Filling Out the I-765
Step-by Step Instructions

**If possible, type all information directly into the .pdf before printing. The USCIS uses a machine to read the information entered on this form. Handwritten forms may cause the machine to make errors when converting the information into electronic form.**

*Do not write anything at the top of the page in the block surrounded by dark black lines.*

*Check the box “Permission to accept employment”*  
– located under the block, next to the words “I am applying for:”

For questions 1 – 17, write the on the line underneath the question.

1. Name  
   - Use the name as it is written on your I-20 and passport.  
   - Write your family (last) name first in all capital (uppercase) letters.  
   - Leave a space, and then write your first name with only the first letter capitalized. If you have two first names, leave a space in between but write them close together.  
   - If you have a middle name, leave a space and write it last.

2. Other Names Used  
   - If you live at the address you are using in #3, leave this space blank.  
   - If you do not live at the address you are using in #3, write the abbreviation “C/O” and then the name of the person who lives there. C/O is an abbreviation for “Care Of,” meaning this person will be responsible for getting your mail to you.

3. Address in the United States  
   - If you live in an apartment, write the abbreviation “Apt.” plus the apartment letter/number next to the street address. Example: 123 Main St., Apt. 4B.  
   - You can double-check the zip code at www.usps.com  
   - **Remember:**  
     - This address determines the Lockbox to which you send the I-765 application.  
     - This address must be valid from the time you send the I-765 until the time you receive the EAD.  
     - Mail from USCIS cannot be forwarded.

4. Country of Citizenship/Nationality  
   - If you are a dual citizen, write the country noted on your I-20, which should match the passport you use.

5. Place of Birth - Write the information in the relevant spaces.

6. Date of Birth - Use the U.S. style – month/day/year

7. Gender - Check the relevant box

8. Marital Status - Check the relevant box

9. Social Security Number  
   - If you have a Social Security Number, write it here  
   - If you do not have a Social Security Number, write “will apply”
10. Alien Registration Number (A-Number) or I-94 Number (if any)
   • On the left, write your I-94 card number. The number will be an 11-digit number in the top left-hand corner of the card. (If the typed number is crossed out, use the handwritten number.)
   • To the right of where you wrote the I-94 card number, write your SEVIS ID number. This is the number in the upper right-hand corner of your I-20 that starts with N000.

11. Have you ever before applied for employment authorization from USCIS?
   • If you have never applied for an EAD before, mark “No” and move on to question #12.
   • If you have applied for an EAD in the past, mark “Yes” and finish the questions at the top of the next column
     o Which USCIS Office? - write the USCIS office that adjudicated the I-765 application
     o Date(s) - Write the start and end date of the EAD card, using U.S. date style (mm/dd/yyyy)
     o Results (Granted or Denied - attach all documentation)
       ▪ If your EAD was granted, attach a copy of the previous EAD. If this EAD is for a previous OPT, write the degree level on the copy (e.g. bachelor’s, master’s, doctoral)
       ▪ If your EAD was denied, attach a copy of the denial notice

12. Date of Last Entry into the U.S. (mm/dd/yyyy)
   • If you got a new I-94 card the last time you entered the U.S., use the date on this most recent I-94 card.
   • If you did not get a new I-94 card the last time you entered the U.S. because you used automatic visa revalidation, write the date you entered the U.S., not the date on your I-94 card.

13. Place of Last Entry into the U.S.
   • If you got a new I-94 card the last time you entered the U.S., write the city where the border officer inspected your immigration documents and gave you the new card.
   • If you did not get a new I-94 card the last time you entered the U.S. because you came in from Canada, you must remember the city on the U.S. side of the border where you entered and write that city.

14. Manner of Last Entry (Visitor, Student, etc.)
   • If you were an F-1 student the last time you came into the U.S., write “F-1 student”
   • If you were not an F-1 student the last time you came into the U.S. because you entered in another status and then applied for Change of Status to F-1, write your status at the time of your last entry.

15. Current Immigration Status (Visitor, Student, etc.)
   • Write “F-1 Student”

16. Eligibility Category
   • If your OPT begins after your I-20 completion date, use (c)(3)(B) for Post-Completion OPT
   • If your OPT begins and ends before your I-20 completion date, use (c)(3)(A) for Pre-Completion OPT

17. Employer’s E-Verify Number
   • Don’t write anything here. This section is only for people applying for the 17-month extension of OPT.

Read the Certification paragraph and sign your name between the lines (your signature cannot touch the lines). This signature will appear on your EAD card and should be similar to the signature on your I-20.

Write your current telephone number. We do not expect USCIS to call you, so don’t worry if it changes.

Write the date (mm/dd/yyyy). The date must be within 30 days of the day USCIS receives your application.

Do not write anything below the dark line at the bottom of the page.