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 matters.

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 sites.

As legal advice must be tailored to the specific circumstances of each case, and laws are constantly changing, nothing provided here 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 Information

- Go to USCIS’ I-765 page and download the most current Form I-765
- USCIS updates the Form I-765 frequently.
- Your application will be returned if you use an outdated version.
- You may lose your eligibility to apply for OPT if your application is returned.
- This instruction is using the 10/02/20 Edition. It may be different from the version you are using.
Form I-765

START HERE - Type or print in black ink. 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.

- Before you start, make sure
  - You are using the most up to date I-765 edition on USCIS’s website
  - OIP recommends you to type your I-765 form to avoid errors when USCIS interprets your hand writing
  - Answer ALL questions with information or if not applicable, use N/A or None. Do not skip any questions.
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 (Bachelor/Masters).

• It does not matter if you have or have not had OPT before at another school at a prior degree level (Associate/Bachelor).
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.

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

5.b to 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.
- 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.

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 type your name 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. You may type N/A in 7.a. if it is the same as your mailing address.

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.
If you have prior EADs, you may input the A number for number 8. If you have not received an EAD before, type “0” - the number zero.

Answer with personal information

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

Answer with personal information

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.

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

Provide your Country of Citizenship
Form I-765

19.a. – 19.c.
- Answer with personal information

20
- Answer your birthday with the format (MONTH/DAY/YEAR)
- Your EAD will be incorrect if you mix the order of the month/day

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”.
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:
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 - 30.c: Leave Blank
- All students will skip these sections. 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 2
• 30.d. to 32
  • Leave Blank — You are not in(c) (8) category as a F-1 student.

Part 3
• 1.a.
  • Check box
• 3-6
  • Answer with personal information
Part 3

• Review 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 hand written 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.

Skip Part 4 & Part 5
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