How to complete Form I-765 (17-Month OPT STEM extension)

- **Do not write in the block at the top of Form I-765.**
- **Below the block at the top of the form, where it says "I am applying for" mark, check the box: "Renewal of my permission to accept employment."**

1. **LAST NAME, first name, and middle name**. Your name should be spelled exactly as it appears on your passport and OPT I-20. If you do not have a middle name, write "(none)."

2. **Other names used**: If you have not used other names, write "(N/A)."

3. **Address in the U.S.:** Use a residential address that will be valid for 4 months after submission of application. USCIS mail cannot be forwarded to a new address by the postal service. If correspondence will be "in care of" a trustworthy friend or family member in the U.S., write the person's name in block 2 (i.e., C/O John Doe) and the person's address in block 3. Do NOT use a P.O. box as an address. Please note that you must mail your application to the USCIS Service Center serving the state of the address listed in this section.

4. **Country of Citizenship/Nationality** Should match the information on your passport.

5. **Place of birth** Should match the information on your passport.

6. **List the mo./day/yr. you were born.** Should match the information on your passport.

9. **List your U.S. Social Security number**. If you do not have a U.S. Social Security number, write "(Do not have SSN)" in the blank.

10. **Alien Registration Number:** List the **11-digit number** on your most recent I-94 card.

11. **Have You Ever Before Applied for Employment Authorization from USCIS?** Mark "yes" since you have previously applied for an EAD card from USCIS (your current OPT). List the USCIS office where you applied for the first 12-month post-completion OPT and the date on which you applied (receipt date on I-797C Notice of Action). If you applied for other work authorizations from USCIS in addition to the most recent OPT, please list them as well. Provide a copy of your EAD card and I-20 with the OPT recommendation from your current OPT and any previously granted periods of employment by USCIS.

12. **Date of last entry to the U.S.** should be on your most recent I-94 card.

13. **Place of Last Entry into the U.S.:** Should be on your most recent I-94 card.

14. **Manner of last entry to the U.S.:** If you entered the US last as an F-1 student, list "F-1 student." If you last entered the U.S. as an F-2 spouse or B-2 tourist, etc., enter that information instead.

15. List "**F-1 student**."

16. Fill in **(c) (3) (C)**
17. List your degree (level and major) as it appears in SEVIS. List your employer's name as it is listed in E-Verify. List your employer's E-verify number.

Signature, Telephone Number, and Date: Write these items just below the words. Try not to cross the lines above or below when you write your signature.