OPT I-765 Instruction 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.

OIP will try to provide useful information, but we make no claims, promises or guarantees about the accuracy, completeness or adequacy of the information contained in or linked to this web site or any associated site.

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.

Neither San Francisco State University nor the Office of International Programs is responsible for any errors or omissions contained in this instruction sheet, or for the results obtained from the use of this information.

It is your responsibility as an applicant to verify the content you are providing is accurate.
General Notes

Go to [USCIS' I-765 page](https://www.uscis.gov/i-765) 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 when USCIS reviews your handwriting.

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

- **Part 1: 1.a.**
  - Choose 1.a. as this should be 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
Form I-765

- **Part 2: 1.a to 1.c**
  - Provide your full legal name as shown on your passport.

- **2.a to 4.c**
  - Provide all other names you have ever used, including aliases, maiden name and nicknames.
  - Do not leave the section blank. If you do not have other names, type “N/A” or “NA” in #2.a. per guidance below.

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.

**Helpful Tips**

N/A stands for not applicable.
5.a. – 7.d

5.b - 5.e is the address where the Employment Authorization Document (EAD) card will be mailed.

- This address should 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. Answer 6, and input 7.a-7.d with your physical address if it is different from your mailing address.

- The address should be in California.
- If you wish to use an address outside of 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 should avoid this to prevent your EAD getting lost, but if needed, you may change your mailing address after you receive a Form I-797C, Notice of Action, a receipt notice with your case number, from USCIS.
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8 - 9
• Skip these question

10 - 11
• Answer with personal information

12
• Check “No” if you have not received an EAD in the past. If you have only worked on-campus, still check “No”.

13.a
• Answer with personal information

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

14 – 17
• If you do not have a SSN, choose “Yes” for 14 and 15, and fill 16-17 with personal information.

18.a.
• Provide your Country of Citizenship
• 19.a. – 19.c. Answer with personal information
• 20. Answer your birthday with the format (MONTH/DAY/YEAR)
• 21.a. Print your Form I-94 at [https://i94.cbp.dhs.gov](https://i94.cbp.dhs.gov)
  • Choose “Get Most Recent I-94”
  • Type in personal traveler information.
  • Type the 11-digit “Admission (I-94) Record Number”
• 21.b. Enter your most recent passport number
• 21.c. Type “None”. This does not apply to F-1 students. For reference: [https://www.uscis.gov/travel-documents](https://www.uscis.gov/travel-documents)
21.d. - 21.e. answer with personal information on passport

22. This Entry Date can be found on the admission stamp on your passport or your Form I-94. Use MONTH/DAY/YEAR format.

23. This is the name of the city/state where you landed in the U.S. This information 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.

24. This is the status you had upon entering the U.S. For most students this will be “F-1 Student”. However, for some, you may have last entered with a “H-4 dependent” or “B-2 visitor” and changed status to F-1.

25. Type “F-1 Student”.

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You can find your current SEVIS number on your I-20.

If you have had previous SEVIS ID numbers, you must provide all previously used SEVIS numbers (both at SF State or previous U.S. schools) as noted below:

1. a. to 1.c.: Enter your family name and given name
2: Skip if you do not have an A-Number
3.a.: Type "3" for page 3
3.b.: Type "2" for part 2
3.c.: Type "26" for item 26
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.)
Most students will input (c)(3)(B) for Post-Completion OPT
- Choose this if your OPT will begin after you graduate from SF State and end a year after you graduate from SF State.
- Very few students will be choosing (c)(3)(A) Pre-Completion OPT.
- Choose this only if your OPT will begin & end while you are actively enrolled in classes at SF State.

28 - 31.b: LEAVE BLANK
- All students will skip this section. If you entered (c)(3)(A) or (c)(3)(B) on item #27, you are not required to fill out this section. Even if you are a STEM major.

IMPORTANT NOTICE: Students will never go from graduation to STEM OPT directly. If you are a STEM major, you will apply for your 12 month Post-Completion OPT (C3B) during your last semester. During the last few months of your 12 month Post-Completion OPT (C3B) you will apply for your 24 month STEM OPT (C3C). If you choose (C3C) at this time, your OPT will be denied.
Part 3. Applicant's Statement, Contact Information, Declaration, Certification, and Signature

NOTE: Read the Penalty section of the Form I-765 instructions before completing this section. You must file Form I-765 in the United States.

Applicant's Declaration and Certification

Copy of any documents I have submitted are exact photocopies of 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 further 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 interview to take my fingerprints (fingerprinting, photograph, and/or signature) and, at the time, if I am required to provide biometrics, I will be required to sign an affidavit stating:

1. I reviewed and understand all of the information contained in, and submitted with, my application; and
2. All of this information is 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, I reviewed and understood 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

1.a. Applicant's Signature

[Signature]

7.a. UScis must receive your OPT application within 30 days of your signature and date. Please sign your I-765 before you mail your application to USCIS.

Part 3

1.a. Check box

3-5

Fill with personal information

7.a.

Sign your name in BLACK ink (Not blue).

Digital Signatures are not accepted on I-765 forms. Your OPT will be denied without a handwritten signature.

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.

7.b.

UScis must receive your OPT application within 30 days of your signature and date. Please sign your I-765 before you mail your application to USCIS.
Part 6

- 1.a. to 1.c
  - Answer with personal information
- 2
  - You would not typically have an Alien Registration Number as an F-1 student
- 3.a. to 3.c
  - Leave blank (unless reporting SEVIS IDs)
- 3.d (you may use 4.d. if needed)
  - If you do not have any other SEVIS ID Numbers or have never done CPT/OPT in the U.S., type “N/A”
  - If you have other SEVIS ID numbers, review page 9 for reporting format
  - If you have previously authorized CPT or OPT, 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
You have completed the OPT I-765 form Instructions
We hope the information provided was helpful

Please contact us at f1@sfsu.edu if you have any questions or suggestions for this instruction sheet