I-765 Application Guidelines
For Pre- and Post-Completion OPT
Read the USCIS Instructions for Form I-765

This document is a general guide to help you complete Form I-765. It is your responsibility to ensure that your I-765 application is completed correctly and supporting documents and required evidence are submitted to USCIS with the I-765 application within the appropriate filing period.

Instructions for Form I-765 and the form itself are available at https://www.uscis.gov/I-765. Please read the instructions on the USCIS website.

The directions in this document for completing Form I-765 are meant to be examples only. Upon reading these directions, you may determine a different method for completing the I-765. Following this guide does not guarantee approval of your OPT by USCIS.
Important Note

Please complete your I-765 application as best you can. If you are not sure of an answer, leave the field blank.

You must bring a hard copy of the completed I-765 application to the OPT Application Meeting in order to be allowed to attend the meeting.

We will not go over how to complete the I-765 in the OPT Application Meeting.
Write your current SEVIS ID Number. You can find your SEVIS ID on the top left of your current SDSU I-20.
Select 1.a. if this is your first time applying for Pre-Completion OPT or your first time applying for Post-Completion OPT.

Select 1.b. if your OPT was authorized, but your EAD card was lost, stolen, damaged or needs to be corrected and is NOT due to USCIS error.
Type your name exactly as it appears on the biographical page of your passport. Your Last Name should go under 1.a. All remaining names should go under 1.b.

NOTE: If your Given Name is too long to fit in the box, type “See Part 6” in 1.b.

Type all other names, including FNU, maiden names and nicknames that you have used on official records or documents. Leave blank if not applicable.
5. This is where your I-797 receipt notice and EAD card will be mailed. This address should be valid for at least 3-5 months from the date you submit your application to USCIS.

5.a. If you are using the address of a friend or family member, write the name of that person here, and then check “No” for 6. If you are using your own address, do not write a name in 5.a., and check “Yes” for 6.

If you checked “Yes” for 6, do not write anything for 7.
If you checked “No” for 6, write the physical address where you live now in the U.S.
8. You will only have an A-Number if you were previously in a certain immigration status (H1B, H4, etc.). If you do not have an A-Number or cannot remember it, leave this field blank.

9. If you do not have a USCIS Online Account Number (most F-1 students do not), leave this field blank.

12. Click “Yes” if you have applied for OPT or an EAD card in the past.

13.a. Click “Yes” if you have a Social Security card and number. Click “No” if you do not.
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13.b. If you have a Social Security number (SSN), write it here. If you do not have a SSN, leave this field blank.

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.)

☐ Yes ☐ No

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.

14. If you have a SSN, click “No”. If you do not have a Social Security Card and want one, click “Yes”.

15. If you answered “No” to 14, leave this blank. If you answered “Yes” to 14, click “Yes”. 
If you need a Social Security card, complete the sections for Father’s Name and Mother’s Name. If you have a SSN, leave these fields blank.

18. List all countries where you are a citizen or a national. Use Part 6 of this application if more than 2 countries.
19. When completing this section, if the country’s name has changed or the country no longer exists, type the name of the country as it was named when you were born.

20. Remember to use the American date format, MM/DD/YYYY (example September 1, 1997 = 09/01/1997)
Most students will have an electronic I-94, which you can print at https://i94.cbp.dhs.gov/I94
Your I-94 may look a little different than the sample below.

If your last entry was by land, sea, or before electronic I-94’s were issued, you may have a paper I-94.

If your last entry was by land (e.g. Mexico) or sea but you did not receive a paper I-94, print your electronic I-94 and use that Admission Number.

If you changed your status to F-1 in the U.S., your current I-94 will be on the bottom or your I-797A Approval Notice.
### FORM I-765

<table>
<thead>
<tr>
<th>Table Section</th>
<th>Text</th>
</tr>
</thead>
<tbody>
<tr>
<td>21.b. Passport Number of Your Most Recently Issued Passport</td>
<td>Use the information from the passport you last used to enter the U.S., even if it is currently expired.</td>
</tr>
<tr>
<td>21.c. Leave this blank if you used your passport and it is listed in 21.b.</td>
<td></td>
</tr>
<tr>
<td>21.e. Expiration Date for Passport or Travel Document (mm/dd/yyyy)</td>
<td></td>
</tr>
<tr>
<td>22. Date of Your Last Arrival Into the United States, On or About (mm/dd/yyyy)</td>
<td></td>
</tr>
<tr>
<td>23. Place of Your Last Arrival Into the United States</td>
<td></td>
</tr>
</tbody>
</table>

**If your last entry was from Mexico:** from Tijuana, type “San Ysidro” and from Otay Mesa, type “Otay Mesa”.

**22.** Use the date from your most recent I-94. If your most recent entry was by land or sea and the I-94 does not show that date, type the date of your most recent entry to the U.S.

**23.** Type the name of the Port of Entry city from your most recent entry into the U.S. or use the 3-letter code from your I-94 travel history.
24. Type the immigration status at your last entry to the U.S. It could be F-1 student, H-4, L-1, or something else.

25. Type F-1 student here. *If your current immigration status is not F-1, see an ISC advisor.

26. Type your current SEVIS ID number, which is on the top left corner of your I-20.
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27. For Post-Completion OPT (most students), type (c) (3) (B)
For Pre-Completion OPT, type (c) (3) (A)
=> meet with an ISC advisor before submitting application

28. through 31. Leave these fields blank
Complete 3 through 5. Select 6, if applicable.

Select 1.a. because you are completing this yourself.
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7.a. Sign your name WITH A BLACK PEN. DO NOT sign this electronically.

7.b. Type the date in American date format, MM/DD/YYYY (example October 15, 2018 = 10/15/2018)

1.a., 1.b., 2. Leave these sections blank because you are completing the form yourself.
Pages 5 and 6 Leave these sections blank because you are completing this form yourself.

(If you did not complete this form yourself and used a preparer, refer to the USCIS Instructions for Form I-765 for guidance at www.uscis.gov/i-765)
Complete sections 1.a., 1.b., 1.c. so they match Page 1

2. If you have an A-Number, type it here. If you do not have one, leave this blank.

IF ALL the following are true:
- Your complete name fits in the boxes for Question 1
- Your current passport is the one you last used to enter the U.S.
- You have not had CPT, OPT, or a different SEVIS Number

THEN your last step is to sign your name in this blank space and write the date WITH A BLACK PEN.
In this section, you must type the following, as it applies to you:

- All CPT (full-time and part-time) and OPT authorizations that you have had. List each authorization separately, including the SEVIS Number, type of authorization, full-time or part-time for CPT, dates of authorization, and the academic level of the authorization used (Bachelor, Masters or Doctorate)

- All previous SEVIS ID number(s) from a past I-20 or DS-2019

- New Passport Information (only necessary if the passport you last used to enter the U.S. has expired/will expire and you got a new passport)

- Any other information that does not fit in the boxes on Pages 1-6

*NOTE: SDSU only has access to SEVIS ID’s for SDSU students. If you attended another school and do not have the required information, you may need to contact your previous schools for information or documents.

See next page for a larger view of the samples.
Complete the items that apply to you, in numerical order. (Some people will use none; some people will use 3 only; others will use 3 and 4, and still others will use 3, 4, 5, and potentially more)
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Your last step is to sign your name in this blank space and write the date (same date as Page 4) WITH A BLACK PEN.
Type your name exactly as it appears on the biographical page of your passport.