Instructions for University of Michigan Students Completing the I-765 Form for STEM 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.

STEM OPT is a new authorization application with a category code (Question 16) that is different from Post-Completion OPT. As this is not a renewal of OPT, you must select “Permission to accept employment”

![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.

![Other Names Used](https://example.com/other_names_used.png)

**Question 3:** Record the address you want your EAD card delivered to. This must be a US address. 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:** Check 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”.

**Question 9b:** Record your Social Security Number.
**Question 10:** If you answered “yes” to Question 9a, select “no” and do not write anything for Questions 11, 12a, 12b, 13a, 13b.

**Questions 11, 12a, 12b, 13a, 13b:** If you selected “yes” to Question 9a, do not write anything here.

**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 “yes” and record the “valid from” date printed on your current 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

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15. Have you ever before applied for employment authorization from USCIS?  

✓ Yes (Complete the following questions.)

<table>
<thead>
<tr>
<th>USCIS Office</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Potomac Service Center</td>
<td>01/02/17</td>
</tr>
</tbody>
</table>

Results (Granted or Denied - attach all documentation)

Granted
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 STEM OPT should record “c 3 C”

Question 21: In the “Degree” box, record your degree’s six digit CIP code. This code is found under Program of Study on your most recent I-20.

Ask your employer to verify the company’s official name listed in E-Verify, it may be different than the name used in everyday speech.

The company receives a 4 to 7-digit number when they register for E-Verify. It is very important that you correctly list the E-verify number. Human Resources usually knows the company’s E-verify number. This number is confidential, do not tell this number to anyone else. More information about E-verify can be found on the Department of Homeland Security’s Website: https://www.uscis.gov/e-verify
Questions 22, 23: Do no write anything here

Sign the I-765 in black in. 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.

Certification

I certify, under penalty of perjury, that the foregoing is true and correct. Furthermore, I authorize the release of any information that U.S. Citizenship and Immigration Services needs to determine eligibility for the benefit I am seeking. I have read the “Who May File Form I-765?” section of the instructions and have identified the appropriate eligibility category in Question 16.

Applicant’s Signature

Victor Valiant

Date of Signature (mm/dd/yyyy) 10/04/2017

Telephone Number

734-123-1234

Signature of Person Preparing Form, If Other Than Applicant

I declare that this document was prepared by me at the request of the applicant and is based on all information of which I have any knowledge.

Preparer’s Signature

Date of Signature (mm/dd/yyyy)

Printed Name

Address