

I-765 Instructions

The instructions included here are an abridged version of the I-765 instructions provided by USCIS. Those full instructions are available here and students are strongly encouraged to review them: <https://www.uscis.gov/i-765>. ISSS has included additional comments in blue. These instructions are provided in addition to the sample I-765, which you can also find in our OPT packet.

If you would like a visual sample of the I-765, these samples are available in the ISSS office.

General Instructions:

- 1.) This form must be typed or handwritten with black pen ink.
- 2.) Do not leave blanks. If there is no answer, write "N/A."
- 3.) You must submit all pages to USCIS, even if there is nothing substantial on them.
- 4.) Check the edition date in the lower left hand corner to be sure you're using the current edition listed on USCIS's website

Part 1. Reason for Applying

Select the appropriate reason

Initial EAD: An EAD issued to an eligible applicant for the first time under a specific eligibility category.

Renewal EAD: An EAD issued to an eligible applicant after the expiration of a previous EAD issued under the same category.

Replacement EAD: An EAD issued to an eligible applicant when the previously issued EAD was lost, stolen, damaged, or contains errors, such as a misspelled name.

Part 2: Information About You

Item Numbers 1.a.-1.c.: Your Full Legal Name: Provide your full legal name as shown on your birth certificate or legal change of name document. This should be the same name as what is on your passport. If your name does not fit you may **handwrite it neatly**. If it still doesn't fit use Part 6, Additional Information and ask an ISSS advisor for help.

Item Numbers 2.a.-4.c. Other Names Used: Provide all other names you have ever used, including aliases, maiden names, and nicknames. If you need extra space to complete this section, use the space provided in Part 6. Additional Information. If you have no other names, write in "N/A" in each box.

Item Numbers 5.a.-5.f.: Your U.S. Mailing Address: You must provide a valid mailing address in the United States. You may list a valid U.S. residence, APO, or commercial address. You may also list a U.S.

Post Office address (PO Box) if that is how you receive your mail. If your mail is sent to someone other than yourself, please include an "In Care Of Name" as part of your mailing address [...] We will send your EAD to this address. [If you are using ISSS please see the sample I-765 for how to write ISSS's address.](#) ISSS will email you when mail is received on your behalf. It is your responsibility to arrange how you will get the mail received.

Items Numbers 6-7.e. U.S. Physical Address: Type or print your physical address in the spaces provided. This address must be where you physically reside and should match your current SEVIS USA address in MyUALbany.

Item Number 8, Alien Registration Number (A-Number) (if any): Most students will not have this number. The most common reason you may have an A-Number is if you previously received an EAD card. The A-number is the USCIS number on the EAD card.

Item Number 9, USCIS Online Account Number (if any): Most students will not have this. You would only have this if you previously filed an application or petition through USCIS ELIS, an online system.

Item Number 10, Gender: Select the box that indicates whether you are male or female

Item Number 11, Marital Status: Select the box that describes the marital status you have on the date you filed the I-765.

Item Number 12, Previous Application for Employment Authorization from USCIS: If you have applied for employment authorization in the past, select "Yes" for Item Number 12. Provide copies of your previous EADs, if available. [ISSS also recommends that you include additional information on Part 6. Fill in Page Number 2, Part Number 2, Item Number 12 and indicate whether the I-765 was denied, withdrawn, or granted, and what benefit was received \(example: "I have previously filed an I-765 which was granted. I was authorized for post-completion OPT based on my master's program from 10/01/2017-10/01/2018. Please see the I-20s and EAD card included with this application as documentation of this authorization."](#)

Items Number 13.a-17.b, Questions regarding Social Security Numbers (SSN): 13a. asks you if the SSA has ever officially issued you a Social Security card. If the SSA (Social Security Administration) ever issued a Social Security card to you in your name or a previously used name such as your maiden name, then you must enter the SSN from your card in Item Number 13.b.

If your request for employment authorization is approved, the SSA may assign you an SSN and issue you a Social Security card, or issue you a replacement card. If you want the SSA to assign you a Social Security number and issue you a Social Security card, or issue you a new or replacement card, then answer "Yes" to Items Number 14 and 15. You must also provide your father's and mother's family and given names at birth in Item Numbers 16.a-17.b.

You are not request to request an SSN using this application. Completing Item Numbers 14-17.b. is optional. However, you must have an SSN properly assigned in your name to work in the United States.

Item Number 18.a.-18.b, Country or Countries of Citizenship or Nationality: Type or print the name of the country or countries where you are currently a citizen or national [...] if you are a citizen or national of more than one country, type or print the name of the foreign country that issued your last passport. [If you are a citizen of only one country, write "N/A" in 18.b.](#)

Item Numbers 19.a.-19.c., Place of Birth: Enter the name of the city, town, or village; state or province; and country where you were born. 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.

Item Number 20, Date of Birth: Enter your date of birth in mm/dd/yyyy format in the space provided.

Item Numbers 21.a.-21.e, Form I-94 Arrival-Departure Record: You can get this information from your most recent I-94 if you don't already know it. 21.a., I-94 number, refers to the admission number on your I-94. Most students should write "N/A" in 21.c. because most students will not have a travel document number.

Item Number 22: Date of Your Last Arrival Into the United States, On or About: Provide the date on which you last entered the United States in mm/dd/yyyy format

Item Number 23, Place of Your Last Arrival into the United States: Provide the location where you last entered the United States.

Item Number 24, Immigration Status at Your Last Arrival: For most students the answer to 24 is F-1 student, unless you entered the U.S. in a different status and have changed status to F-1.

Item Number 25, Your Current Immigration Status or Category: For all students the answer to 25 should be "F-1 student"

Item Number 26, SEVIS Number (if any): Enter your SEVIS number. If you have used any other SEVIS numbers previously you must use Part 6 to report these. Go to Part 6, type in Page 3, Part 2, Item Number 26, and write your previous SEVIS ID number(s).

Item Number 27, Eligibility Category: For pre-completion OPT, write (C) (3) (A). For post-completion OPT, write (C) (3) (B). For STEM OPT, write (C) (3) (C).

Item Numbers 28-28.c, STEM OPT Eligibility: If you are applying for STEM OPT write your level and major in box 28.a. (example: Master's in Computer Science); write your Employer's Name *exactly* as it appears in e-Verify in box 28.b.; and write your employer's e-Verify number in 28.c.. Please note the e-Verify is not the same as the EIN; it is usually a 5-7 digit number.

If you are not applying for STEM, write "N/A" in boxes 28.a.-28.c

Item Numbers 29-31.b.: You may leave these blank because you are not applying for these categories.

Part 3, Applicant's Statement, Contact Information, Declaration, Certification and Signature: Most students should choose option 1.a. because they are likely preparing the application on their own. If you used an interpreter or preparer you must fill in the appropriate boxes. Be sure to fill in your phone number(s) and email address. If you don't have multiple numbers write "N/A" in any box left blank.

USCIS instructions say this about a signature: "Each application must be properly signed and filed. For all signatures on this application, USCIS will not accept a stamped or typewritten name in place of a signature." Be certain to date your signature.

If you did not use a preparer/interpreter/attorney, please fill in the boxes "N/A" for parts 4-5. You still must send these pages to USCIS.

Part 6, Additional Information: If you need extra space to provide any additional information within this application, use the space provided in Part 6., Additional Information. [...]Type or print your name and A-Number (if any) at the top of each sheet; indicate the Page Number, Part Number, and Item Number to which your answer refers; and sign and date each sheet. [USCIS instructions also state](#) “Use Part 6. Additional Information to provide all previously used SEVIS numbers and evidence of any previously authorized CPT or OPT and the academic level at which it was authorized.”

You must turn this sheet in even if you don't use it. Sign and date the page as instructions indicated (most students do so in the lower right corner).

Students who have previously used OPT and/or CPT must include that information on this page. You may reference Page Number 3, Part Number 2, and Item Number 27 to list your CPT/OPT. Please state whether it was part-time or full-time, which degree level (bachelor's, master's, PhD), and the dates of authorization. You must also include copies of your I-20 showing your OPT and/or CPT.

Example: “I was previously authorized for part-time CPT for my master's degree from 8/27/18-12/15/16. Please see the I-20s included with this application as documentation of this authorization.”

Disclaimer:

The information contained in this form is provided as a service to international students, faculty and staff at the University at Albany. It does not constitute legal advice. We try to provide useful information, but we make no claims, promises or guarantees about the accuracy, completeness or adequacy of the information contained in or linked to any associated site or form. Neither the University at Albany nor ISSS is responsible for any errors or omissions contained in this form, or for the results obtained from the use of this information. Nothing provided herein should be used as a substitute for the advice of competent legal counsel; students may wish to consult an immigration attorney on the specifics of their case as needed.