

ISSI – 209 -Guide to Completing the Application for Employment Authorization

The numbers below correspond to the numbered items on Form I-765. This form may be downloaded from: <http://www.uscis.gov/files/form/I-765.pdf> - Please read the instructions for each item and write the information on the form, printing clearly and legibly. If you are unsure about how to answer any of these items, leave the space blank until your appointment with the ISSI advisor.

1. **Name:** Please print clearly or type your family name in capital letters, followed by the first or given and middle name(s) if any. Please write the names as they appear in the passport or I-20.
2. **Other names:** Please leave this item blank until the appointment with the ISSI advisor.
3. **Address:** The address you enter here should be the address to which correspondence can be sent for the next three or four months during the OPT application period. If you are unsure which address to enter here, leave blank until your appointment with the ISSI advisor. *Address errors are a common cause of delay or failure to receive OPT permission.*
4. **Citizenship:** The country of citizenship should match that entered in the applicant's I-20.
5. **Place of Birth:** Enter the name of the city, state and country in which the applicant was born.
6. **Date of Birth:** Enter the numerical date of birth as month, day, and year (4 digit) e.g., June 29, 1988 should be entered as 06/29/1988.
7. **Gender:** Check the appropriate box.
8. **Marital status:** Check the appropriate box.
9. **Social Security Number:** Please leave this item blank if you have not yet received a Social Security Number. Before beginning OPT work, you will need to obtain a Social Security Number. Information on obtaining a number is available at the ISSI.
10. **I-94 Number:** Enter your 11-digit I-94 number found on the small white card attached to your passport. The number is located on top left side of the card or, if there is a handwritten number, enter this one instead of the pre-printed one.
11. **Previous Employment Authorization:** Check "no" if you have never applied to the USCIS (formerly INS) for F-1 OPT or employment for economic need before. If you have applied, check "yes" and answer the questions as follows: the USCIS Center serving the northeast region of the U.S. is the "Vermont Service Center;" enter the dates of employment authorized indicated on the Employment Authorization Card; under "Results" enter "Granted" or "Denied" and if granted, attach a copy of your EAD (Employment Authorization Document).
12. **Date of Last Entry into U.S.:** Enter the date of last entry listed on your I-94 card in your passport even if you have received more recent entry stamps from visits outside the U.S. lasting less than 30 days.
13. **Place of Last Entry into the U.S.:** This information is also on your I-94 card. The place of entry is often written in three letter abbreviations such as "BOS" for Boston and "SFR" for San Francisco. The place of entry stamped on the I-94 may not have been the most recent city of entry, but it is this entry abbreviation that should be entered under this item.
14. **Manner of Entry:** If "F-1" is written on your I-94 card, then enter "student" or "F-1". Otherwise leave blank until your appointment with your ISSI advisor.
15. **Current Immigration Status:** Enter "student" or "F-1".
16. **Eligibility Categories:** For OPT, please enter the following codes in the three consecutive parentheses: for Pre-completion OPT, enter: (c) (3) (A); for Post-completion OPT, enter: (c) (3) (B). For the 17 month STEM extension, enter: (c) (3) (C). If the I-765 Form is used for part-time work off-campus due to severe economic hardship, enter: (c) (3) (iii). For off-campus employment under the sponsorship of a qualifying international organization, enter: (c) (3) (ii).

OPT



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17. If you are a STEM student with a degree in Science, Technology, Engineering or Mathematics and you are eligible for a 17 month extension, have already been granted 12 months of authorized Post Completion Optional Practical Training, and your employer is registered with *E-verify*, complete this section.

IMPORTANT: Sign the form in blue ink, making sure that your signature does not touch the lines above or below. Include your telephone number and the date.