

## Instructions for Completing the I-765 Form for STEM OPT

### General Guidelines:

Download the most recent [I-765 Form](#). Type or write your answers clearly in black ink. Only use black ink for answers you or unable to type and your signature. For any required item that you do not complete, write “NA” (short for “Not applicable”) or, if the question asks for a number response, write “None.”

These directions are meant to help you fill out the I-765 and we have provided advice on items that our students may find confusing. All fields must be completed, regardless of whether suggestions are given here. Please note, this is not legal advice! You may hire an immigration attorney to assist you with this form. You can find the [official instructions on USCIS website](#).

### Part 1:

#### Part 1. Reason for Applying

I am applying for (select only one box):

- 1.a.  Initial permission to accept employment.
- 1.b.  Replacement of lost, stolen, or damaged employment authorization document, or correction of my employment authorization document **NOT DUE** to U.S. Citizenship and Immigration Services (USCIS) error.
- NOTE:** Replacement (correction) of an employment authorization document due to USCIS error does not require a new Form I-765 and filing fee. Refer to Replacement for Card Error in the What is the Filing Fee section of the Form I-765 Instructions for further details.
- 1.c.  Renewal of my permission to accept employment. (Attach a copy of your previous employment authorization document.)

### Part 2:

**Item 1:** Record your name as shown in your passport and/or Form I-20. If your name does not fit in the limited space provided, you may use Part 6.

**Item 2:** If applicable, list other names used such as maiden name or other naming formats previously used on any of your immigration documents.

**Item 5:** Record the address at which you wish to receive your receipt and EAD. This must be a U.S. address. It should be an address that you can receive mail at now as well as in the next 3 to 4 months. Mail from USCIS cannot be forwarded so please ensure an accurate address. If

you use a friend or family member's address, ensure that this is an address that you can receive mail and put their name in the "In Care of Name" field.

**Item 6:** Check YES if you currently live in the same address you just gave as the place to send your documents, in item 5. If you check yes, you do NOT have to complete Item 7. If you check NO, please complete item 7.

**Item 7:** Please give the address where you currently live. USCIS will NOT mail documents here, and it's okay if this will change over the course of your application processing. Just use the address where you live today.

**Item 8:** This is your "USCIS #" and it can be found on your EAD from OPT.

**Item 9:** Leave blank.

**Item 13:** Provide SSN.

**Item 14:** "No" and skip to Item 18.

**Item 21:** Record I-94 Admission Record Number from [your most recent I-94](#).

Record the information as shown in your passport.



Admission (I-94) Number Retrieval

Admission (I-94) Record Number: 66722596520

Admit Until Date (MM/DD/YYYY): D/S

Details provided on Admission (I-94) form:

Family Name: Ronaldo

First (Given) Name: Cristiano

Birth Date (MM/DD/YYYY): 02/05/1985

Passport Number: 062089AC

Passport Country of Issuance: Portugal

Date of Entry (MM/DD/YYYY): 05/11/2013

Class of Admission: F1

**Item 22:** Record the date you last entered the US as shown on [your most recent I-94](#).

**Item 23:** Record the place of last entry in the U.S. For example, "Chicago" and/or 3-digit airport code. The travel history section of your I-94 provides this information.

**Item 27:** (c)(3)(C)

**Item 28:** In the “Degree” box, record your degree. For example, “MS Computer Science”.

Ask your employer to verify the company’s official name listed in E-Verify, it may be different than the name used in everyday speech.

The company receives a 4 to 7 digit number when it registers for E-Verify. This is not the EIN (Employer’s Identification Number). It is very important that you correctly list the E-Verify number. Human Resources usually knows the company’s E-Verify number. More information about E-verify can be found on the [Department of Homeland Security’s website](#).

Items 29-31: Draw an “X” across these fields. It does not pertain to your immigration category.

### **Part 3:**

Provide your contact information.

**Do not forget to sign after printing!** Sign in black ink and keep your signature within the box.

Date the form using the format: mm/dd/yyyy. This is the date you print the form, which should also be after the date your STEM I-20 was recommended (on or after the date on page 1 of the I-20 you receive).

### **Parts 4-5:**

Draw an “X” across these fields. Important: You must still include this page in your application!

### **Part 6:**

Complete this section only if:

- You have been approved for **CPT** in the past
- You have been approved for **OPT** in the past
- You have used a different SEVIS ID in F-1 status in the US
- If you need to complete this section because one or more of these apply to you, please complete item 1.

Please note the instructions on page 4 of the I-765 Instructions:

**24-Month Extension for STEM Students (Students With a Degree in Science, Technology, Engineering, or Mathematics)--(c)(3)(C).** File Form I-765 up to 90 days before the expiration of your current OPT, if you are requesting a 24-month STEM extension. Include evidence the degree that is the basis for the STEM OPT extension is in one of the degree programs currently listed on the STEM Designated Degree Program List. Additionally, submit the employer’s name as listed in E-Verify, along with the E-Verify Company Identification Number, or a valid E-Verify Client Company Identification

Number for the employer with whom you are seeking the 24-month STEM OPT extension. You must provide this information in **Part 2., Item Numbers 28.a. - 28.c.**, of Form I-765. You must include a copy of the Form I-20 endorsed by the DSO within 60 days before filing Form I-765.

**NOTE:** If you are applying for a STEM OPT extension based on a previously earned STEM degree, you must also include a copy of your prior STEM degree and evidence that the institution is currently accredited by the U.S. Department of Education and certified by the SEVP.