These directions are meant to help you with best practices in completing the Form I-765 for an OPT or STEM OPT Extension application.

Please Note: The information provided in this document is not legal advice.

General Guidelines

- You can find the Form I-765 and official instructions to complete the form here: https://www.uscis.gov/i-765
- When completing the form, **TYPE or PRINT legibly in black ink.**
- For any item you do not complete, type or print "N/A" (short for "Not applicable") or, if the question asks for a number response, type or print "None." *unless otherwise directed*

Part 1:

Select the Item Number that describes your reason for applying:

- For students applying for OPT: Check the "Initial Permission" box
- For students applying for STEM OPT Extension: Check the "Renewal" box
  - If you are renewing your permission to accept employment, you must attach a copy of your previous EAD card (please attach a color copy, with images of the front and back of the card)

Part 2:

- **Item 1:** Type or print of print your information.
- **Items 2:** Share any other way your name is given on your legal documents. This includes multiple last names you may sometimes use, or previous names you used if you changed your name for any reasons, such as marriage.
- **Item 5:** This is the address where USCIS will mail your documents related to this application only. We recommend having your documents mailed to the Intercultural Office. To use the Intercultural Office address, enter it like this:
  5.a. **In Care of Name:** Intercultural Office
  5.b. **Street Number and Name:** One College Avenue
  5.c. (leave blank)
  5.d. **City or Town**: Mechanicsburg
  5.e.: **State:** PA
  5.f. **ZIP Code:** 17055
- **Item 6:** Check YES if you currently live in the same address you just gave as the place to send your documents in item 5. If you check yes, you do NOT have to complete Item 7. **If you check NO, please complete item 7**.

- **Item 7:** Please provide the address where you currently live. USCIS will NOT mail documents here, and it's okay if this will change over the course of your application processing. Just use the address where you live today.
- **Item 8: To be completed by those applying for STEM OPT Extension only!** You will only have an A-Number if you are applying for the STEM OPT Extension, and it will be on your EAD card (called a "USCIS number"). Those applying for OPT can leave this field blank.
- **Item 9:** USCIS Online Account Number should be filled with "NONE"
- **Items 13 – 17:**
  - **If you have a Social Security Number (SSN)**, please provide it in Item 13b. Then, check NO for Item 14, and skip down to item 18.
  - **If you do NOT have an SSN**, you can apply for it through this application, and your SSN will be issued to you when your OPT application is approved. You would answer NO to item 13.a., YES to Item 14, and give the required information in items 15-17
- **Item 18-20:** Type or print the answers as they correspond to you.
- **Item 21a:** Your I-94 number is found on your most recent I-94 entry record. You can access your most recent I-94 by using this link and clicking "Get Most Recent I-94": https://i94.cbp.dhs.gov/I94/#/home . If your I-94 is incorrect or does not show your most recent trip, you will need to work with US Customs and Border Protection (CBP) to get it corrected.
- **Item 21.b.:** Type or print your passport number.
- **Item 21.c:** Type or print "N/A" if you have a passport. *(For almost everyone, response will be "N/A.")*
- **Items 21.d.-23:** Type or print the requested information.
- **Item 24:** Type or print "F-1 student" unless you have changed your status from within the US, and have not left the US since this change.
- **Item 25:** This is "F-1 student."
- **Item 26:** You can find your SEVIS ID number at the top left of your I-20. *(The SEVIS ID Number starts with N00)*
- **Item 27:** This item is asking you to give the regulatory citation of the kind of work permission you are applying for.
  - **For OPT**, type or print: (c)(3)(B)
  - **For STEM OPT Extension**, type or print: (c)(3)(C)
- **Item 28: Complete this section if you are applying for STEM ONLY.** *Applicants for OPT can leave this section blank.*
  - **Item 28.c**: Be sure that this number is 5-7 digits long. You will need to ask your company for this number, as it is not public knowledge. Employers and students often confuse this request for an EIN tax ID number for the company, or the individual student's E-Verify ID.
- **Items 29 – 31:** SKIP these, as they are questions intended for other immigration categories only.

Part 3:

Answer questions 1-6.

Upon printing your application, sign in Item 7.a. in **black ink** – this should be an original signature, and cannot be typed or stamped. Then, write the date of the signature in Item 7.b.

Parts 4-5:

Draw a diagonal line across each page you are not completing, and type or print "N/A" next to the line you have drawn. See the sample below:

[I-765 sample N/A page](#)

Part 6:

Complete this section **ONLY IF**:

- You have been approved for **CPT** in the past
- You have been approved for **OPT** in the past
- You have used a different SEVIS ID in F-1 status in the US (for example, you attended school for a while, left the US to take a break from school, and returned with a new I-20, you would have a SEVIS ID from your first period of attendance that is different than your current SEVIS ID). Your SEVIS ID is on the top right corner of your I-20, and starts with N00..

If you need to complete this section because one or more of these apply to you, please complete item 1.

For each of the items listed above, complete one box in Part 6. We suggest using the following to complete the Page number, Part Number, and Item number, as this information is required specific to Category (c)(3)(B) (per the [I-765 instructions](#), page 4): "Page 3, Part 2, Item 27"

Then:

- **If you have been previously approved for CPT:** Please list your CPT approvals.
    - We suggest this format:

        "CPT Authorizations" (use this as the title)

        Employer Name

        Start Date-End Date (month/day/year-month/day/year)

        "Part-time" or "Full Time" (indicate which applied to that particular CPT)

        Degree Level (Bachelor's)

- **If you have been previously approved for OPT:** Please list your past OPT approvals.
    - We suggest this format:

        "OPT Authorizations" (use this as the title)

        Start Date-End Date (month/day/year-month/day/year)

        Degree Level (Bachelor's)

- **If you have been previous issued a SEVIS ID:** Please list your other SEVIS ID's you have used in the past.
    - We suggest this format:

        "Previous SEVIS ID" (use this as the title)

        SEVIS ID Number

        Program Start Date- Program End Date (month/day/year-month/day/year)

        Degree Level (Bachelor's)