

SUBMITTING THE I-765 APPLICATION FOR PRE-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 \$410.00 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.

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

Copy of any prior EAD cards: Front and back, 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 Pre-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 overnight or courier deliveries, please refer to uscis.gov/forms/forms-information/uscis-phoenix-and-dallas-lockbox-facilities 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	
I-765	USCIS PO Box 21281 Phoenix, AZ 85036



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 DSO and student signature on I-20

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

- 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Do not send materials that are out of date.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.
- 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 and submit a case inquiry at uscis.gov.



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PRE-OPT FORM I-765

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

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.



Application For Employment Authorization

Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-765
OMB No. 1615-0040
Expires 02/28/2018

FOR USCIS USE ONLY

▶ START HERE - Type or print in black ink.

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)

Family Name First Name Middle 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

Single Married 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. (a)(8)(C) Eligibility Category. If you entered the eligibility category (a)(8)(C) 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 Clear 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 Clear Company Identification Number

18. (a)(20) Eligibility Category. If you entered the eligibility category (a)(20) in Question 16 above, please provide the receipt number of your H-1B principal sponsor's most recent Form I-797 Notice of Approval for Form I-129.

19. (a)(20) and (a)(20) Eligibility Category

a. If you entered the eligibility category (a)(20) in Question 16 above, please provide the receipt number of the Form I-140 beneficiary's most recent Notice of Approval for Form I-140.

b. Have you EVER been arrested for and/or convicted of any crime? Yes No

NOTE: If you answered "Yes" to Item Number 19b, refer to Item Number 5, Item 8, or Item 9 in the Who May File Form I-765 section of these instructions for information about providing court dispositions.

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 or at the request of the applicant and is based on all information of which I have knowledge.

Signature of Person Preparing Form

Date of Signature (mm/dd/yyyy)

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) (A) for Pre-Completion OPT.

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Eligibility category (#17-19)

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.

[students.asu.edu/
international/support/opt](https://students.asu.edu/international/support/opt)