Number?

You will only have an online account number if you previously submitted a form online or you submitted a paper form that has a receipt number that begins with the letters IOE. If you are just setting up an account, or do not have a previously issued online account number, you can select the option that says "I do not have or know my USCIS Online Account Number" and continue.

### Do you want the SSA to issue you a Social Security card?

Select "yes" if you are requesting a Social Security Number (SSN) for the first time, or if you already have an SSN but you lost your card and need a replacement card. If you already have an SSN and you have not lost your card (and therefore do not need a replacement card), then select "no."

## Evidence

### Form I-94 or passport

#### Form I-94, Arrival And Departure Record or Passport

Access your [electronic I-94 online](#) and generate a PDF of your "most recent I-94."

Upload the following:

- Your form I-94
  - (Arrival/Departure Record) - If this is a card, upload front and back  
OR
  - A printout of your electronic Form I-94
- Your passport or other travel document

Label your file before upload using only English letters, numbers, spaces, periods, hyphens, underscores, and parentheses. Characters in other languages are not permitted.



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## Employment Authorization Document

### Employment Authorization Document or Government ID

Upload the following documents:

- Both sides of your most recent EAD (if applicable), or
- Current passport
- Most recent F-1 visa (including expired)

If you were not previously issued an EAD, you must upload a copy of your passport biographic page, showing your picture, name, and date of birth.

Label your file before upload using only English letters, numbers, spaces, periods, hyphens, underscores, and parentheses. Characters in other languages are not permitted.

### Previously Authorized CPT or OPT

If you have never been authorized for CPT or OPT before, then leave this section blank.

Previous CPT:

- If you have current or previous CPT authorizations, upload a copy of each I-20 showing your CPT details.
- Remember that part-time CPT does not impact your OPT eligibility. However, if you have been authorized for 12+ months of full-time CPT, then you are no longer eligible for OPT based on your current degree level. If you have questions about your eligibility, speak with an International Student Advisor.

Previous OPT:

- If you were previously authorized for OPT, upload a copy of your most recent I-20 showing your OPT authorization. Ensure the I-20 shows your degree level at that time.
- Remember that you are only eligible to do post-completion OPT once per degree level. If you have questions about your eligibility, speak with an International Student Advisor.



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## Form I-20

### I-20, Certificate of Eligibility For Nonimmigrant Student Status

Upload a copy of your recently issued OPT I-20 from the UCSC ISSP office.

- The I-20 copy you provide must have your original signature on it. Electronic student signatures are not acceptable.
- Ensure that the OPT I-20 issue date is within the last 30 days at the time you submit your OPT application to USCIS. If more than 30 days has passed since your OPT I-20 was issued, please contact your International Student Advisor.
- You must submit the I-765 (with the OPT I-20) before your OPT eligibility period has ended, which is 60 days after your I-20 program end date. Note that your specific deadline to submit the I-765 is based on the I-20 issue date, and your OPT eligibility window. You must submit it before whichever deadline comes first.

## College Degree (STEM OPT only)

### College Degree

Provide a copy of your official transcript (showing your degree earned) or your diploma from UCSC, relevant to your STEM-eligible degree. The name of your UCSC degree (shown on the transcript or diploma) will be slightly different from the CIP code degree found on your I-20.

## Institution accreditation (STEM OPT only)

If you are applying for the STEM OPT Extension based on the most recent STEM-eligible degree that you've earned from UCSC, then you can skip this section. Note: This applies to most students.

If you are applying for the STEM OPT Extension based on a [prior STEM-eligible degree](#) that you earned (not your most recent degree) within 10 years of your STEM OPT application with USCIS (this is rare), then you must show proof that the institution that granted your STEM degree is currently accredited by the U.S. Department of Education and certified by the Student Exchange Visitor Program (SEVP). Note: This is rare and does not apply to most students. Please check with your International Student Advisor if you have questions.



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## Additional Information

### Additional Information

You should submit one response each for the following scenarios:

- Previous CPT authorization (during same degree level)
  - Section: Getting Started
  - Page: Basis of Eligibility
  - Questions: What is your eligibility category?
  - → 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.
- Previous OPT authorization
  - Section: Getting Started
  - Page: Basis of Eligibility
  - Questions: What is your eligibility category?
  - → 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.
- Expired passport (if used for most recent entry to the U.S., and/or if your most recent F-1 visa is in it)