

Instructions for Completing Form I-765

The I-765 form is available online at: <http://uscis.gov/graphics/formsfee/forms/index.htm>

F-1 students applying for employment authorization must complete Form I-765 to submit with the appropriate Documents to USCIS, P.O. BOX 805887 CHICAGO, IL 60680-4120. Employment authorization comes in the form of a license-sized picture card called an Employment Authorization Document or EAD card.

Please print legibly or type the following information on the application

Check the appropriate box on the I-765 form as explained below:

- **Permission to Accept Employment** Check this Box if you have never had an Employment Authorization Document (EAD) before.
- **Replacement (of lost employment authorization document)** Check here if you are asking for a replacement EAD card.
- **Renewal of my permission to accept employment** (attach previous employment authorization document) Check here if you have had a previous Employment Authorization Document (EAD).

1. Name. Be sure to print in CAPITAL letters your Family/Last/Surname. Use the Name from your passport.

2. Other names. Fill this in only if you use another name other than the one listed in item 1, including maiden name. If this does not apply to you, leave blank.

3. Address. This is where CIS will send you EAD card, and should be valid until you receive it. **The US Post Office will not forward this mail: it will return to the CIS.** If you plan on moving during this time, you should list a friend or family member's address or ask an OIL counselor for an address label so the OIL can receive it for you (also provide an email address of yours valid for 4 months). If you list an alternate address, it should be written like this:

C/o Friend's Name
Friend's Street Address
Friend's city, State, and Zip
Code

If you are not sure about an address, leave this blank: A counselor will cover this during the your OPT session.

4. Country of Citizenship/Nationality. Fill in both of different.
5. Place of Birth.
6. Date of Birth. Month/Day/Year
7. Sex. Check applicable box.
8. Marital Status. Check applicable box.
9. Social Security Number. If you don't have one, write "N/A" (not applicable).
10. Alien Registration Number (A-Number) or I-94 Number (if any). Use your I-94 card number. Your I-94 card is the small white card issued to you when you first entered the US. The number will be an 11-diget number at the top of the card. (If the typewritten number is crossed out, use the handwritten 11-diget number directly below it.) If you

- have been issued a previous EAD card, also list the A-Number that is on the card.
11. Have you ever applied for employment authorization from CIS? Indicate whether or not you have ever applied for an EAD card, with the specific CIS office where the office was obtained, date issued, expiration date, and whether it was granted or denied. (CPT is not employment authorization from CIS).
 12. Date of last entry to the US. This will appear on the I-94 card you receive upon entering the US.
 13. Place of last entry. This will be the location where you were last admitted into the US and your documents inspected by an Immigration Officer.
 14. Manner of last entry. Nonimmigrant status which appears on the I-94 card received upon entering the US (e.g., F-1 student).
 15. Current immigration status. Nonimmigrant status you received when you last entered the US or changed status.
 16. Eligibility Category. F-1 students applying for Optional Practical Training:
Pre- Completion OPT: (c) (3) (A)
Post Completion OPT: : (c) (3) (B)

Sign, write your current telephone number and date the I-765