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

- **Use the most current version of the I-765 form, available at www.uscis.gov/files/form/i-765.pdf**

- **If possible, fill out the I-765 form online and print the completed form, instead of writing by hand.**

- **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:**
  □ *"Renewal of my permission to accept employment."*

- **Remember to include a copy of your current OPT EAD card.**

1. **LAST NAME, first name, and middle name.**
   Your name should be spelled exactly as it appears on your passport and OPT recommendation I-20 form.

2. Reserve this line in case you need extra room to list your address.

3. **Be sure to list a valid, physical U.S. mailing address**. THIS IS VERY IMPORTANT! Listing an invalid address can cause serious delays in receiving your EAD. You may NOT use a P.O. Box. 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.)

7. **Gender**

8. **Current marital status**

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. List the **11-digit number** on your most recent I-94 card.

11. Mark "yes" since you have previously applied for an EAD card from USCIS (your current OPT). List the USCIS office where you applied for your current 12-month OPT period, and the date on which you applied (receipt date on I-797C Notice of Action). If you have had other periods of OPT in the past, please list them as well.

    Provide a copy of your EAD card and current I-20 form with the OPT recommendation, as well as I-20s showing any previously granted periods of employment by USCIS.

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

13. List the city or port of entry code. Port of Entry code should be listed 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.

Certification:
Carefully read the statement and carefully check to make sure you have properly and completely completed the form. Sign and date the form.

Only if you are unable to complete the form yourself: you will have to someone complete the form on your behalf are read and sign the bottom of the form in the place marked "Signature of Person Preparing Form, If Other Than Above."