STEM OPT I-765 Tips

Please note that the following I-765 tips are for STEM OPT application only, and ISFS still strongly recommends a review of all application documents. If you are out of Athens, you are welcome to email all of your documents as a large PDF to ISFS@ohio.edu for review.

Sample Form I-765 – Page 1

Please type or print the entire document in BLACK INK ONLY. We strongly recommending typing the document in the fillable PDF found online.

• Part 1. Reason for Applying
  • Indicate “Renewal of my permission to accept employment”

• Part 2. Information About You
  • Include your full legal name as on your passport
  • Other names used: If none, write N/A in the first box only (2.a.)

Sample Form I-765 – Page 2

• Question 5. Enter the address you want your EAD Card mailed to. Please keep in mind that you should write the address of where you will be in three-five months. If in doubt, use ISFS address.

• Question 6. The ISFS address is NOT your physical address.

• Question 7. Enter your current physical address if different than above

• Questions 8. Your A-Number may be listed as the USCIS Number on your EAD card.

• Question 9. May be blank unless you have been issued these in the past

• Questions 10-14. Answer truthfully

• Question 15-17. Answer question 14. Complete the following items only if you answer yes to question 14.

• Question 18.a-b. Answer truthfully
Sample Form I-765 – Page 3

- **Questions 19-20.** Answer truthfully. Remember to use American date format!
- **Question 21.a.** To retrieve your I-94 please go to [https://i94.cbp.dhs.gov](https://i94.cbp.dhs.gov).
  - Please also print this document for your application packet.
- **Question 21.b-e.** Answer according to your passport
- **Question 23.** Answer according to your I-94
- **Questions 24-25.** You may enter “F-1 Student”
- **Question 26.** Your SEVIS ID can be found at the top left corner of your form I-20
- **Question 27.** The STEM OPT eligibility category is (c) (3) (C)
- **Question 28.a.** Please list your degree level and field of study
- **Question 28.b.** Please include the company’s full name. You may need to contact your HR office.
- **Question 28.c.** List your company’s E-Verify Number. Your company must be signed up with E-Verify to make you eligible for STEM OPT.
- **Questions 29-31.b.** These can remain blank

Sample Form I-765 – Page 4

- **Applicant’s Statement:** Select whichever answer is accurate
- **Questions 3-5.** Answer truthfully
- **Applicant’s signature and date.** Please remember to sign and date your document after a final review. You must follow the American date format. The I-765 and application materials must be received by USCIS within 30 days of your signature on this form, and within 60 days of the generation of the new OPT Recommendation I-20. Your application must also be received by USCIS before your current OPT EAD expires.
- **Part 4.** If you have not used an interpreter, write N/A in Question 1.a. only
Sample Form I-765 – Pages 5 and 6

- Print out the application, leaving these pages blank unless you have used an interpreter or official preparer.

- Once printed, use a black pen and strike through both pages, writing N/A at the bottom.

Part 4. Interpreter's Contact Information, Certification, and Signature

Part 5. Contact Information Declaration, and Signature of the Person Preparing this Application, if Either Than the Applicant

Provide the following information when the preparer:

Preparer's Full Name:
1. Preparer's Full Name (Last Name)

Preparer's Contact Information:
2. Preparer's Contact Address (City)

Preparer's Signature:
3. Preparer's Signature

N/A
Sample Form I-765 – Page 7

• **Question 1.** Enter your name.

• **Question 2.** Please include the A-Number. Your A-Number may be listed as the USCIS Number on your EAD card.

• **Please write a brief description of your first year of OPT.** You may choose to reference Page 2, Part 2, Question 12. Your description can include, but is not limited to:
  - SEVIS ID
  - Dates of OPT authorization
  - Degree level
  - Full time or part time
  - Name of company/organization of employment

• **Have you done CPT or OPT in the past?** If yes, in question 4.a. you may choose to reference Page 3, Part 2, Question 27. Please include a brief summary of that experience in question 4.d.
  - SEVIS ID
  - Dates of past practical training (CPT and/or OPT)
  - Degree level
  - Full time or part time
  - Name of company/organization of employment