

Form I-765 Instructions for Post-Completion OPT

International Student, Scholar and Faculty Services (ISSFS)

The University of Texas at Tyler

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From instructions available at www.uscis.gov. Comments in [] were added by OIP staff. This information is not intended as legal advice. Students are responsible for all information they submit to USCIS.

GENERAL INSTRUCTIONS

- In order to view, print, or fill out USCIS forms, use the latest version of Adobe Reader, which you can download for free at <http://get.adobe.com/reader/>. [On the USCIS website, some fields are inactive.]
- Signature. No stamped or digital signatures. Sign in black ink.
- If completing the form by hand, use black ink.
- If you run out of space answering any question, extra space is provided on page 7.
- When you mail the application, send all seven pages of the I-765, even if some are blank.]
- Evidence. You must submit the I-765 and all supporting documents in one package.

SPECIFIC INSTRUCTIONS

Part 1. Reason for Applying. Select one item.

Part 2. Information About You

- **1a - 1c. Full Legal Name** as shown on your birth certificate.
- **2a - 4c. Other Names Used.** [Other names used for business or government documents. “Maiden” name refers to the U.S. tradition of a woman taking her husband’s family name upon marriage. Her “maiden” name is her family name before marriage.]
- **5a - 5f. U.S. Mailing Address.** Provide a valid U.S. mailing address. It can be a residence, business or PO Box. If your mail is sent to someone other than yourself, include an “In Care Of Name” as part of the address. [The address needs to be available for at least three months. You may use the OIP address, if needed, but only for OPT documents - 3620 Varsity Dr., Tyler, TX 75701.]
- **6 - 7e. U.S. Physical Address.** Type or print your physical address in the spaces provided.
- **8. Alien Registration Number (A-Number)** (if any). [You probably don’t have one unless you have filed for a Green Card or had a previous OPT or Economic Hardship. If you had OPT or EH, use the “USCIS #” on the card. If you do not have an A-Number or if you cannot remember it, leave this space blank.]
- **9. USCIS Online Account Number** (if any). If you previously used the USCIS online filing system (ELIS), provide the account number. The Online Account Number is not the same as an A-Number.
- **10. Gender.**
- **11. Marital Status.** Indicate the marital status you will have on the date you file Form I-765.
- **12. Previous Application for Employment Authorization from USCIS.** If you applied for an employment authorization in the past, select “Yes” for Item 12. Provide copies of your previous EADs.
- **13a. Social Security.** Indicate if you have been issued a Social Security card.
- **13b. If yes, enter the Social Security Number** from your card.
- **14. Request SS card.** Yes or No. If no, skip to 18a. If yes, complete 15-17b.
- **15. Consent.** You must allow USCIS to share your I-765 info with the Social Security Administration.
- **16. Father’s birth name.**
- **17. Mother’s birth name.**
- **18a - 18b. Country/Countries of Citizenship/Nationality.** Type or print the name of the country/countries where you are currently a citizen/national. If you are a citizen/national of more than one country, use the name of the country that issued your last passport.

- **19a - 19c. Place of Birth.** 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. Date of Birth.** Enter your date of birth in mm/dd/yyyy format. For example, type or print October 5, 1967 as 10/05/1967.
- **21a. Form I-94 Arrival-Departure Record.** If you have a Form I-94 Arrival/ Departure Record, provide that number. If you do not have an I-94 you may print one from www.cbp.gov/i94. If you entered the U.S. by car after April 30, 2013, received an I-94 "card" (paper) and need a replacement, you may also be able print an I-94 from the CBP website.
- **21b. Passport Number.** Note your passport number, even if the passport is currently expired.
- **21c. Travel Document.** [Government document allowing travel; not a passport, visa or I-94. It is unlikely you have one.]
- **21d. Passport Country.**
- **21e. Passport expiration date.** Use mm/dd/yyyy format.
- **22. Date of Last Arrival Into the United States, On or About.** Provide the date in mm/dd/yyyy format.
- **23. Place of Last Arrival Into the United States.**
- **24. Immigration Status at Your Last Arrival.** For example, if you last entered the United States on a student visa, type or print "F-1 student."
- **25. Your Current Immigration Status or Category.** For example, if your current status is an F-1 university student, type or print "F-1 student."
- **26. SEVIS Number** [from I-20].
- **27. Eligibility Category.** [Post-completion OPT = **(c) (3) (B)**]
- Skip to Part 3.

Part 3. Applicant's Statement, Contact Information, Declaration, Certification, and Signature Item

- **1a. -7b. Statement.**
- **7a. Read the declaration.** If you can truthfully agree with the information, sign and date the form in black ink. [Print and sign by hand. No digital or typed signatures. Skip to column two, Declaration.]

Part 4. Interpreter's Contact Information, Certification, and Signature

- **1a - 7b. Interpreter.** Unless you used an interpreter to complete the form, skip to Part 5.

Part 5. Contact Information, Declaration, and Signature of the Person Preparing this Application

- **1a – 8b. Preparer.** Unless someone completed the form for you, skip to Part 6.

Part 6. Additional Information

- **1a - 2.** Complete if you are going to add any information to items 3a – 7d.
- **3a - 7d.** Use these items to note additional SEVIS numbers, previous CPT or OPT, or to complete any answer from a previous page.
- **3a - 3d.** If you *attended* a U.S. school as an F-1 student under a *different SEVIS ID* than the one printed on your current UT Tyler I-20, list the number here. Label it as shown below, identifying the original SEVIS ID question: **3a.** Page Number **3b.** Part Number **3c.** Item Number

3	2	26	3d. Nxxxxxxx
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- **4a - 4d.** (Or use 3a.-3d. if blank.) List previous CPT and OPT authorizations using the format shown:
Reference **p. 3, pt. 2, no. 27.** **4a.** Page Number **4b.** Part Number **4c.** Item Number

3	2	27
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4d. Nxxxxxxxx, Post-Comp OPT, Bachelor's
Nxxxxxxxx, CPT, FT, date – date, Master's

If you have any questions about the information provided in this document, contact intladvising@uttyler.edu.