

SUBMITTING THE I-765 APPLICATION FOR POST-OPT EMPLOYMENT AUTHORIZATION

Make copies of all documents you are sending to USCIS and keep them for future reference.

G-1145: Fill out and submit the G-1145 to receive email notification of application acceptance. Download the G-1145 form and instructions online at uscis.gov/G-1145.

I-765: Fill out and submit the I-765 form following the instructions on the back of this page. Download the I-765 form and instructions online at uscis.gov/I-765.

Personal check or money order:

- Amount of \$380.00 payable to "U.S. Department of Homeland Security".

Two passport style photographs (2" x 2"):

- Photos should be taken no earlier than 30 days before submitting to USCIS.
- Write your name and I-94 number (from I-765 #10) on the back of each photo in pencil.
- Seal pictures in a smaller envelope with name and I-94 number written on the outside.

Transcripts: Official or unofficial transcripts (showing degree completion) or copy of diploma as long as it states the degree.

Copy of paper I-94 or electronic record retrieved from <https://i94.cbp.dhs.gov>.

Copy of any prior EAD cards: If applicable.

Copy of signed OPT I-20: Make sure you have signed and dated the I-20 on page 1, under Student Attestation.

Copy of all former I-20s.

Copy of passport biographical pages: Name, photo, expiration.

Arrange the documents in the order specified in the Post-OPT Completion Document Checklist (paper clip them all together).



If your U.S. mailing address on the I-765 form is not an Arizona address or if you will be sending by express mail, please refer to uscis.gov/i-765-addresses#Lockbox%20Addresses for the proper address for the designated lockbox facility.

MAILING YOUR I-765 FORM

Using a large mailing envelope, write "I-765" on the lower left corner and write your return address on the top left corner.

Send it via regular mail to:
USCIS
PO Box 21281
Phoenix, AZ 85036

Your name
Your address

USCIS
PO Box 21281
Phoenix, AZ 85036

I-765



DO NOT LOSE YOUR OPT EMPLOYMENT ELIGIBILITY

The USCIS may reject I-765 applications for any of these reasons:

- no signature on the I-765 form
- no proper payment
- no school and student signatures

The USCIS has accepted applications for processing and then 90 days later denied I-765 applications if one of the following occurs:

- received more than 60 days after reported completion date on I-20
- received more than 30 days after school or student signature date on I-20

DOUBLE-CHECK SIGNATURES AND DATES

Do not send materials that are out of date.

- Your I-765 should be sent no later than 20 days after ISSC signature.
- Your I-765 should be sent no later than 50 days after the completion date on your I-20.
- Double-check dates on the I-20, and contact ISSC immediately if you need a new updated I-20 form to submit with your application.

If you receive your materials back from USCIS, do not resend.



Double-check dates on the I-20, and contact ISSC immediately if you need a new updated I-20 form to resubmit with your application.

When you have properly filed your application for an Employment Authorization Document (EAD Card), you will receive a Notice of Action from the USCIS with a case number. You can use this case number to track your case online at uscis.gov.

If you check the USCIS website and the USCIS fails to adjudicate your application within 90 days from the date indicated on the Notice of Action, contact the ISSC so that we can send an email inquiry for your application.



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Information is subject to change. April 2016



POST-OPT FORM I-765

Available to download on the
USCIS website: uscis.gov/i-765
Download the most current version.

students.asu.edu/international/support/opt

I am applying for

Check the box "Permission to accept employment."

Names (#1-2)

Entire family name in capital letters, then use upper and lowercase letters for the first name and middle name.

Biographical data (#3-8)

Provide personal biographical data, including a mailing address that will be good for at least four months.

Social Security number (#9)

If you do not have an SSN, leave this space blank. Apply for an SSN after receiving the EAD, or on or after the OPT start date – whichever comes later.

Form I-94 number (#10)

Enter the 11-digit number from most recent electronic or paper I-94 record.

Employment authorizations (#11)

If yes, provide info on your last EAD card.

- If your EAD card number starts with WAC, use "California Service Center" for USCIS office.
- Dates: Use "start date" from EAD card.

If you have no previous EAD, check the box for "No" and proceed to #12.

OMB No. 1615-0040; Expires 02/28/2018
**I-765, Application For
Employment Authorization**

For USCIS Use Only	Fee Stamp	Action Block	Initial Receipt	Revalidated
	<input type="checkbox"/> Application Approved <input type="checkbox"/> Authorization Extension Valid From _____ <input type="checkbox"/> Authorization Extension Valid To _____ Subject to the following conditions:	<input type="checkbox"/> Eligibility under 8 CFR 274a.12 (a) or (c) <input type="checkbox"/> Economic severity under 8 CFR 274a.12(c)(4), (8) and 8 CFR 214.1(b)	Approved	Revalidated
				Received
		Completed	Denied	

FOR USCIS USE ONLY

I am applying for: Permission to accept employment. Replacement (of lost employment authorization document).
 Renewal of my permission to accept employment (attach a copy of your previous employment authorization document).

1. Full Name (Family Name) (First Name) (Middle Name)

2. Other Names Used (include Maiden Name)

3. U.S. Mailing Address (Street Number and Name) (Apt. Number)
(Town or City) (State) (ZIP Code)

4. Country of Citizenship or Nationality

5. Place of Birth (Town or City) (State/Province) (Country)

6. Date of Birth (mm/dd/yyyy)

7. Gender Male Female

8. Marital Status Married Single Divorced Widowed

9. Social Security Number (Include all numbers you have ever used, if any)

10. Alien Registration Number (A-Number) or Form I-94 Number (if any)

11. Have you ever before applied for employment authorization from USCIS?

Yes (Complete the following questions.)

Which USCIS Office? _____ Dates _____

Results (Granted or Denied - attach all documentation)

No (Proceed to Question 12.)

12. Date of Last Entry into the U.S., on or about (mm/dd/yyyy)

13. Place of Last Entry into the U.S.

14. Status at Last Entry (B-2 Visitor, F-1 Student, No Lawful Status, etc.)

15. Current Immigration Status (Visitor, Student, etc.)

16. Eligibility Category. Go to the "Who May File Form I-765?" section of the Instructions. In the space below, place the letter and number of the eligibility category you selected from the instructions. For example, (a)(8), (c)(17)(iii), etc.

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17. (EJC) Eligibility Category. If you entered the eligibility category (EJC) in Question 16 above, list your degree, your employer's name as listed in E-Verify, and your employer's E-Verify Company Identification Number or a valid E-Verify Client Company Identification Number in the space below.

Degree _____ Employer's Name as listed in E-Verify _____
Employer's E-Verify Company Identification Number or a Valid E-Verify Client Company Identification Number _____

**LEAVE THIS
AREA BLANK**

18. (E26) Eligibility Category. If you entered the eligibility category (E26) in Question 16 above, please provide the receipt number of your H-1B principal spouse's most recent Form I-797 Notice of Approval for Form I-129.

Certification

I certify, under penalty of perjury, that the foregoing is true and correct. Furthermore, I authorize the release of any information that U.S. Citizenship and Immigration Services needs to determine eligibility for the benefit I am seeking. I have read the "Who May File Form I-765?" section of the instructions and have identified the appropriate eligibility category in Question 16.

Applicant's Signature _____

Date of Signature (mm/dd/yyyy) _____

Telephone Number _____

Signature of Person Preparing Form, If Other Than Applicant

I declare that this document was prepared by me at the request of the applicant and is based on all information of which I have any knowledge.

Preparer's Signature _____
Date of Signature _____
Printed Name _____
Address _____

**LEAVE THIS
AREA BLANK**

Last entry into the United States (#12-13)

Your last entry date and place (Port of Entry) can be found in two places:

- passport admission stamp
- electronic or paper I-94 record

Status of last entry (#14)

Use "F-1 Student".

Current immigration status (#15)

Use "Student".

Eligibility category (#16)

Use (c) (3) (B) for Post-Completion OPT

Eligibility category (#17-18)

Leave these spaces blank.

Certification

Applicants Signature: Use black ink.
(Do not touch the line or letters above.)

Date of Signature: date form is signed

Telephone Number: current U.S. number

Signature of preparer

Leave these spaces blank unless the form is completed by someone other than the student.

POST-COMPLETION OPT DOCUMENT CHECKLIST

i Include this form with the I-765 application.

Date: _____

To: USCIS Lockbox Location

Family Name: _____

Given Name: _____

SEVIS Number: _____

Requested: F-1 Permission for Post-Completion OPT

DOCUMENT CHECKLIST OF ITEMS INCLUDED IN THIS APPLICATION

- G-1145 form (Must be placed on top of OPT Application)
- original I-765 form
- personal check or money order for \$380
- two passport style photos (2" x 2")
- copy of paper I-94 or electronic record retrieved from <https://i94.cbp.dhs.gov>
- photocopy of prior EAD cards (if applicable)
- photocopy of OPT SEVIS I-20 document (signed by DSO and student)
- photocopy of all former I-20s
- photocopy of passport biographical pages (name/photo/expiration)



COMPLETED APPLICATION MUST BE RECEIVED BY USCIS:

- no later than 60 days after your reported program completion date on your I-20
- no later than 30 days after ISSC signature date on Post-OPT SEVIS I-20

Failure to meet both requirements may result in USCIS denial of your application.