

Filling Out the I-765
Step-by Step Instructions

<http://www.uscis.gov/files/form/I-765.pdf>

*****If possible, type all information directly into the .pdf before printing. The USCIS uses a machine to read the information entered on this form. Handwritten forms may cause the machine to make errors when converting the information into electronic form.***

****Do not write anything at the top of the page in the block surrounded by dark black lines.***

****Check the box “Permission to accept employment”***

– located under the block, next to the words “I am applying for:”

For questions 1 – 17, write the on the line underneath the question.

1. Name

- Use the name as it is written on your I-20 and passport.
- Write your family (last) name first in all capital (uppercase) letters.
- Leave a space, and then write your first name with only the first letter capitalized. If you have two first names, leave a space in between but write them close together.
- If you have a middle name, leave a space and write it last.

2. Other Names Used

- If you live at the address you are using in #3, leave this space blank.
- If you do not live at the address you are using in #3, write the abbreviation “C/O” and then the name of the person who lives there. C/O is an abbreviation for “Care Of,” meaning this person will be responsible for getting your mail to you.

3. Address in the United States

- If you live in an apartment, write the abbreviation “Apt.” plus the apartment letter/number next to the street address. Example: 123 Main St., Apt. 4B.
- You can double-check the zip code at www.usps.com
- **Remember:**
 - This address determines the Lockbox to which you send the I-765 application.
 - This address must be valid from the time you send the I-765 until the time you receive the EAD.
 - Mail from USCIS cannot be forwarded.

4. Country of Citizenship/Nationality

- If you are a dual citizen, write the country noted on your I-20, which should match the passport you use.

5. Place of Birth - Write the information in the relevant spaces.

6. Date of Birth - Use the U.S. style – month/day/year

7. Gender - Check the relevant box

8. Marital Status - Check the relevant box

9. Social Security Number

- If you have a Social Security Number, write it here
- If you do not have a Social Security Number, write “will apply”

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

- On the left, write your I-94 card number. The number will be an 11-digit number in the top left-hand corner of the card. (If the typed number is crossed out, use the handwritten number.)
- To the right of where you wrote the I-94 card number, write your SEVIS ID number. This is the number in the upper right-hand corner of your I-20 that starts with N000.

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

- If you have never applied for an EAD before, mark “**No**” and move on to question #12.
- If you have applied for an EAD in the past, mark “**Yes**” finish the questions at the top of the next column
 - **Which USCIS Office?** -write the USCIS office that adjudicated the I-765 application
 - **Date(s)** -Write the start and end date of the EAD card, using U.S. date style (mm/dd/yyyy)
 - **Results** (Granted or Denied - attach all documentation)
 - If your EAD was **granted**, attach a copy of the previous EAD. If this EAD is for a previous OPT, write the degree level on the copy (e.g. bachelor’s, master’s, doctoral)
 - If your EAD was **denied**, attach a copy of the denial notice

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

- If you got a new I-94 card the last time you entered the U.S., use the date on this most recent I-94 card.
- If you did **not** get a new I-94 card the last time you entered the U.S. because you used *automatic visa revalidation*, write the date you entered the U.S., **not** the date on your I-94 card.

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

- If you got a new I-94 card the last time you entered the U.S., write the city where the border officer inspected your immigration documents and gave you the new card.
- If you did **not** get a new I-94 card the last time you entered the U.S. because you came in from Canada, you must remember the city *on the U.S. side of the border* where you entered and write that city.

14. Manner of Last Entry (Visitor, Student, etc.)

- If you were an F-1 student the last time you came into the U.S., write “**F-1 student**”
- If you were **not** an F-1 student the last time you came into the U.S. because you entered in another status and then applied for Change of Status to F-1, write your status at the time of your last entry.

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

- Write “**F-1 Student**”

16. Eligibility Category

- If your OPT begins **after** your I-20 completion date, use **(c)(3)(B)** for Post-Completion OPT
- If your OPT begins and ends **before** your I-20 completion date, use **(c)(3)(A)** for Pre-Completion OPT

17. Employer’s E-Verify Number

- Don’t write anything here. This section is only for people applying for the 17-month extension of OPT.

Read the Certification paragraph and sign your name between the lines (your signature **cannot** touch the lines). This signature will appear on your EAD card and should be similar to the signature on your I-20.

Write your current telephone number. We do not expect USCIS to call you, so don’t worry if it changes.

Write the date (mm/dd/yyyy). The date must be within 30 days of the day USCIS receives your application.

Do not write anything below the dark line at the bottom of the page.