Instructions for University of Michigan Students Completing the I-765 Form for Post-Completion OPT

USCIS lists additional instructions here [https://www.uscis.gov/i-765](https://www.uscis.gov/i-765)

Download the most recent I-765 Form from [https://www.uscis.gov/i-765](https://www.uscis.gov/i-765).

Type or write your answers clearly in black ink.

Select “Permission to accept employment”.

**Question 1:** Record your name as shown in your passport.

**Question 2:** If applicable, list other names used such as maiden name or other naming formats previously shown on your passport.

If your EAD card will be delivered to a friend or family member’s address write “c/o Their Name”. This means “care of” and allows the post office to deliver your mail to their address.

**Question 3:** Record the address you want your EAD card delivered to. This must be a US address valid at least 4 months into the future. If it’s a friend or family member’s address, refer to Question 2 above.

**Questions 4, 5, 6, 7:** Record the information as shown in your passport.

**Question 8:** Select the correct box correlating with your marital status as of the date you’re completing the form.

**Question 9a:** If you have received a Social Security Number select “yes”. If you have never received a Social Security Number select “no”.

**Question 9b:** If you answered “yes” to Question 9a, record your Social Security Number. If you answered “no” to Question 9a, do not write anything here.
**Question 10**: If you answered “yes” to Question 9a, select “no”. If you answered “no” to Question 9a, you may decide to select either “yes” or “no”.

If you want a Social Security Number issued, select “yes” and complete Questions 11, 12a, 12b, 13a, 13b.

If you do not want a Social Security Number issued, select “no” and do not write anything for Questions 11, 12a, 12b, 13a, 13b.

**Questions 11, 12a, 12b, 13a, 13b**: Either complete or leave blank according to your response on Question 10.

**Question 14**: Record your most recent I-94 Admission Record Number.

Instructions on finding and printing your I-94 are available on the International Center’s website: [https://internationalcenter.umich.edu/i-94](https://internationalcenter.umich.edu/i-94)
**Question 15:** Select “no” if you have never applied for an EAD.

If you have an EAD card from previous work authorization, select “yes”. Record the “Valid from” date printed on your EAD card.

The USCIS Office is the first three letters of “Card #” found on your current EAD card.

EAC- Vermont Service Center
LIN- Nebraska Service Center
SRC- Texas Service Center
WAC- California Service Center
YSC- Potomac Service Center

![EAD Card Image]

**Question 16:** Record the date you last entered the US.

**Question 17:** Record the place of last entry in the US. For example, “Detroit”

**Question 18:** Record “F-1 Student”

**Question 19:** Record “F-1 Student”
**Question 20:** Those applying for 12 months of Initial OPT should record “c 3 B”

**Questions 21, 22, 23:** Do not write anything here

Sign the I-765 in black ink. Keep your signature within the box, do not touch the lines above or below.

Date the form using the format mm/dd/yyyy.

Provide a current telephone number.

Leave the remaining boxes blank unless someone completed the I-765 on behalf of you.