I-765 Instructions
Regular and STEM OPT
• Go to the USCIS website and download the I-765. The current version should have **7/31/2022** on the top right corner. The Edition on the bottom should be **8/25/2020**.

• Every page of I-765 should be printed out with a barcode at the bottom of each page.

• You can choose to type or hand write the form. Only use black ink to fill out and sign the form, no electronic signatures allowed.
If you are applying for regular post-completion OPT, please check “Initial permission to accept employment” in Part 1. If you are applying for STEM OPT extension, please check “Renewal of my permission to accept employment.”

Put your Last name and First name matching your passport machine readable zone. Put “N/A” in Middle name.
- All other names used please put “N/A”
• If you need other people to receive your receipt and EAD card, please put your friend’s name and address in “Your U.S. Mailing address” section.
• Put your current address in “U.S. Physical Address” section
• If you will use your current address to receive receipt and EAD card, please put “N/A” in 5a and your address in “Your U.S. Mailing address” section. For 6, check the "Yes" box. Put “N/A” in 7a. and leave the rest of the “U.S. Physical Address” section blank.
• Leave Alien Registration Number and USCIS Online Account Number blank. **You must write your Alien Registration Number if you apply for STEM OPT**

• Answer Gender and Marital Status accordingly

• Check “No” if you have never applied for an EAD. Check “Yes” if you have previously applied for an EAD and were either Approved (regular OPT), Denied, or Rejected. If Approved, you will need to provide copies of your previous EADs in your application packet. If you were Rejected or Denied, include a copy of the Rejection or Denial notice.

• Check “Yes” if you have been issued an SSN and enter your SSN with one letter in each box. Skip this if you don’t already have an SSN.
• Check “Yes” if you do not have SSN card. Check “No” if already have SSN card. If you checked "Yes" for 14, then answer 16a-17b. If you checked "No", skip these questions and put “N/A” in 16a-17b.
• Write your country of citizenship. Write “N/A” in 18.b. if you do not have multiple citizenships.
• Please put information in all applicable fields. *(Data should match passport)*. Put “N/A” if not applicable.
• Use your current I-94 number. This is the number you found on the electronic I-94 record or on the top left corner of the paper Form I-94 card.

• Enter the information directly from your passport for passport information.

• Your most recent entry date can be found on your passport admission stamp or on your electronic I-94 record.

• Place of Last Arrival into the U.S: Name of the Port of Entry city from your most recent entry. Please use a city name.

• Put “F-1 student” in both 24 and 25. If you didn’t enter the U.S. under F1 status, check-in with your ISSS advisor.

• Put your SEVIS ID number from your most recent USF I-20
• Use the code (c) (3) (B) for eligibility category F-1 Post-Completion OPT.
• Put “N/A” for rest of this section
• Use (c)(3)(C) for eligibility category F-1 STEM OPT.
• Fill out your degree name, Employer name listed in E-Verify system, and E-Verify number for your STEM OPT employer
• Leave this section blank

29. (c)(26) Eligibility Category. If you entered the eligibility category (c)(26) in Item Number 27., provide the receipt number of your H-1B spouse's most recent Form I-797 Notice for Form I-129, Petition for a Nonimmigrant Worker.

30. (c)(8) Eligibility Category If you entered the eligibility category (c)(8) in Item Number 27., provide the information requested in Item Numbers 30.a. - 30.g.

30.a. Have you EVER been arrested for, and/or charged with, and/or convicted of any crime in any country?
  □ Yes □ No

NOTE: If you answered “Yes” to Item Number 30.a., refer to Special Filing Instructions for Those With Pending Asylum Applications (c)(8) of the Form I-765 Instructions for information about providing court dispositions.

30.b. Did you enter the United States lawfully through a U.S. port of entry and were you inspected and admitted or paroled after inspection by an immigration officer? (If you answer “Yes,” you MUST provide evidence of your lawful entry.)
  □ Yes □ No

30.c. If you answered “No” to Item Number 30.b., did you present yourself to the Secretary of Homeland Security or his or her delegate (DHS) within 48 hours of entry or attempted entry AND express an intention to seek asylum within the United States or express a fear of persecution or torture in your home country?
  □ Yes □ No
• Put “N/A” for this section:
  • 30.d. – 30.g.
• Leave the rest of this section blank.

NOTE: Refer to the Special Filing Instructions for Those With Pending Asylum Applications (c)(8) section of the Form I-765 Instructions for more information.

31.a. (c)(35) and (c)(36) Eligibility Category. If you entered the eligibility category (c)(35) in Item Number 27., please provide the receipt number of your Form I-797 Notice for Form I-140, Immigrant Petition for Alien Worker. If you entered the eligibility category (c)(36) in Item Number 27., please provide the receipt number of your spouse’s or parent’s Form I-797 Notice for Form I-140.

31.b. If you entered the eligibility category (c)(35) or (c)(36) in Item Number 27., have you EVER been arrested for and/or convicted of any crime? □ Yes □ No

NOTE: If you answered “Yes” to Item Number 31.b., refer to Employment-Based Nonimmigrant Categories, Items 8. - 9., in the Who May File Form I-765 section of the Form I-765 Instructions for information about providing court dispositions.
• Check “I can read and understand English”
• Provide your information as requested in this section.

• Only use your USF email address without “dons”
• Hand sign your name and provide the date of the signature in BLACK INK. Please put your signature in the box to avoid possible EAD card signature issues.

• Do not use e-signature, Print the form and sign it with an actual pen. USCIS will DENY applications with e-signatures.
**Part 4. Interpreter's Contact Information, Certification, and Signature**

Provide the following information about the interpreter.

<table>
<thead>
<tr>
<th>Interpreter's Full Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.a. Interpreter's Family Name (Last Name)</td>
</tr>
<tr>
<td>N/A</td>
</tr>
<tr>
<td>1.b. Interpreter's Given Name (First Name)</td>
</tr>
<tr>
<td>N/A</td>
</tr>
<tr>
<td>2. Interpreter's Business or Organization Name (if any)</td>
</tr>
<tr>
<td>N/A</td>
</tr>
</tbody>
</table>

- Put “N/A” for this section
- Put “N/A” in the fields as shown in the example.
• Put “N/A” accordingly
• Put “N/A” accordingly

**Preparer's Mailing Address**

<table>
<thead>
<tr>
<th>3.a. Street Number and Name</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.c. City or Town</td>
<td></td>
</tr>
<tr>
<td>3.d. State</td>
<td></td>
</tr>
<tr>
<td>3.f. Province</td>
<td></td>
</tr>
<tr>
<td>3.g. Postal Code</td>
<td></td>
</tr>
<tr>
<td>3.h. Country</td>
<td></td>
</tr>
</tbody>
</table>

**Preparer's Contact Information**

| 4. Preparer's Daytime Telephone Number | N/A |
| 5. Preparer's Mobile Telephone Number (if any) | N/A |
| 6. Preparer's Email Address (if any) | N/A |

**Preparer's Statement**

7.a. I am not an attorney or accredited representative but have prepared this application on behalf of the applicant and with the applicant's consent.
7.b. I am an attorney or accredited representative and my representation of the applicant in this case extends does not extend beyond the preparation of this application.

**Preparer’s Certification**

By my signature, I certify, under penalty of perjury, that I prepared this application at the request of the applicant. The applicant then reviewed this completed application and informed me that he or she understands all of the information contained in, and submitted with, his or her application, including the Applicant's Declaration and Certification, and that all of this information is complete, true, and correct. I completed this application based only on information that the applicant provided to me or authorized me to obtain or use.

**Preparer’s Signature**

8.a. Preparer's Signature

8.b. Date of Signature (mm/dd/yyyy) N/A
• Put your Last name and First name using what listed on your passport machine readable zone. Put “N/A” in Middle name

• Leave A number blank
• If you did not engage in any CPT and/or OPT for this level of study at USF, put “N/A” under section 3.

• If you did not engage in any CPT and/or OPT at ANY level at ANY institution in the US under F-1 Student status, leave sections 4-7 blank.
If you have been authorized for CPT in this level of study, use the same language written here. Use “3, 2, 27” for “page number, part number and item number”

Indicate each CPT period; and if they were authorized for part-time or full-time. You can find your CPT dates from your CPT I-20 second page.
• If you have been authorized for CPT in the previous level of study, use the same language written here. Use “3, 2, 27” for “page number, part number and item number”

• Indicate if you were authorized for OPT or CPT. If so, indicate the information using your I-20s issued from previous institution.

• If you cannot find I-20s issued from previous school, use the “missing I-20 sample letter” on USF OPT website to write a missing I-20 letter.

<table>
<thead>
<tr>
<th>5.a. Page Number</th>
<th>5.b. Part Number</th>
<th>5.c. Item Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>2</td>
<td>27</td>
</tr>
</tbody>
</table>

5.d. Previous SEVIS ID N0012345678,
High School: No Previous OPT, No Previous CPT.
Associate Degree:
CPT Part-Time 1/15/2016-5/15/2016
(See Attached I-20s)
• If you have been authorized for CPT in the previous level of study, use the same language written here. Use “3, 2, 27” for “page number, part number and item number”

• Indicate if you were authorized for OPT or CPT. If so, indicate the information using your I-20s issued from previous institution.

• If you cannot find I-20s issued from previous school, use “missing I-20 sample letter” on USF OPT website to write a missing I-20 letter.
• Use “3, 2, 27” for “page number, part number and item number”

• Indicate your post completion OPT period. If you have been authorized for CPT, use the same language written here.

• If you cannot find I-20s issued form previous school, use “missing I-20 sample letter” on USF OPT website to write a missing I-20 letter.
• Use “3, 2, 27” for “page number, part number and item number”

• If you have been authorized for CPT in the previous level of study, use the same language written here.

• Indicate if you were authorized for OPT or CPT. If so, indicate the information using your I-20s issued from previous institution.

• If you cannot find I-20s issued from previous school, use “missing I-20 sample letter” on USF OPT website to write a missing I-20 letter.

<table>
<thead>
<tr>
<th>4.a. Page Number</th>
<th>4.b. Part Number</th>
<th>4.c. Item Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>2</td>
<td>27</td>
</tr>
</tbody>
</table>

4.d. Previous SEVIS ID N0022222222, Bachelor's Degree
CPT Part-time 5/14/2015-8/14/2015
Post-Completion OPT
8/15/2016-8/14/2016
(See attached I-20s and EAD)
• Use “3, 2, 28a” for “page number, part number and item number”

• Use the sample language here and fill out your degree information