Form I-765 Instructions for STEM OPT

International Student, Scholar and Faculty Services (ISSFS)
The University of Texas at Tyler
3620 Varsity Dr. ■ Tyler, TX 75701 ■ 903.565.5960 ■ intladvising@uttyler.edu

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. <u>If you do not have an A-Number or if you cannot remember it, leave this space blank.</u>
- **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. Enter the Social Security Number** from your card.
- **14. Request SS card.** Skip to 18a.
- **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 in mm/dd/yyyy format**.** For example, October 5, 1967 is 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. after April 30, 2013 and lost your I-94, 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 issued for travel; not a passport or visa. 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**. Type or print "F-1 student."
- **26. SEVIS Number** [from I-20].
- **27. Eligibility Category.** [STEM OPT = **(c) (3) (C)**]
- **28. - 28c. STEM OPT questions.**
- **28a. Degree**. List level and field, for example "MS Elec Engineering"
- **28b. Employer's Name as it is in E-Verify**.
- **28c. Employer E-Verify Company ID** Number or E-Verify Client Company ID Number.
- 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. Proceed 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
- **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**
  4d. Nxxxxxxxxx, Post-Comp OPT, Bachelor's
  Nxxxxxxxxx, CPT, FT, date – date, Master's

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