I-765 Guide

- IMPORTANT! If a question does not apply to you, do not leave the field blank. Instead write N/A in the field to indicate that the question does not apply to you. For example, if you do not have a middle name, enter N/A in 1.c instead of leaving the field blank. If it is a numerical field, you can enter “None.”
  - Depending on the PDF Viewer you are using, you may not be able to enter N/A or none. In this case, you can either write it in after printing the form or enclose a letter explaining that all answers that are empty have been left empty because they are not applicable to your situation.
- If information on a specific field is not listed below, that DOES NOT mean to leave it blank. Advice has been provided on the questions which are more confusing.

Part One

- If you are applying for twelve month OPT, check “Initial Permission to Accept Employment”
- If you are applying for a STEM extension, check “Renewal of my permission to accept employment.”
Part Two

- **Item 1:** Type your family/last name in CAPITAL LETTERS. Your first and middle name can be typed in standard name form with the first letter capitalized and the remaining letters lowercase.

- **Items 2-4:** Enter any other names used, such as nicknames or maiden names. If you have not used any other names, enter N/A in each blank field.

**Items 5-7:**
- For the mailing address, use the address where you expect to be living for the next three to five months.
- If you know or believe you will move, then you can use a friend or family member’s address as your mailing address.
- You could also use the ISSS address.
- If you wish to use the ISSS address, enter this address:
  
  In Care Of Name: ISSS  
  Street Number and Name: 2200 S. Josephine St.  
  City: Denver, State: CO, ZIP Code: 80208

- If you enter any address other than your physical address, such as the ISSS address, for your mailing address, check no on question six.
- If your address changes at any time after you submit Form I-765, you should immediately notify USCIS of the change. Report your change of address to USCIS on-line at https://egov.uscis.gov/coa/displayCOAForm.do or by calling the National Customer Service Center at 800-375-5283. The U.S. Postal Service does not forward government mail.
- You must also notify ISSS of the change within 10 days of moving by updating your address in PioneerWeb, https://pioneerweb.du.edu. Once your OPT is approved, update your address via the SEVP portal. Upon OPT approval, you will receive an email to an online portal, where you will be able to self-report your employment and address changes.

- Scan and email your receipt notice and EAD card to isss@du.edu when you receive them.

- **Item 8:** If you have previously applied for an EAD card through USCIS, you will have an A number, also known as a USCIS number. This number can be found on the receipt notice from your previous EAD card, as well as on the EAD card. It is the number that does NOT start with three letters.

- **Item 12:** If you have previously applied for an EAD card (previous OPT or off campus work authorization), check yes and enclose copies of all your previous EAD cards, as well as the I-20s showing the OPT recommendations or approvals.

- **Items 13-17:** If you have a social security number in the U.S, check “yes” and enter your social security number in 13b.
- As you already have a social security number, you do not need a card, so then check “no” on question 14 and enter N/A in fields 16 and 17.
- If you do not have a social security number, check no on 13a and complete all questions from 13 through 17.

- **Item 21a:** Electronic I-94—Enter the Admission (I-94) Record Number from your electronic I-94 downloaded from [https://i94.cbp.dhs.gov/i94/request.html](https://i94.cbp.dhs.gov/i94/request.html). Paper I-94—Enter the complete number found on the upper left corner of your paper I-94 card.

- **Item 22:** Enter the date of your last entry to the U.S. This will most likely be the date indicated on your I-94 unless you traveled to Canada, Mexico, or the adjacent islands for less than 30 days and did not obtain a new I-94.

- **Item 23:** Enter the city and state where you last passed through U.S. Customs and Border Patrol.

- **Item 27:** Enter the appropriate eligibility category based on the information below:
  - (c) (3) (A)– Pre-completion OPT (employment occurring prior to degree completion)
  - (c) (3) (B)– Employment occurring after degree completion or after all course requirements with thesis/dissertation remaining
  - (c) (3) (C)– Applying for a 24-month STEM extension of initial OPT authorization

- **Item 28:**
  - If you are applying for your initial twelve month OPT permission, enter N/A in these fields.
  - If you are applying for a STEM extension, list your degree (example Phd in Electrical Engineering), your employer’s full name as listed in E-Verify and the E-verify number.
  - Contact your employer to get the E-Verify number, which is a six digit number DIFFERENT than the EIN (Employment Identification Number, used for tax
purposes).

**Part Three, 1.** Make sure you complete to indicate that you completed the form.
- **Part Three, 3-5:** Complete
- **Part 7:** Make sure you sign. No digital signatures are accepted so you will need to print the form after completion and then sign.

**Parts Four and Five:** Enter N/A in each field to indicate it does not apply to you.

**Part Six: Additional Information.** Use this area to include information on all OPT and CPT you have participated in, as well as to list any previous SEVIS IDs you may have entered the U.S with.
- Enter your name and A number (if applicable at top of page)
  - For 3 a-c, enter page number 3, part number 2 and item number 26 to show you are providing information specific to CPT and OPT.
    - In 3d, list following items:
      - Current SEVIS ID or Previous SEVIS ID
      - Any OPT or CPT you’ve completed on this SEVIS ID
      - Note if the CPT or OPT is part time or full time
      - Note dates of CPT and OPT
      - Note the level of study (Bachelor’s, Master’s, PhD) at which you completed each OPT or CPT segment.
  - In 4, list following items:
    - Any previous SEVIS IDs used, or current SEVIS ID (if previous SEVIS ID information was listed in question 3)
    - Any OPT or CPT you’ve completed on those SEVIS IDS
    - Note if the CPT or OPT is part time or full time
    - Note dates of CPT and OPT
    - Note the level of study (Bachelor’s, Master’s, PhD) at which you completed each OPT or CPT segment.