



Completing Form I-765 for OPT or STEM OPT Application

The instructions below are for F-1 visa holders who are filing Form I-765 for OPT or STEM OPT. Form I-765 and complete instructions for this form may be found from [USCIS](https://uscis.dhs.gov). Complete all highlighted spaces.

Note: Do not date this form until you meet with the international student advisor to check your OPT application. The date on this form must be on or after the date your OPT or STEM OPT I-20 is issued.

Application For Employment Authorization		USCIS Form I-765 OMB No. 1615-0040 Expires 02/28/2018	
Department of Homeland Security U.S. Citizenship and Immigration Services			
For USCIS Use Only	Fee Stamp	Action Block	Initial Receipt Resubmitted
			Relocated
			Received Sent
			Completed
			Approved Denied
<input type="checkbox"/> Application Approved <input type="checkbox"/> Authorization/Extension Valid From _____ <input type="checkbox"/> Authorization/Extension Valid To _____ Subject to the following conditions: _____		<input type="checkbox"/> Application Denied - Failed to establish: <input type="checkbox"/> Eligibility under 8 CFR 274a.12 (a) or (c) <input type="checkbox"/> Economic necessity under 8 CFR 274a.12(c)(14), (18) and 8 CFR 214.2(f) <input type="checkbox"/> Applicant is filing under section 274a.12 _____	
▶ START HERE - Type or print in black ink.			
I am applying for: <input type="checkbox"/> Permission to accept employment. <input type="checkbox"/> Replacement (of lost employment authorization document). <input type="checkbox"/> Renewal of my permission to accept employment (attach a copy of your previous employment authorization document).			
7. Gender <input type="checkbox"/> Male <input type="checkbox"/> Female			
8. Marital Status <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed			
9.a. Has the Social Security Administration (SSA) ever officially issued a Social Security card to you? <input type="checkbox"/> Yes <input type="checkbox"/> No NOTE: If you answered "Yes" to Item Number 9.a., provide the information requested in Item Number 9.b.			
9.b. Provide your Social Security number (SSN) (if known) ▶ <input type="text"/>			
10. Do you want the SSA to issue you a Social Security card? (You must also answer "Yes" to Item Number 11., Consent for Disclosure, to receive a card.) <input type="checkbox"/> Yes <input type="checkbox"/> No NOTE: If you answered "No" to Item Number 10., skip to Item Number 14. If you answered "Yes" to Item Number 10., you must also answer "Yes" to Item Number 11.			
11. Consent for Disclosure: I authorize disclosure of information from this application to the SSA as required for the purpose of assigning me an SSN and issuing me a Social Security card. <input type="checkbox"/> Yes <input type="checkbox"/> No NOTE: If you answered "Yes" to Item Numbers 10. - 11., provide the information requested in Item Numbers 12.a. - 13.b.			
Father's Name			
12.a. Family Name (Last Name) <input type="text"/>			
12.b. Given Name (First Name) <input type="text"/>			
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OPT applicants:
Permission

STEM OPT applicants:
Renewal

3. If you do not have a permanent U.S. mailing address, you can use the Knox OISS address:

2 E. South St. c/o OISS
K-148
Galesburg, IL 61401

9b. Leave blank if you don't have a SSN

10 – 13: If you do not have a SSN, it is recommended that you apply for one in conjunction with your OPT application. To apply for your SSN, respond "Yes" to questions 10 and 11, and provide your parents' names to questions 12 and 13. If you already have an SSN, check "No" for question 10, and skip questions 11 – 13.



14. OPT applicants: Use your I-94 number

STEM applicants may use their A-number (found on EAD) or I-94 number

15. OPT applicants: No
STEM applicants: Yes – see below.

18. F-1 Student

19. Student

20. OPT applicants:
(c)(3)(B)

STEM applicants:
(c)(3)(C)

21. Only required for STEM applicants.

For degree, enter the 6-digit code next to your major on your I-20.

Add employer's name as written in E-Verify and their E-Verify number.

Attach an addendum if there isn't enough space.

Mother's Name (Provide your mother's birth name.)

13.a. Family Name (Last Name)

13.b. Given Name (First Name)

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

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

☐ Yes (Complete the following questions.)

Which USCIS Office?

Dates

Results (Granted or Denied - attach all documentation)

☐ No (Proceed to Item Number 16.)

16. Date of Your Last Arrival or Entry Into the U.S., On or About (mm/dd/yyyy)

17. Place of Your Last Arrival or Entry Into the U.S.

18. Status at Last Entry (B-2 Visitor, F-1 Student, No Lawful Status, etc.)

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

20. Eligibility Category. Go to the Who May File Form I-765? section of the Instructions. In the space below, place the letter and number of the eligibility category you selected from the instructions. For example, (a)(8), (c)(17)(iii), etc.

21. (c)(3)(C) Eligibility Category. If you entered the eligibility category (c)(3)(C) in Item Number 20, above, list your degree, your employer's name as listed in E-Verify, and your employer's E-Verify Company Identification Number or a valid E-Verify Client Company Identification Number in the space below.

Degree

Employer's Name as listed in E-Verify

Employer's E-Verify Company Identification Number or a Valid E-Verify Client Company Identification Number

22. (c)(26) Eligibility Category. If you entered the eligibility category (c)(26) in Item Number 20, above, please provide the receipt number of your H-1B principal spouse's most recent Form I-797 Notice of Approval for Form I-129.

23. (c)(35) and (c)(36) Eligibility Category

a. If you entered the eligibility category (c)(35) or (c)(36) in Item Number 20, above, please provide the receipt number of the Form I-140 beneficiary's Form I-797 Notice of Approval for Form I-140.

b. Have you EVER been arrested for and/or convicted of any crime? ☐ Yes ☐ No

NOTE: If you answered "Yes" to Item Number 23.b., refer to Item Number 5., Item H. or Item I. in the Who May File Form I-765 section of these Instructions for information about providing court dispositions.

Certification

I certify, under penalty of perjury, that the foregoing is true and correct. Furthermore, I authorize the release of any information that U.S. Citizenship and Immigration Services needs to determine eligibility for the benefit I am seeking. I have read the Who May File Form I-765 section of the Instructions and have identified the appropriate eligibility category in Item Number 20.

Applicant's Signature

Date of Signature (mm/dd/yyyy)

Telephone Number

Signature of Person Preparing Form, If Other Than Applicant

I declare that this document was prepared by me at the request of the applicant and is based on all information of which I have any knowledge.

Preparer's Signature

Date of Signature (mm/dd/yyyy)

Printed Name

Address

22 & 23 not required for OPT or STEM Extension applicants.

Remember to sign your I-765. Do not date this form until your I-20 with OPT or STEM OPT recommendation is issued.

Question 15: STEM applicants should input information about their previous OPT application. To identify the USCIS office which adjudicated your OPT application, review your EAD card number. The first three letters of your card number identify the office:

- WAC: California Service Center
- LIN: Nebraska Service Center
- SRC: Texas Service Center
- EAC: Vermont Service Center
- YSC: Potomac Service Center

For dates, list the employment start and end dates authorized by USCIS. If there isn't enough space, attach an addendum with this information to your I-765 form. Label the top of the addendum with your name, A-number or I-94 number, and SEVIS number.

Questions? If you have any questions about completing Form I-765, please contact the Knox College Office of International Student Services.