

TIPS FOR COMPLETING YOUR APPLICATION (I-765)

General Instructions: You must complete all items (1-16 and #17, if applying for the 17 month extension for degree holders in a STEM field). Read, sign, and date the certification section. Although neither the Graduate School nor the Cranwell Center is required to read or verify I-765, we will be happy to review the completed form with you.

ITEM

IMPORTANT INFORMATION

Applying for: Check “permission to accept employment” for your initial application, or “renewal”, if you are extending a previously approved OPT program.

- 1 **Name:** Enter your name as it appears on your I-20 form and passport
- 2 **Other names used:** Include all the names here that appear in your passport but not on your I-20. List any other names that you have used on official documents in the United States.
- 3 **Address:** Print clearly and be sure to include the complete address. USCIS will send all communication to this address, including your work authorization card. This address also determines where you must file the application. If your address changes after the submission of your application, you must notify USCIS in writing of your new address.
- 4-8 Self-explanatory (for date of birth use month/day/year format)
- 9 **Social Security Number:** The number appearing on your social security card. DO NOT use your Virginia Tech identification number that begins with “900-xx-xxxx”, or any other VT generated number.
- 10 **Alien Registration Number (I-94 number):** Use the eleven-digit identification number on your I-94 card (in the upper left corner of the card).
- 11 **Previous employment authorization from USCIS:** Check “yes” only if you submitted an application directly to USCIS (for example: for optional practical training, or internship with an international organization). Do not include on-campus employment or curricular practical training (co-op) or work authorization that was granted based on a different visa status (such as J or H).
- 12-15 **Last entry and current status:** Obtain this information from your current I-94.
- 16 **Employment eligibility section:** This is a reference to the regulations permitting your employment.
- Write (c) (3) (A) for pre-completion OPT
 - Write (c) (3) (B) for post-completion OPT
 - Write (c) (3) (C) for 17 month extension for STEM degrees
- 17 **If applying for the 17 month extension for degree-holders in a STEM field:** Identify the degree you have received, and provide a copy of your diploma or a letter of completion from the Graduate School. Provide your employer’s name and the E-VERIFY employer ID number.

SIGN the form within the lines provided, NOT outside the lines.

COMPLETION OF ACADEMIC PROGRAM, GRADUATION DATE

Your program completion date is the basis for determining the date you are eligible for full-time employment.

- **Graduate Students:**

Your graduation date is the date when your thesis or dissertation is/will be submitted to the Graduate School, generally defense date plus two weeks. If you choose a non-thesis option, your graduation date is the last day of the last semester in which you are enrolled.

- **Undergraduate Students:**

Your graduation date is the last day of the last semester in which you are enrolled.