



## Guidance for Paper-Filing of Form I-765 for Optional Practical Training

Please review USCIS instructions in detail here <https://www.uscis.gov/i-765>

Please note that the information below is only intended to provide general assistance on how to complete the online I-765 form. It is not intended to serve as formal legal advice. **You are responsible for the accuracy and completeness of the I-765.**

### Application checklist for Paper-Based Filing:

For a paper-based OPT application filing, you will need to prepare and submit the following list of items to USCIS. We recommend that you compile the documents in the same order as listed below:

- [G-1145, E-Notification of Application/Petition Acceptance](#)
- [Application Filing Fee for I-765](#), payable to U.S. Department of Homeland Security.
- Please only include the I-765 filing fee and **do not include the additional biometrics fee** with the application. You may visit the USCIS [I-765 website](#) and also use the [USCIS Fee Calculator](#) to help determine the filing fee. [Instructions for Utilizing the USCIS Fee Calculator for OPT](#).
- A personal check, cashier's check or money order are all acceptable forms of payment. If you use a personal check, be sure you have adequate funds, and if you are considering closing your bank account, wait to do so until after the check has been cashed. Please note that for students using a paper-based application procedure, we do not recommend paying the application filing fee via credit card, although that is also an option. In our experience, the [G-1450](#) credit card application form/procedure has led to a disproportionately high level of errors.
- Unlike with the online filing option, applying for OPT via a paper-based application will not provide you with immediate confirmation that your application fee payment was successful. If you submit the wrong application fee or format your payment incorrectly, your OPT application will likely be rejected.
- Two recent U.S. passport-style photos. The photos must be identical and in color with a plain background. See the USCIS [I-765 instructions](#) for complete photo formatting requirements. Do **not** re-use photos that you have previously used on your passport or visa. Photos can be obtained at [U-M Photo Services](#). Use a pencil to gently write your name and I-94 number on the back of each of your two photos. You may place the photos in an envelope (also marked with your name and I-94 number) that you then attach to the other documents. Do not use a staple to attach the fee and the photos.
- Completed [USCIS Form I-765](#). Please carefully review the [USCIS Instructions for completing the I-765 for OPT](#).
- Select "Initial permission to accept employment" in part 1 of the I-765.

- You must sign the I-765 using a handwritten, black ink signature. USCIS will not accept a stamped or typewritten name in place of a signature.
- One of the most important choices you will make when preparing the I-765 is the U.S. Mailing Address. This is the address to which USCIS will mail all OPT related correspondence. We recommend that you select a U.S. Mailing Address that will remain valid for at least the next 6 months. Federal mail cannot be forwarded, so a U.S. Postal Service forwarding request will not forward your EAD card. If you use a friend or family member's address, list their name in the section 5.a. "In Care of Name." Please review our online training for OPT, module 4, for more information about choosing the mailing address to use on the I-765.
- Be sure that you are using the most up-to-date I-765 edition date. The current valid edition date is listed on [USCIS's I-765 website](#).
- Photocopy of the new I-20 with OPT recommendation, pages 1 and 2. Remember that to be eligible for Post-Completion OPT, USCIS must receive your application within 30 days of the date the OPT I-20 is issued. You can confirm the date your OPT I-20 was issued by viewing the "DATE ISSUED" section on page 1 in the "School Attestation" box. If your OPT I-20 recommendation is about to expire or has already expired, please [contact](#) the International Center as soon as possible for assistance with obtaining an updated OPT I-20.
- Photocopies of all previously issued CPT and/or OPT I-20s. Make sure that you have signed and dated each of your I-20s on page 1 in the Student Attestation section at the bottom.
- Photocopy of paper or print-out of electronic Most Recent [Form I-94](#). Please note that if you changed to F-1 status within the US via a successful in-country change of nonimmigrant status (Form I-539) application with USCIS and have not since traveled outside the US, the I-94 is located on your change of status approval notice document (I-797).
- Photocopy of previous EAD card(s), (front and back) if applicable. Attach corresponding OPT I-20s to prior OPT EAD card(s), if applicable.
- Photocopy of your passport picture page (the page(s) showing your biographical information, your photograph, and official passport validity dates and details). If the photo in the passport is not clear or varies widely from your current appearance, we recommend that you also include a clear copy of another form of identification, such as a state-issued driver's license or identification card.

### **Suggestions for Completing Form I-765 for Post-Completion OPT**

Download the most recent I-765 Form from <https://www.uscis.gov/i-765>.

Type or write your answers clearly in black ink.

Answer all questions fully and accurately. If a question does not apply to you list "N/A" or "None" as directed.

## Top Portion

Leave the top portion blank.

For USCIS Use Only	<input type="checkbox"/> Authorization/Extension Valid From _____	Fee Stamp	Action Block
	<input type="checkbox"/> Authorization/Extension Valid Through _____		
	Alien Registration Number A- <input type="text"/>	<i>Leave blank</i>	
	Remarks		
To be completed by an attorney or Board of Immigration Appeals (BIA)- accredited representative (if any).		<input type="checkbox"/> Select this box if Form G-28 is attached.	Attorney or Accredited Representative USCIS Online Account Number (if any) <input type="text"/>

## Part 1

Select "Initial permission to accept employment".

**I am applying for (select only one box):**

- 1.a. ☒ Initial permission to accept employment.
- 1.b. ☐ Replacement of lost, stolen, or damaged employment authorization document, or correction of my employment authorization document **NOT DUE** to U.S. Citizenship and Immigration Services (USCIS) error.

**NOTE:** Replacement (correction) of an employment authorization document due to USCIS error does not require a new Form I-765 and filing fee. Refer to **Replacement for Card Error** in the **What is the Filing Fee** section of the Form I-765 Instructions for further details.

- 1.c. ☐ Renewal of my permission to accept employment.  
(Attach a copy of your previous employment authorization document.)

## Part 2

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

**Questions 2-4:** Please be sure to include any other names used with the university or listed on any formal documents. This includes other naming formats, aliases, maiden names and nicknames. If you have never used another name, write "N/A" or "Not Applicable".

**Question 5:** Record the address you want your OPT documents and EAD card mailed to. If it is a friend or family member's address, list their name in the 'In care of name' box, if applicable. We strongly

recommend that this mailing address is valid for at least 6 months into the future since changing addresses during a pending OPT application may lead to mail delivery issues.

**Question 6:** Select the correct box based on your situation. Your physical address is where you are living and should be the same address as listed in Wolverine Access.

**Question 7:** If you answered “No” to Question 6, list your physical address. If you answered “Yes” to Question 6, write “N/A” or “Not Applicable”.

**Part 2. Information About You (continued)**

OR

**Part 2. Information About You (continued)**

**Your U.S. Mailing Address**

- 5.a. In Care Of Name (if any)  
David Beckham
- 5.b. Street Number and Name  
123 Main St
- 5.c. ☒ Apt. ☐ Ste. ☐ Flr. 23
- 5.d. City or Town  
Miami
- 5.e. State FL 5.f. ZIP Code 33131  
[\(USPS ZIP Code Lookup\)](#)
6. Is your current mailing address the same as your physical address?  
☐ Yes ☒ No

**NOTE:** If you answered “No” to **Item Number 6**, provide your physical address below.

**U.S. Physical Address**

- 7.a. Street Number and Name  
540 Thompson St
- 7.b. ☒ Apt. ☐ Ste. ☐ Flr. 1
- 7.c. City or Town  
Ann Arbor
- 7.d. State MI 7.e. ZIP Code 48104

**Your U.S. Mailing Address**

- 5.a. In Care Of Name (if any)  
N/A
- 5.b. Street Number and Name  
540 Thompson St
- 5.c. ☒ Apt. ☐ Ste. ☐ Flr. 1
- 5.d. City or Town  
Ann Arbor
- 5.e. State MI 5.f. ZIP Code 48104  
[\(USPS ZIP Code Lookup\)](#)
6. Is your current mailing address the same as your physical address?  
☒ Yes ☐ No

**NOTE:** If you answered “No” to **Item Number 6**, provide your physical address below.

**U.S. Physical Address**

- 7.a. Street Number and Name  
N/A
- 7.b. ☐ Apt. ☐ Ste. ☐ Flr. N/A
- 7.c. City or Town  
N/A
- 7.d. State 7.e. ZIP Code N/A

**Question 8:** Most students should write “None”. However, if you have been issued an A-number from a previous EAD such as OPT or as part of the green card process, please list your A-number. The A-number is the USCIS # listed on your previous OPT EAD card, if applicable.

**Question 9:** Most students should write “None”. You may already have a USCIS Online Account Number if you previously filed certain paper forms and received an Account Access Notice in the mail. You can find the OAN at the top of the notice; it is not the same as an A-Number.

**Questions 10-11:** Check the appropriate box.

**Question 12:** Check the appropriate box. If you check “Yes”, include copies of your previous EAD cards if available.

**Question 13a:** Check the appropriate box. If you check “Yes” continue to Question 13b. If you check “No” skip to Question 14.

**Question 13b:** Record your Social Security Number.

**Question 14:** If you have a Social Security Number check “No” and skip to Question 18.

If you do not have a Social Security Number and

Want one issued- check “Yes” to Question 14, “Yes” to **Question 15**, and provide your family’s information in **Question 16** and **Question 17**.

Do not want one issued- check “No” to Question 14 and skip to Question 18.

**Question 18a:** List your home country as shown on your passport.

**Question 18b:** List other countries as applicable. If you do not have multiple citizenships, write “N/A” or “Not Applicable”.

**Question 19-20:** Record birth your information. Be sure to list your birthday using the format mm/dd/yyyy.

**Question 21a:** Record your most recent I-94 Admission Record Number.

**21.a. Form I-94 Arrival-Departure Record Number (if any)**

▶	1	2	3	4	5	6	7	8	9	1	0
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**Most Recent I-94**

**Admission (I-94) Record Number** 12345678910

**Most Recent Date of Entry:** 2018 August 31

**Class of Admission :** F1

**Admit Until Date :** D/S

**Details provided on the I-94 Information form:**

**Last/Surname :** RONALDO

**First (Given) Name :** CRISTIANO

**Birth Date :** 1985 February 5

**Passport Number :** AB6543210

**Country of Issuance :** Portugal

Instructions on finding and printing your I-94 are available on the International Center's website:  
<https://internationalcenter.umich.edu/i-94>

**Question 21b:** Record the information directly from your passport.

**Question 21c:** Most students should write "N/A" or "Not Applicable". If you do not have a valid passport but your country has issued a valid travel document for you instead, please enter the travel document number here. If you do have a valid passport, list the passport number in 21b.

**Question 21d:** Record the information directly from your passport.

**Question 21e:** Record the information directly from your passport.

**Question 22:** Record the date you last entered the US.

**Question 23:** Record Port of Entry city/code from your most recent travel. This information is available in the travel history of your I-94. For example, if you entered via the Detroit Airport list "DTW".

**Question 24:** Record "F-1 Student"

**Question 25:** Record "F-1 Student"

**Question 26:** Record the information directly from your I-20. The SEVIS ID is listed on the top left corner of your I-20 and starts with "N00..."

**Question 27:** Those applying for Post-Completion OPT should record "c 3 B"

**27. Eligibility Category.** Refer to the **Who May File Form I-765** section of the Form I-765 Instructions to determine the appropriate eligibility category for this application. Enter the appropriate letter and number for your eligibility category below (for example, (a)(8), (c)(17)(iii)).

(  ) (  ) (  )

**Question 28:** Write "N/A" or "Not Applicable".

**Question 29:** Write "None".

**Question 30:** Leave blank.

**Question 31a:** Write "None".

**Question 31b:** Leave blank.

### **Part 3**

**Question 1a:** Select “I can read and understand English...”

#### ***Applicant's Statement***

**NOTE:** Select the box for either **Item Number 1.a.** or **1.b.** If applicable, select the box for **Item Number 2.**

- 1.a. ☒ I can read and understand English, and I have read and understand every question and instruction on this application and my answer to every question.
- 1.b. ☐ The interpreter named in **Part 4.** read to me every question and instruction on this application and my answer to every question in  
,  
a language in which I am fluent, and I understood everything.
2. ☐ At my request, the preparer named in **Part 5.**,  
,  
prepared this application for me based only upon information I provided or authorized.

**Questions 3-5:** Record your contact information.

**Question 7a:** Sign in black ink. Keep your signature within the box, do not touch the lines above or below.

**Question 7b:** Date the form using the format mm/dd/yyyy.

#### ***Applicant's Declaration and Certification***

Copies of any documents I have submitted are exact photocopies of unaltered, original documents, and I understand that USCIS may require that I submit original documents to USCIS at a later date. Furthermore, I authorize the release of any information from any and all of my records that USCIS may need to determine my eligibility for the immigration benefit that I seek.

I furthermore authorize release of information contained in this application, in supporting documents, and in my USCIS records, to other entities and persons where necessary for the administration and enforcement of U.S. immigration law.

I understand that USCIS may require me to appear for an appointment to take my biometrics (fingerprints, photograph, and/or signature) and, at that time, if I am required to provide biometrics, I will be required to sign an oath reaffirming that:

- 1) I reviewed and understood all of the information contained in, and submitted with, my application; and
- 2) All of this information was complete, true, and correct at the time of filing.

I certify, under penalty of perjury, that all of the information in my application and any document submitted with it were provided or authorized by me, that I reviewed and understand all of the information contained in, and submitted with, my application and that all of this information is complete, true, and correct.

#### ***Applicant's Signature***

7.a. Applicant's Signature



*Victor Valiant*

7.b. Date of Signature (mm/dd/yyyy)

02/04/2019

**NOTE TO ALL APPLICANTS:** If you do not completely fill out this application or fail to submit required documents listed in the Instructions, USCIS may deny your application.



#### **Part 4**

**Questions 1-7:** Write “N/A” or “Not Applicable”.

#### **Part 5**

**Questions 1-6:** Write “N/A” or “Not Applicable”.

**Question 7:** Leave blank.

**Question 8:** Write “N/A” or “Not Applicable”.

#### **Part 6**

Use this section 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.

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

**Question 2:** Write “None”.

#### **Part 6. Additional Information**

If you need extra space to provide any additional information within this application, use the space below. If you need more space than what is provided, you may make copies of this page to complete and file with this application or attach a separate sheet of paper. 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.

1.a. Family Name (Last Name)	Valiant
1.b. Given Name (First Name)	Victor
1.c. Middle Name	N/A
2. A-Number (if any) ► A-	N o n e

**Questions 3-7 as needed.** Indicate the corresponding page number, part number and item number as listed on the I-765 for each response. Information related to previous CPT and OPT Authorizations corresponds to Page 3, Part 2, Item 27. Information related to previous SEVIS IDs corresponds to Page 3, Part 2, Item 26.

## **Part 6 Examples**

### **CPT Authorizations**

If you had CPT authorization at any degree level, record that information here. For each CPT approval, define “Full Time” or “Part Time” CPT, the dates of approval, and degree level at the time of authorization. This information is available your CPT I-20 that printed at the time of authorization.

3.a. Page Number	3.b. Part Number	3.c. Item Number
3	2	27

3.d.	CPT Authorizations:
	Part time 1/7/2019-4/5/2019, Master's
	Full time 5/7/2018-8/31/2018, Master's
	Full time 5/4/2015-7/9/2015,
	Bachelor's
	Part-time 6/3/2013-6/28/2013,
	Bachelor's

### **OPT Authorizations**

If you have applied for OPT at any degree level, record that information here. For each OPT specify “Pre-Completion OPT” or “Post-Completion OPT” the dates of approval and degree level. This information is available on your EAD card. Remember to select “Yes” I have previously filed Form I-765 in Part 2, Question 12 and include a copy of your EAD card.

4.a. Page Number	4.b. Part Number	4.c. Item Number
3	2	27

4.d.	Post-Completion OPT Authorization:
	6/1/2016-5/31/2017, Bachelor's

### Previous SEVIS Numbers

If you have previously used other SEVIS numbers, provide that information here. For each SEVIS record, indicate the SEVIS number, degree level (if applicable), and corresponding immigration status.

5.a. Page Number	5.b. Part Number	5.c. Item Number
3	2	26

5.d. Previous SEVIS ID:

N0012345678, Bachelor's, F-1

### Mailing tips and instructions for Paper-Based Filing

- Confirm the correct USCIS address to which to send a paper-based application by visiting the USCIS I-765 [website](#). Search by clicking the drop arrow tab titled "Foreign Students", and locate the address options associated with your type of OPT.
- Mail your OPT application using a trackable method and keep evidence of delivery.
- Please review our [After You Have Applied for OPT](#) section for a summary of recommended next steps after filing your OPT application.