



I-765 Form Instructions

You can complete the form online at the following website, then print and sign it.
<http://www.uscis.gov/files/form/I-765.pdf> See example on other side.

Top: Check the box "Permission to accept employment"

Question #3: Make certain that the address you write here will be valid for the next 90 to 120 days as that is where your receipt and employment card will be sent. NOTE: **Mail from USCIS will not be forwarded by the US Postal Service.** Therefore it is imperative that you write in a reliable and secure mailing address in this section.

If you plan to be moving and are not sure of an address, you may list your address as in care of a friend or relative. If you move while your OPT application is still pending, you can call the USCIS Customer Service Line or go to their website to update your address.

Question #10: Your I-94 card (little white card stapled in your passport) 11 digit number

Question #11: "Have you ever before applied for employment authorization from USCIS"? If yes, list the USCIS office where your OPT application was processed. (This question does *not* pertain to CPT). Applications from institutions in the Northeast are processed at the Vermont Service Center. For "results" state "granted for dates xx/xx/xxxx through xx/xx/xxxx" and provide photocopies of all previous OPT work documents.

Question #12: "Date of last entry into the U.S." List the date of your most recent arrival into the U.S. (which for most people will be stamped on your most recent I-94 card). If you last traveled to Canada, and were not "stamped" into the country when you re-entered the U.S., you should still indicate that date as the last date of entry.

Question #13: "Place of last entry into the U.S." List the most recent arrival city of the airport (i.e. Boston, New York, San Francisco, etc.) where you landed from overseas. Initials of the port of entry are found on the entry stamp of your I-94 card.

If crossing the border from Canada or Mexico, list that particular border station.

Questions #14 & #15: "Manner of last entry" and "Current immigration status", list "F-1 (student)" for both questions

Question #16: For F-1 OPT, the correct code is: "(C) (3) (B)"

Bottom of page (Certification): Sign your name, list your telephone, and date it in blue ink.