



ISSI 209 - Guide to Completing Form I-765, 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 or you may type the form online and print it. If you are unsure about how to answer any of these items, leave the item blank ask an advisor at the ISSI for assistance.

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 your name as it appears in your passport.
2. **Other names:** You may fill this out if you use other names on official documents or if you have a maiden name (name used prior to marriage, usually applies to women who have married).
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, please consult with an advisor at the ISSI. *Address errors are a common cause of delay or failure to receive OPT permission.*
4. **Citizenship:** The country of citizenship should match what appears on 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. 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 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 EAC (Employment Authorization Card).
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". If you entered in another status and changed your non-immigrant status in the U.S. and have not travelled outside of the U.S. since receiving your change of status, please indicate the status you held upon entering the U.S.
15. **Current Immigration Status:** Enter "student".

OPT



Northeastern University *International Student & Scholar Institute*

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 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).

17. If you are applying for the 17-month extension of OPT, you should complete this item with the information requested.

IMPORTANT: Sign the form in blue ink, under the word “Signature” making sure that your signature does not touch the lines above or below the space provided. Include your telephone number and the date beside your signature in the spaces provided.