USCIS FORM I-765

APPLICATION FOR EMPLOYMENT AUTHORIZATION

INFORMATION, GUIDANCE, STEPS, APPLICATION DETAILS, AND REQUIRED EVIDENCE

FORM I-765 PRE-COMPLETION OPT PROCESS

PRE COMPLETION OPTIONAL PRACTICAL TRAINING

- Type of temporary work permission available for eligible F-1 students.
- Ability to get real-world work experience directly related to the individual's program of study listed on the Form I-20.
- 12 months available for each higher education level of study; i.e. Bachelor's, Master's, Ph.D.
- Requested by the student and authorized by USCIS.
- Any Pre-Completion OPT used will be deducted from Post Completion OPT eligibility.

WHEN TO FILE YOUR APPLICATION

- Pre-Completion OPT can be filed up to 90 days before being enrolled for one full academic year, provided that the period of employment will
 not start before you have completed one full academic year.
- The current processing times for the I-765 application is 3.5 5.5 Months from receipt.
- The student must file the Form I-765 within 30 days of the date that their DSO enters the recommendation for OPT into their SEVIS record. If the student fails to do so, their OPT request will be denied.

PRE-COMPLETION OPT ELGIBILITY REQUIREMENTS (c)(3)(A)

This type of OPT is any portion used before you graduate and the amount utilized will be reduced from total OPT eligibility.

- A student studying English in an intensive English language training program or Pathway Programs is not eligible for practical training.
- The student must have been lawfully enrolled for one academic year in a degree seeking program in order to be eligible for Pre-Completion OPT.
- Employment must be directly related to major area of study.
- Students who have used 12 months of full time CPT are not eligible for OPT.
- Any OPT utilized at the pre-completion level will be reduced from the post completion level.
- A student who still has coursework remaining to complete their educational objective or degree program is limited to 20 hours per week of pre-completion Optional Practical Training while school is in session.

PRE COMPLETION OPT APPLICATION STEPS

- Attend a workshop on how to file the form I-765.
- Download the Form I-765 and instructions from the USCIS website and complete the USCIS Form I-765 per instructions indicating (c) (3) (A) in question 27.
- You must have maintain valid F-1 status for one academic year in a degree seeking program.
- Contact your academic advisor / department to request a letter indicating you are in good academic standing.
- Gather all previous Forms I-20 including any CPT and OPT authorization documents.
- Obtain 2 USCIS approved photos per requirements.
- Obtain appropriate payment in the form of check or money order.
- Determine your OPT dates and request DSO endorsed OPT I-20 through the International Services Portal.
- Organize your application, make a copy for your records, and mail the application to USCIS.
- Continue to maintain valid status and complete all necessary reporting requirements.



FORM I-765 APPLICATION INSTRUCTIONS

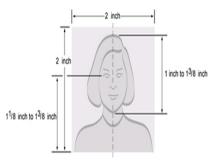
I-765 INSTRUCTIONS

- Use the most current form version downloaded from the USCIS website.
- Type and print the application.
- Answer all questions fully and accurately.
- If you need extra space to complete any item within this application, use the space provided in Part 6. Additional Information or attach a separate sheet of paper.

SIGNATURE

- Sign the application in black ink.
- Each application must be properly signed and filed.
- For all signatures on this application, USCIS will not accept a stamped or typewritten name in place of a signature.
- Signature must be in black ink.

PHOTO REQUIREMENTS



- Photograph must be recent (within 6 months).
- Frame subject with full face, front view, eyes open.
- Make sure photo presents full head from top of hair to bottom of chin; height of head should measure 1 inch to 1 1-3/8 inches (25 mm to 35 mm).
- Center head within frame.
- Make sure eye height is between 1-1/8 inches to 1 –3/8 inches (28 mm and 35 mm) from bottom of the photo.
- Photograph subject must be in color against a plain wall or off white background.
- Position subject and lighting so that there are no distracting shadows on the face or background.

FILING FEE AND PAYMENT METHODS

Each application must be accompanied by the appropriate filing fee addressed to the **U.S. Department of Homeland Security.** The current fee is \$410. Students must verify the current fee from the USCIS website at www.uscis.gov/fees

Forms of Fees Accepted:

- Money Order.
- Personal Check.
- Cashiers Check.
- When filing at a USCIS Lockbox facility, you may also pay by credit card using Form G-1450, Authorization for Credit Card Transactions.

DOCUMENTS TO INCLUDE IN APPLICATION TO USCIS

- I-765 Filing Fee: Current: \$410 (subject to change, verify with USCIS website).
- Form G-1145, Request for e-Notification (if desired by student).
- Form G-28 (if the student is represented by an attorney or accredited representative).
- Completed Form I-765 Form using code (c) (3) (A).
- DSO OPT Endorsed Form I-20, endorsed within 30 days of filing the Form I-765.
- All previously used SEVIS numbers Form I-20 documents.
- Evidence of any previously authorized Curricular Practical Training (CPT) or Optional Practical Training (OPT) and the academic level at which each was authorized.
- A copy of the last EAD (if applicable).
- A copy of the valid Passport.
- A printout of the Form I-94, Nonimmigrant Arrival-Departure Record.
- Copy of Visa.
- Letter From Academic Department Indicating Good Academic Status.
- Two identical passport-style photographs.

YOUR NAME YOUR PHONE NUMBER	1936 Today's date: <u>MM/DD/YYYY</u> DATE
PAY TO THE U.S. Department of Homelan	nd Security \$ 410.00
Four Hundred and Ten Dollars and O	0/100 DOLLARS
FOR I-765 / NO0[Your SEVIS #]	Your Signature Here

PREPARING AND MAILING YOUR APPLICATION

ASSEMBLING YOUR APPLICATION

According to the USCIS Form I-765 instructions, it is recommended to assemble your package in the following order:

- Check or money order or Form G-1450, Authorization for Credit Card Transactions.
- Form G-1145, Request for e-Notification (if applicable).
- Form G-28, Notice of Entry of Appearance as Attorney or Accredited Representative (if applicable).
- Form I-765 Application.
- Submit the documents or evidence listed in the form instructions.
- Supporting documents must be in English or accompanied by a complete English translation.
- Send single-sided copies of your supporting documentation.
- Mark the envelope and the cover letter with the nature of the submission. Form I-765 Application for Employment Authorization.
- Mark the envelope and the cover letter with the form number. Form I-765 Application for Employment Authorization.

In preparing your packet, remember:

- Do not use binders, folders, or heavy-duty staples; instead use fasteners or heavy clips.
- Do not submit oversized documentation unless it is necessary.
- If you are sending more than one case in an envelope, clearly separate the cases by rubber band or fasteners.

WHERE TO MAIL THE COMPLETED APPLICATION

- If you live in New York State or New Jersey, you will file your completed application with the USCIS Phoenix and Dallas Lockbox facilities.
- If you are using the U.S. Postal Service use this address: USCIS PO BOX 660867 DALLAS, TEXAS 75266.
- If you are using FedEx, UPS, or DHL use this address: USCIS ATTN: NFB AOS 2501 S. STATE HWY. 121 BUSINESS SUITE 400 LEWISVILLE, TEXAS 75067.

CHANGE OF ADDRESS WHILE OPT IS PENDING

If your mailing address changes while your case is pending, you must immediately contact USCIS to update your address.

• Call 1-800-375-5283 or use the "Online Change of Address" function on USCIS website.

USCIS PROCESSING STEPS

- Initial Processing: USCIS will check application for completeness and establish a basis for eligibility. USCIS may reject or deny
 application at this time (i.e. insufficient funds, lack of signature, no DSO endorsed I-20).
- Requests for More Information: USCIS may request that you provide more information or evidence to support your application. They may also request that you provide the originals of any copies you submit.
- Decision: The decision on Form I-765 involves a determination of whether you have established eligibility for the immigration benefit you are seeking. USCIS will notify you of the decision in writing.
- Approval: If your application is approved, USCIS will either mail your EAD to you or may require you to visit your local USCIS office to pick it up.
- Denial: If USCIS cannot approve your application, you will receive a written notice explaining the basis of your denial.

WHEN CAN I BEGIN WORKING?

- You can begin employment once you have received your approval notice from USCIS, received your Employment Authorization Document, and are within your valid dates of employment.
- Employment prior to this without USCIS work authorization is considered a violation of status.

HOW TO CHECK THE STATUS OF YOUR APPLICATION

Only the applicant can communicate with USCIS on behalf of the application.

You can check the status of your request once you have received your Form I-797 (receipt) from USCIS within 2—3 weeks of filing. Go to https://egov.immigration.gov/ once you receive your receipt letter. Scroll to "Hot Topics" and click on "Case Status Online."

You can also sign up for a Case Status Online account available on the USCIS website to get automatic case updates, including your U.S. Postal Service (USPS) tracking number when USCIS mails your card or travel document.

FORM I-765 SECTIONS: PAGE 1

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Part 1. Reason for Applying I am applying for (select only one box):

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)

NOTE: Replacement (correction) of an employment zation 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 1-765 Instructions for further details.

1.c. Renewal of my permission to accept employment. (Attach a copy of your previous employment authorization document.)

Part 2. Information About You

Your Full Legal Name		
1.a.	Family Name (Last Name)	
1.b.	Given Name (First Name)	
1.c.	Middle Name	

Other Names Used

Provide all other names you have ever used, including aliases maiden name, and nicknames. If you need extra space to complete this section, use the space provided in **Part 6**.

	itional Informa	ition.
2.a.	Family Name (Last Name)	
2.b.	Given Name (First Name)	
2.c.	Middle Name	
3.a.	Family Name (Last Name)	
3.b.	Given Name (First Name)	
3.c.	Middle Name	
4.a.	Family Name (Last Name)	
4.b.	Given Name (First Name)	
4.c.	Middle Name	

PAGE 1. PART 1. REASON FOR APPLYING

- If you are applying for a first OPT or Off campus employment application, select initial permission.
- If you are applying for a STEM Extension, select renewal.
- If you are applying for a replacement Card, select replacement.

PAGE 1. PART 2. INFORMATION ABOUT YOU

Item number 1.a.-1.c.

Provide your full legal name as shown on your birth certificate or legal change of name document in the spaces provided.

PAGE 1. PART 2. OTHER NAMES USED

Item number 2.a-4.c.

Provide all other names you have ever used, including aliases, maiden name, and nicknames.

FORM I-765 SECTIONS: PAGE 2

Part 2. Information About You (continued) Yo I S Mailing Address (USPS ZIP Code Lookun)

provide your physical address below.

▼ 7.e. ZIP Code

100	I U.S. Muning Analess (USIS ZIT CONCLOOKIN)
5.a.	In Care Of Name (if any)
5.b.	Street Number and Name
.c.	Apt. Ste. Flr.
.d.	City or Town
i.e.	State S.f. ZIP Code
5 .	Is your current mailing address the same as your physical address? Yes No
	NOTE: If you answered "No" to Item Number 6.

PAGE 2. PART 2. YOUR U.S. MAILING ADDRESS

Item number 5.a-6

- You must provide a valid mailing address in the United States.
- You may list a valid U.S. residence, APO, or commercial address.
- You may also list a U.S. Post Office address (PO Box) if that is how you receive your mail.
 - If your mail is sent to someone other than yourself, please include an "In Care Of Name" as part of your mailing address.

U.S. Physical Address 7.a. Street Number and Name 7.b. Apt. Ste. Flr.

7.c. City or Town 7.d. State

PAGE 2. PART 2. U.S. PHYSICAL ADDRESS

Item number 7.a-7.d

Type or print your physical address in the spaces provided. .

FORM I-765 SECTIONS: PAGE 2 (CONT)

Other Information

Alien	Registration	Nu	mbe	er (A-N	umbe	er) (if	any)	
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USCIS Online Account Number (if any)

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- Male Female Gender
- 10. 11. Marital Status
- Single Married Divorced Widowed
- 12. Have you previously filed Form I-765?
 Yes No Has the Social Security Administration (SSA) ever officially issued a Social Security card to you?
- Yes No

NOTE: If you answered "No" to Item Number 13.a., skip to Item Number 14. If you answered "Yes" to Item Number 13.a., provide the information requested in Item Number 13.b.

13.b. Provide your Social Security number (SSN) (if known).

Do you want the SSA to issue you a Social Security card? (You must also answer "Yes" to **Item Number 15.**, **Consent for Disclosure**, to receive a card). Yes No 14.

NOTE: If you answered "No" to Item Number 14., skip to Part 2., Item Number 18.a. If you answered "Yes" to Item Number 14., you must also answer "Yes" to Item Number 15.

Consent for Disclosure: I authorize disclosure of information from this application to the SSA as requi for the purpose of assigning me an SSN and issuing me Social Security card. Yes State NOTE: If you answer 14. - 15., provide the in Numbers 16.a. - 17.b. ered "Yes" to Item Numbers information requested in Item

Father's Name

Provide your father's birth name.		
16.a. Family Name (Last Name)		
16.b. Given Name (First Name)		

Mother's Name

Provide your mother's birth name.			
17.a. Family Name (Last Name)			
17.b. Given Name (First Name)	-		

Your Country or Countries of Citizenship or Nationality

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List all countries where you are currently a citizen or natio
If you need extra space to complete this item, use the space
provided in Part 6. Additional Information.
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18.a.	Country
18.b.	Country

PAGE 2. PART 2. OTHER INFORMATION

- No 8: Leave this blank as you do not have an Alien Registration Number
- No. 9 If you have previously filed an application or petition using the USCIS online filing system (previously • called USCIS Electronic Immigration System (USCIS ELIS)), provide the USCIS Online Account Number you were issued by the system. If not, leave this blank.
 - No. 10 Indicate your gender as listed on your passport.
 - No. 11 Indicate your legal marital status.
 - No. 12. If you have applied for employment authorization in the past, select "Yes" and include copies of your EAD card. If you have not, select no.
- No 13.a. Answer yes if you have ever been issued a Social Security Card and no if you have not. •
 - No 13.b If you have received a card, indicate the number here.
 - No 14. If you have not been issued a Social Security Card previously, select yes. If you have, select no.
 - No 15. You only need to answer this is you selected yes to question number 14.
 - If you indicated you want to request a social security number in question 13.a., you must also provide your father's and mother's family and given names at birth

PAGE 2. PART 2. YOUR COUNTRY OF CITIENSHIP OR NATIONALITY

Type or print the name of the country or countries where you are currently a citizen or national.

FORM I-765 SECTIONS: PAGE 3

Part 2. Information About You (continued)

Place of Birth

List the city/town/village, state/province, and country where you were born. 19.a. City/Town/Village of Birth

19.b. State/Province of Birth

19.c. Country of Birth

20. Date of Birth (mm/dd/vvvv)

United States

21.a. Form I-94 Arrival-Departure Record Number (if any) ►

21.b. Passport Number of Your Most Recently Issued Passport

- 21.c. Travel Document Number (if any)
- 21.d. Country That Issued Your Passport or Travel Document
- 21.e. Expiration Date for Passport or Travel Document nm/dd/yyyy)
- 22. Date of Your Last Arrival Into the United States, On or About (mm/dd/yyyy)
- 23 Place of Your Last Arrival Into the United States
- Immigration Status at Your Last Arrival (for example, 24.
- B-2 visitor, F-1 student, or no status)

Your Current Immigration Status or Category (for example, B-2 visitor, F-1 student, parolee, deferred action, or no status or category)

26. Student and Exchange Visitor Information System (SEVIS) Number (if any ► N-

PAGE 3. PART 2. INFORMATION ABOUT YOU

Item number 19.a.-20

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- 19.a. Enter the name of the city, town, or village you were born in.
- 19.b. Enter the state or province; and country where you were born.
- 19.c. Type or print the name of the country as it was named when you were born, even if the country's name has changed or the country no longer exists.
- 20. Indicate your date of birth in month / day / year order.

PAGE 3. PART 2. INFORMATION ABOUT YOUR LAST ARRIVAL IN THE U.S.

Item number 21 a - 26

- 21.a. List the number from your most recent Form I-94 Arrival Departure Document.
 - 21.b List your passport number as indicated in your passport.
- 21.c This can be left blank. .
 - 21.d Indicate the country who issued your passport.
 - 21.e Indicate your passport expiration date.
 - 22. Provide the date on which you last entered the United States in mm/dd/yyyy format.
 - 23. Provide the location where you last entered the United States.
 - 24. If you entered the U.S. using an F-1 visa, indicate F-1 here. If you entered in a previous category, indicate this here.
- . 25. Indicate F-1 Student.
 - 26. Indicate your current SEVIS number located on your Form I-20.

FORM I-765 SECTIONS: PAGE 3 (CONT)

Information About Your Eligibility Category

27. Eligibility Category. Refer to the Who May File Form 1-765 section of the Form 1-765 Instructions to determine the appropriate eligibility category for this application. Enter the appropriate letter and number for your eligibility category below (for example, (a)(8), (c)(17)(iii)).

PAGE 3. PART 2. INFORMATION ABOUT YOUR ELIGIBILITY CATEGORY

Item number 27: Please use the code next to the type of employment you are requesting:

- Pre-Completion OPT (c)(3)(A).
- (c)(3)(C) STEM OPT Eligibility Category. If you entered the eligibility category (c)(3)(C) in Item Number 27., provide the information requested in Item Numbers 28.a. 28.c.
 28.a. Degree
- 28.b. Employer's Name as Listed in E-Verify

 28.c. Employer's E-Verify Company Identification Number or a
 Valid E-Verify Client Company Identification Number
- (c)(26) Eligibility Category. If you entered the eligibility category (c)(26) in Item Number 27, provide the receipt number of your H-18 spouse's most recent Form 1-797 Notice for Form 1-129, Petition for a Nonimmigrant Victor Form 1-129, Petition for a Nonimmigrant
- Notice for Form 1-129, Petition for a Nonimmigrant Worker.
- (c)(8) Eligibility Category If you entered the eligibility category (c)(8) in Item Number 27., provide the information requested in Item Numbers 30.a. - 30.g.
- 30.a. Have you EVER been arrested for, and/or charged with, and/or convicted of any crime in any country?
 - NOTE: If you answered "Yes" to Item Number 30.a., refer to Special Filing Instructions for Those With Pending Asylum Applications (c)(8) of the Form 1-765 Instructions for information about providing court dispositions.
- 30.b. Did you enter the United States lawfully through a U.S. port of entry and were you inspected and admitted or paroled after inspection by an immigration officer? (If you answer "Yes," you MUST provide evidence of your lawful entry.) Yes No
- 30.c. If you answered "No" to Item Number 30.b., did you present yourself to the Secretary of Homeland Security or his or bre delegate (DHS) within 48 hours of entry or attempted entry AND express an intention to seek asylum within the United States or express a face of persecution or torture in your home country? Yes No

PAGE 3. PART 2. INFORMATION ABOUT YOUR ELIGIBILITY CATEGORY

ONLY TO BE COMPLETED IF FILING FOR STEM EXTENSION

Item number 28—29: Leave Blank.

PAGE 3. PART 2. INFORMATION ABOUT YOUR ELIGIBILITY CATEGORY

Item number 30—30.c.

- 30. Leave blank.
- 30.a. Answer this question.
- 30.b Select "Yes" if you entered the United States lawfully through a port of entry.
- 30.c Only complete if you answered no to 30.b.

FORM I-765 SECTIONS: PAGE 4

Part 2. Information About You (continued) If you answered "Yes" to Item Number 30.c., provide the following information:

30.d. Date you presented yourself to DHS

- 30.e. Location where you presented yourself to DHS
- 30.f. Country of claimed persecution
- 30.g. Provide an explanation for why you did not enter the United States lawfully through a U.S. port of entry. If you need extra space to complete this item, use the space provided in Part 6. Additional Information.

NOTE: Refer to the Special Filing Instructions for Those With Pending Asylum Applications (c)(8) section of the Form 1-765 Instructions for more information.

- 31.a. (c)(35) and (c)(36) Eligibility Category. If you entered the eligibility category (c)(35) in Hem Number 27, places provide the receipt number of your Form 1-79? Notice for entered the eligibility category (c)(36) in Hem Number 27, places provide the receipt number of your spouse's or parent's Form 1-99? Notice for Form 1-140.
- 31.b. If you entered the eligibility category (c)(35) or (c)(36) in Iten Number 27., have you EVER been arrested for and/or convicted of any crime? Yes No
- NOTE: If you answered "Yes" to ltem Number 31.b., refer to Employment-Based Nonimmigrant Categories, Items 8. - 9., in the Who May File Form 1-765 section of the Form 1-765 Instructions for information about providing court dispositions.

PAGE 4. PART 2. INFORMATION ABOUT YOU (continued)

Item number 30.d.-30.g.

- Only answer if you answered yes to question 30.c.
- This section should not apply to in status students.

PAGE 4. PART 2. INFORMATION ABOUT YOU (continued)

Item number 31.a.-31.b

 If you answered "Yes" to Item Number 31.b., refer to Employment-Based Nonimmigrant Categories, Items 8 - 9 in the Who May File Form I-765 section of the Instructions for information about providing court dispositions.

FORM I-765 SECTIONS: PAGE 4 (CONT)

j	Part 3. Applicant's Statement, Contact
þ	Information, Declaration, Certification, and
k	Signature

NOTE: Read the Penalties section of the Form I-765 Instructions before completing this section. You must file Form I-765 while in the United States. Applicant's Statement

NOTE: Select the box for either **Item Number 1.a.** or **1.b.** If applicable, select the box for **Item Number 2.**

- applicable, select the box for **Item Number 2. I.a.** [Carre and and understand English, and have read and understand every question and instruction on this application and my answer to every question. **I.b.** [The interpreter mannel in **Part 4.** read to me every question and instruction on this application and my mover to every question in
- a language in which I am fluent, and I understood everything.
- At my request, the preparer named in Part 5, prepared this application for me based only upon information 1 provided or authorized.

Applicant's Contact Information 3. Applicant's Daytime Telephone Number

- 4. Applicant's Mobile Telephone Number (if any)
- 5. Applicant's Email Address (if any)
- Select this box if you are a Salvadoran or Guatem
 national eligible for benefits under the ABC

PAGE 4. PART 3. APPLICANT'S STATEMENT, CONTACT INFORMATION

Item number 1.a.-2

Select the appropriate box to indicate whether you read this application yourself or whether you had an interpreter assist you.

PAGE 4. PART 3. APPLICANT'S CONTACT INFORMATION

Item number 3—6

- 3. List your telephone number.
- 4. List your mobile number.
- 5. List your university email address.
- 6. Select if appropriate.

FORM I-765 SECTIONS: PAGE 5

App	plicant's Signature
7.a.	Applicant's Signature
7.b.	Date of Signature (mm/dd/yyyy)
out t	IE TO ALL APPLICANTS: If you do not completely fil his application or fail to submit required documents listed e Instructions, USCIS may deny your application.

PAGE 5. APPLICANTS SIGNATURE

Sign in black in and list today's date.

DO NOT FORGET TO SIGN

PAGE 5. Part 4. INTERPRETER'S CONTACT INFORMATION

Certification, and Signature		
Prov	ide the following information about the interpreter.	
Inte	erpreter's Full Name	
1.a.	Interpreter's Family Name (Last Name)	
1.b.	Interpreter's Given Name (First Name)	

Interpreter's Business or Organization Name (if any)

Part 4. Interpreter's Contact Information.

Questions 1.a.-7.b.

This only needs to be completed if your form was completed by another person.

FORM I-765 SECTIONS: PAGE 6

Part 5. Contact Information, Declaration, and Signature of the Person Preparing this Application, If Other Than the Applicant

Provide the following information about the preparer.

Preparer's Full Name

- 1.a. Preparer's Family Name (Last Name)
- 1.b. Preparer's Given Name (First Name)
- 2. Preparer's Business or Organization Name (if any)

PAGE 6. Part 5. CONTACT INFORMATION

Questions 1.a.-7.b

This only needs to be completed if your form was completed by another person.

FORM I-765 SECTIONS: PAGE 7

Part 6. Additional Information

If you need extra space to provide any additional information within this application, use the space below. If you need more space than what is provided, you may make copies of this page to complete and file with this application or attach a separate sheet of paper. Type or print your name and A-Number (if any) at the top of each sheet, indicate the **Page Number**, **Part Number**, and **Item Number** to which your answer refers; and sign and date each sheet.

1.a.	Family Name (Last Name)
1.b.	Given Name (First Name)
1.c.	Middle Name
2.	A-Number (if any) ► A-
-	

PAGE 7. Part 6. ADDITIONAL INFORMATION

Questions 1.a.-7.d

This only needs to be completed if you have additional information to include.