Disclaimer

The information contained in this instruction sheet is provided as a service to the international students, faculty, staff, employees and administrators of San Francisco State University, and does not constitute legal advice on any immigration, tax or other matter.

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As legal advice must be tailored to the specific circumstances of each case, and laws are constantly changing, nothing provided herein should be used as a substitute for the advice of competent counsel.

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General Notes

Go to [USCIS’ I-765 page](#) and download the most current Form I-765. USCIS does update Form I-765 frequently and you should use the most current form.

How To Fill Out Form I-765

1. Type or print legibly in black ink.

2. If you need extra space to complete any item within this application, use the space provided in Part 6. Additional Information or attach a separate sheet of paper. Type or print your name and Alien Registration Number (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.

3. Answer all questions fully and accurately. If a question does not apply to you (for example, if you have never been married and the question asks, “Provide the name of your current spouse”), type or print “N/A” unless otherwise directed. If your answer to a question which requires a numeric response is zero or none (for example, “How many children do you have” or “How many times have you departed the United States”), type or print “None” unless otherwise directed.

OIP recommends you to type your I-765 form to avoid errors from interpreting your handwriting.

OIP recommends you to follow the guide below carefully for areas to write NA and/or None.
Form I-765

Choose 1.a. if this is the first time you are applying for OPT at SF State at your current degree level (it does not matter if you have or have not done OPT before at another school before at a different degree level)

I-765 is a fillable PDF.
To avoid errors, do not fill it out by hand.
Form I-765

Item #1.a to 1.c: Provide your full legal name as shown on your passport.

Item #2.a to 4.c: Provide all other names you have ever used, including aliases, maiden name and nicknames.

If you do not have other names, type “N/A” or “NA” in #2.a.

Answer all questions fully and accurately. If a question does not apply to you (for example, if you have never been married and the question asks, “Provide the name of your current spouse”), type or print “N/A” unless otherwise directed. If your answer to a question which requires a numeric response is zero or none (for example, “How many children do you have?” or “How many times have you departed the United States?”), type or print “None” unless otherwise directed.

N/A stands for not applicable.
Part 2: U.S. Mailing Address Item #5.a. – 7.d.
The address you put here is where the Employment Authorization Document (EAD) card will be mailed.

- This address needs to be valid for at least 3 months, the length of time it may take to process your OPT application.
- If you think you might move in the months after you mail your application, use a reliable friend or family member’s address to receive your EAD. Type in their name in 5.a. You may leave this blank if you will be receiving the EAD.
- The address you put here should be in California. If you wish to use an address outside the California, visit [http://www.uscis.gov/i-765-addresses](http://www.uscis.gov/i-765-addresses) for the appropriate USCIS lockbox to send your OPT application.
- You may change your mailing address after you receive a [Form I-797C, Notice of Action](http://www.uscis.gov), a receipt notice with your case number, from USCIS.
Form I-765

Skip question #8 - 9

Item #10 - 13.a: fill with personal information

Item #12: Previous Employment Authorization
Check “No” if you have not received an EAD in the past. If you have only worked on-campus, still check “No”.

Item #13.b.
If you have a social security number. Provide your social security number. Choose “No” for Item 14 and 15. and leave 16-17 blank.

If you do not have a social security number, choose “Yes” for 14 and 15, and fill 16-17 with personal information. If you have a social security number, leave 16.a – 17.b blank.

Item #18.a. Provide your Country of Citizenship
Form I-765

**Item #19.a. – 19.c.:** fill with personal information

**Item #20:** fill your birthday with the format (MONTH/DAY/YEAR)

**Item #21.a.:** Print your Form I-94 at [https://i94.cbp.dhs.gov/](https://i94.cbp.dhs.gov/). Type the 11-digit “Admission (I-94) Record Number”.

**Item #21.b.:** Enter your most recent passport number

**Item #21.c.:** Type “None”. This does not apply to F-1 students: [https://www.uscis.gov/travel-documents](https://www.uscis.gov/travel-documents)

**Item #21.d.-21.e.:** fill with personal information
Form I-765

Item #22: This is the date of your most recent entry into the U.S. This entry date can be found on the admission stamp on your passport or your Form I-94. FORMAT (MONTH/DAY/YEAR)

Item #23: Place of Last Entry into the U.S.
This is the name of the city where you landed in the U.S. This information is also can be found on the admission stamp on your passport (usually as a code like “SFR” for San Francisco). If you drove across from Canada or Mexico, write the name and the city where you entered.

Item #24: Status at Last Entry
This is the status you had upon entering the U.S. For example, you may have last entered with a H-4 dependent visa and changed status to F-1.
Item #25: Current Immigration Status
Type “F-1 Student”.

Item #26: You can find your SEVIS number on your I-20. You must provide all previously used SEVIS numbers (both at SF State or previous U.S. schools) and all previously authorized CPT and OPT on Part 6. Additional Information (Page 7) – instructions on the next page.
Form I-765

If you do not have multiple SEVIS IDs, move on to the next page.

If you have multiple SEVIS IDs. You must list all previously used SEVIS numbers on “Part 6. Additional Information” (Page 7 of 7):

Item #1.a. to 1.c.: Enter your family name and given name
Item #2: Skip if you do not have an A-Number
Item #3.a.: Type “3” for page 3
Item #3.b.: Type “2” for part 2
Item #3.c.: Type “26” for item 26
Item #3.d: Type “I have previously used the following SEVIS ID number(s)” and list all the SEVIS ID number(s) you had in the past (at SF State and previous U.S. schools).

Smith

John

N000123456789
N000123456781
Item #27: Eligibility Category

Use the following codes depending on the type of OPT you are requesting:
- (c)(3)(A) Pre-Completion OPT
- (c)(3)(B) Post–Completion OPT (if you are graduating this semester, choose this option)

Skip Item #28 -31.b: (c)(3)(C) Eligibility Category

If you entered (c)(3)(A) or (c)(3)(B) on item #27, you are not required to fill out this section.

Students will never go from graduating to STEM OPT directly. You must apply for Post Completion OPT first, even if you are a STEM Major. As a STEM major, you will apply for your 12 month Post-Completion OPT (C3B) during your last semester. During your 12 month Post-Completion OPT (C3B) you will apply for your 24 month STEM OPT (C3C).
Form I-765

Item #1.a.: check box

Item #3-5: Fill with personal information

Item # 7.a. Applicant’s Signature
Sign your name in BLACK ink (Not blue). Your signature must fit between the lines. If your signature touches the signature box, your application will be returned to you. Be conservative and use a signature smaller than your normal handwriting.

Item # 7.b. date
USCIS must receive your OPT application within 30 days of your signature and date. Please submit your application to OIP as soon as possible. Once you receive your documents back from OIP, please mail your application to USCIS as soon as possible.
If you have previously authorized CPT or OPT, include the information in “Part 6. Additional Information” (Page 7):

**Item # 1.a. to 2:** Complete the information

**Item # 3.a. to 3.c:** Leave it blank

**Item #3.d:** Type all previously authorized CPT and OPT (at SF State and previous U.S. schools) in the following format:

“Type of work authorization, start and end date, school name, academic level”

For example:

2. Full-time OPT: 12/24/2016 - 12/23/2017, ABC College, Associate degree
If you do not have any additional information to provide, you should still indicate that on page 7:

Item #1.a. to 2: Complete the information

Item #3.a. to 3.c: Leave it blank

Item #3.d: Type “N/A”

Answer all questions fully and accurately. If a question does not apply to you (for example, if you have never been married and the question asks, “Provide the name of your current spouse”), type or print “N/A” unless otherwise directed. If your answer to a question which requires a numeric response is zero or none (for example, “How many children do you have?” or “How many times have you departed the United States?”), type or print “None” unless otherwise directed.