I-765 Application Guidelines
For STEM OPT
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.
NOTE for FORM I-765

Write your current SEVIS ID Number. You can find your SEVIS ID on the top left of your current SDSU I-20.
We recommend typing this document. You can write additional information in BLACK pen, but write clearly and legibly.

FORM I-765

START HERE – Type or print in black ink.

Part 1. Reason for Applying

I am applying for (select only one box):

1.a. □ Initial permission to accept employment.

1.b. □ Replacement of lost, stolen, or damaged employment authorization document, or correction of my employment authorization document NOT DUE to U.S. Citizenship and Immigration Services (USCIS) error.

   NOTE: Replacement (correction) of an employment authorization document due to USCIS error does not require a new Form I-765 and filing fee. Refer to Replacement for Card Error in the What is the Filing Fee section of the Form I-765 Instructions for further details.

1.c. □ Renewal of my permission to accept employment.

(Attach a copy of your previous employment authorization document.)

Select 1.a. because this is the first time you are applying for STEM OPT.
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.
### FORM I-765

**Other Information**

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.</td>
<td>Alien Registration Number (A-Number) (if any)</td>
</tr>
<tr>
<td>9.</td>
<td>USCIS Online Account Number (if any)</td>
</tr>
<tr>
<td>10.</td>
<td>Gender</td>
</tr>
<tr>
<td>11.</td>
<td>Marital Status</td>
</tr>
<tr>
<td>12.</td>
<td>Have you previously filed Form I-765?</td>
</tr>
<tr>
<td>13.a.</td>
<td>Has the Social Security Administration (SSA) ever officially issued a Social Security card to you?</td>
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</tbody>
</table>

**Notes:**
- If you answered “No” to Item Number 13.a., skip to Item Number 14. If you answered “Yes” to Item Number 13.a., provide the information requested in Item Number 13.b.

1. **8.** Type the USCIS number found on your EAD card for Post-Completion OPT.
2. 9. If you do not have a USCIS Online Account Number, leave this field blank. If you do, type the number here.
3. 12. Click “Yes” because you applied for Post-Completion OPT.
4. 13.a. Click “Yes” because you have a Social Security card and number.
13.b. Type your Social Security Number here.

14. Click “No” because you have a Social Security Number.

15. Leave these boxes blank.
16. and 17. Because you have a Social Security Number, 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)
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.

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.
FORM I-765

21.b. Passport Number of Your Most Recently Issued Passport

21.c. Leave this blank if you used your passport and it is listed in 21.b.

21.d. Country That Issued Your Passport or Travel Document

21.e. Expiration Date for Passport or Travel Document (mm/dd/yyyy)

22. Date of Your Last Arrival Into the United States, On or About (mm/dd/yyyy)

23. Place of Your Last Arrival Into the United States

21.b., 21.d., 21.e. Use the information from the passport you last used to enter the U.S., even if it is currently expired.

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.

If your last entry was from Mexico: from Tijuana, type “San Ysidro” and from Otay Mesa, type “Otay Mesa”.
24. Type the immigration status at your last entry to the U.S. *If it was not F-1 student, contact the International Student Center.

25. Type F-1 student here.

26. Type your current SEVIS ID number, which is on the top left corner of your I-20.
27. Type (c) (3) (C), which is the code for STEM OPT.

28.a. Type the name of your STEM degree earned at SDSU. You can abbreviate, if needed. (Example: MS in Elec Engin)

28.b. Type the name of your STEM employer as Listed in E-Verify.

28.c. Type your Employer’s E-Verify Number.

**IMPORTANT NOTE for 28.b. If the name is too long to fit in the box, type “See Part 6”.

29. through 31. Leave these fields blank.
Select 1.a. because you are completing this yourself.

Complete 3 through 5. Select 6, if applicable.
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 completed the form yourself.
FORM I-765

Pages 5 and 6
Leave these sections blank because you completed 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)
In this section, you must type the following:

- All Post-Completion OPT authorizations that you have had. List each authorization separately, including the SEVIS Number, OPT authorization, dates of authorization, and the academic level of the authorization used (Bachelor, Masters or Doctorate)

- Complete Degree Name for 28.a and/or Employer Name for 28.b. (only necessary if you cannot fit the complete names in the boxes for 28.a and/or 28.b.)

- 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

See next page for a larger view of the samples.
NOTE: Everyone should complete 3. with the Post-Completion OPT information. Complete the rest of the items in numerical order, if needed. (Some people will use 3 only; others will use 3 and 4, and still others will use 3, 4, 5, and potentially more)
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 information as it is in your passport.