The information contained in the instruction guide is meant to be used for general information and should not be considered legal advice. The U.S. Citizenship and Immigration Service ultimately provides the decision on your OPT application.

Type and print the I-765 Forms, if completing by hand use BLACK INK only.
Check the box “Initial permission to accept employment.”
Enter your family name for 1.a. Enter your first name for 1.b. Include your middle if you have one. This name should match your passport.

Provide any other names you have used, including aliases, maiden name, and nicknames.

Write “N/A” on all boxes if you haven’t used another name.
Provide your mailing address. This must be a U.S. mailing address and should be valid at least 4 months into the future or until your OPT application is approved by USCIS.

If your address will change in the next 3 months, you can instead list the address of a trusted friend or family member.

If you choose to provide a friend or family member’s address, you must also include their name in “In care of” name (5.a.) field.

Your U.S. Mailing Address

5.a. In Care Of Name (if any)

5.b. Street Number and Name

111 Main Street


5.d. City or Town

Los Angeles

5.e. State □ CA

5.f. ZIP Code

90045

(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.
If you answered “No” for Question #6, provide your physical address here.

This address will determine the lockbox where you will mail your application.

You can skip 8-9
Select “Yes” if you have previously applied for OPT or ever submitted the I-765 to USCIS.

Select “No” if you have never applied for OPT or submitted and I-765 Form to USCIS.

This question does not apply to previous on-campus employment or CPT.

If you currently have a Social Security Number (SSN), provide the number here.

12. Have you previously filed Form I-765?

[ ] Yes  [ ] No

13.a. Has the Social Security Administration (SSA) ever officially issued a Social Security card to you?

[ ] Yes  [ ] No

NOTE: If you answered “No” to Item Number 13.a., skip to Item Number 14. If you answered “Yes” to Item Number 13.a., provide the information requested in Item Number 13.b.

13.b. Provide your Social Security number (SSN) (if known).
If you currently do NOT have a Social Security Number and would like to apply for one with your OPT application, check "Yes" for Questions 14 & 15. Also, complete Question 16.a.-17.b.

You will receive your SSN card in the mail approximately 2-3 weeks after your receive your EAD card.

Check "No" if you do not want apply for an SSN with your OPT application.

If you have lost your SSN card, still check "No" and contact your local Social Security Administration office to apply for a replacement card.

14. Do you want the SSA to issue you a Social Security card? (You must also answer “Yes” to Item Number 15., Consent for Disclosure, to receive a card.)
   
   □ Yes □ No

   NOTE: If you answered “No” to Item Number 14., skip to Part 2., Item Number 18.a. If you answered “Yes” to Item Number 14., you must also answer “Yes” to Item Number 15.

15. Consent for Disclosure: I authorize disclosure of information from this application to the SSA as required for the purpose of assigning me an SSN and issuing me a Social Security card.
   
   □ Yes □ No

   NOTE: If you answered “Yes” to Item Numbers 14. - 15., provide the information requested in Item Numbers 16.a. - 17.b.

Father's Name
Provide your father's birth name.

16.a. Family Name (Last Name)
16.b. Given Name (First Name)

Mother's Name
Provide your mother's birth name.

17.a. Family Name (Last Name)
17.b. Given Name (First Name)
Provide the name of your country of citizenship. Use Part 6 of the I-765 Form if you have more than two countries of citizenship.

Make sure your Date of Birth is in the correct format: MONTH/ DAY/ YEAR

03/14/2001 not 14/03/2001
Enter your I-94 number here.

This should match the country of citizenship on your I-20.

Your most recent entry to date can be found on your paper or electronic I-94.

The name of the Port of Entry city from your most recent entry can be found in your passport admission stamp.

Your SEVIS number is on the top left side of your current I-20.
Retrieve your electronic I-94 Admission Record online: CBP Website

- I-94 Number
- Place of last entry
- Date of last entry
For Post-Completion OPT enter codes (c) (3) (B)

Write “N/A” on the blank fields 28-28.c.

Skip 29-31.b.
Select 1.a. to indicate that you have read and understood the questions.

Write “N/A” on the blank fields for item 1.b. and 2.
Read the “Applicants Declaration” thoroughly.

Be sure to sign the form in **black ink**. The signature must be done by hand, and not electronically.
Part 6: Additional Information

Previous CPT and/or OPT

*If you have previously been approved for CPT and/or OPT:*

**Items 3a-c, 4a-c, 5a-c, etc.:** Write Page 3, Part 2, Item 27.

**Items 3d, 4d, 5d, etc.:** List out any of the previous CPT or OPT authorizations you have had. Use separate fields for each type of authorization (for example, list all previous CPT or previous OPT in separate boxes).

- **CPT:** List all previous CPT approvals, including whether the authorization was part-time or full-time; your SEVIS ID number, employer name, employment start and end date, and degree level.
- **OPT:** List all previous OPT approvals, your OPT approved start and end date, and degree level.
Part 6: Additional Information

Different SEVIS ID while in F-1 Status

List out any of the previous SEVIS ID numbers you've had in the past (for example, you attended school, but left for a leave of absence, then returned to school with a new I-20 in initial status):

**Items 3a-c, 4a-c, 5a-c, etc.:** Write Page 3, Part 2, Item 26

**Items 5d:** Use separate fields for each type of authorization (for example, list any previous SEVIS ID numbers in 5d)