I-765 Instructions for Pre – and Post-Completion OPT
International Student, Scholar and Faculty Services (ISSFS)
The University of Texas at Tyler • 3900 University Blvd. • UC 2160 • Tyler, TX 75799
Tel: (903) 565-5960 • Fax: (903) 565-5858 • issfs@uttyler.edu

Before you begin:
• The most current version of the I-765 form is available at www.uscis.gov/files/form/i-765.pdf.
• It is advisable to complete the fillable form online and print it for submission rather than completing it by hand.
• Do not write in the block at the top of the form.
• Below the block at the top of the form where it says “I am applying for:”, mark the box next to “Permission to accept employment.”
• Have your I-94 card available to complete the form.

1. LAST NAME, First Name and Middle Name. Only your surname should be in all-caps format.
   Your name should be spelled exactly as it appears on your passport and current I-20.
2. Reserve this line in case you need extra space to list your address
3. List address of the International Student, Scholar and Faculty Services (ISSFS). Enter the address like this: 3900 University Blvd., UC 2160, Tyler, TX 75799. Do not write “UT Tyler” or the name of the international student advisor.
4. Country of Citizenship/Nationality. This should match the information on your passport.
5. Place of birth. This should match the information on your passport.
6. Date of birth. This should match the information on your passport.
7. Gender. This should match the information on your passport.
10. Alien Registration Number (A-Number). This is the 11-digit number on your most recent I-94 card
11. Have you ever before applied for employment authorization from USCIS? If you have NOT ever applied for employment authorization in the past, leave this item blank. If you have applied for employment authorization in the past, mark “Yes” and list the USCIS office where you applied and the date on which you applied (this will be the receipt date of your I-797C Notice of Action from your application).
12. Date of last entry to the US. This date will be stamped on your most recent I-94 card.
13. Place of last entry into the US. List the city or port of entry code. This will be stamped on your most recent I-94 card and in your passport.
14. Manner of last entry. If you entered last entered the US as an F-1 student, list “F-1 Student”. If you last entered the US in a status other than F-1, enter that status.
15. Current Immigration Status. Enter “F-1 Student”.
16. Fill in (c) (3) (B) for post-completion OPT.
   Fill in (c) (3) (A) for pre-completion OPT.
17. Leave this blank.
   • Certification Block. Carefully read the statement and review the form to ensure the form has been properly completed. Sign and date the form. Be sure that your signature is within the two black lines and does not touch or go over the lines.