STEM OPT Extension 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 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  - Your application will be returned if you use an outdated version.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 updated using the 8/25/20 instructions and screen shots from the 10/02/20 Edition.
  - It may be different from the version you are using. Use the version indicated on USCIS's website.

**USCIS provides forms free of charge through the USCIS website. To view, print, or fill out our forms, you should use the latest version of Adobe Reader, which you can download for free at [http://get.adobe.com/reader/](http://get.adobe.com/reader/). The USCIS Contact Center provides information in English and Spanish. For TTY (deaf or hard of hearing) call: 1-800-767-1833.**

**Signature.** Each application must be properly signed and filed. For all signatures on this application, USCIS will not accept a stamped or typewritten name in place of a signature. If you are under 14 years of age, your parent or legal guardian may sign the application on your behalf. A legal guardian may also sign for a mentally incompetent person.

**Validity of Signatures.** USCIS will consider a photocopied, faxed, or scanned copy of the original, handwritten signature valid for filing purposes. The photocopy, fax, or scan must be of the original document containing the handwritten, ink signature.

**Filing Fee.** Each application must be accompanied by the appropriate filing fee. (See the What Is the Filing Fee section of these Instructions.)

**Biometric Services Fee.** If you file this application with USCIS, you do not need to include a biometric services fee at the time you submit your application. If you are later notified that you must submit biometrics, you will receive a biometric services appointment notice with instructions on how to submit the additional biometric services fee. If you file this application with an agency other than USCIS, please check with that agency to determine if and when you must submit a biometric services fee.
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.

- This should be the first time you are applying for STEM OPT (C3C) during your Post-Completion OPT (C3B), check the box for 1.a. “Initial permission to accept employment” for (C3C)
- You are not “renewing” your OPT (C3B), so 1.c. would not apply.
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](http://www.uscis.gov/), a receipt notice with your case number, from USCIS.
• 8
  • Input the A number on your EAD

• 9 - 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. - 14
  • Provide your social security number in 13.b.
  • Choose “No” for Item 14 and 15.

• 16 – 17
  • Leave blank.

• 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)
- 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)
Form I-765

- **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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**Form I-765**

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

**Place of Birth**
- List the city/town/village, state/province, and country where you were born.
  - 18.a. City/Town/Village of Birth
  - 18.b. State/Province of Birth
  - 18.c. Country of Birth

**Date of Birth (mm/dd/yyyy)**
- Day/month/year

**Information About Your Last Arrival in the United States**
- Form I-94 Arrival-Departure Record Number
- Passport Number of Your Most Recently Issued Passport

**Country That Issued Your Passport or Travel Document**
- How did you get your passport?
- Date of Issue for Passport or Travel Document
- Date of Your Last Arrival into the United States, On or about
- Place of Your Last Arrival into the United States:
- Immigration Status or Your Last Arrival (for example, B-2 tourist, F-1 student, as a crew)
- Your Current Immigration Status or Category (for example, B-2 tourist, F-1 student, parolee, deferred action, or as a crew or category)

**Student and Exchange Visitor Information System (SEVIS) Number**
- N: [Student ID]

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**Form I-765 (Page 3 of 7)**

**Click to see I-765 Instructions 8/25/20 Edition (Page 21&22 of 31)**
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:

- **26**

Page 7 - Part 6. Additional Information

- **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.)
Form I-765

- **27**
  - Type "C 3 C" for STEM OPT Extension

- **28.a**
  - Provide a complete degree level and major. You can abbreviate to fit your full degree name at it appears on your transcripts
  - For example:
    - Yes: MS Comp Sci
    - No: MS
    - No: Comp Sci
    OR
    - Yes: BS Elec Engineering
    - No: BS
    - No: Engineering

- **28.b**
  - Provide your employer's complete company name on E-Verify (click on the link to search your employer)

- **28.c**
  - You MUST receive the exact E-verify number from your employer. The employer must be e-verified in order for you to qualify for STEM OPT.

- **29 – 30.c.**
  - Skip this section
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 STEM 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 STEM OPT application within 60 days of your signature and date. Please sign your I-765 before you mail your application to USCIS.

Skip Part 4 & Part 5
Form I-765

Part 6

1.a. to 1.c
• Answer with personal information

2
• Type your A number from your EAD

3.a. to 3.c
• Leave blank (unless reporting SEVIS IDs)

3.d (you may use 4.d. if needed)
• If you have other SEVIS ID numbers, review page 9 for reporting format
• Type all previously authorized CPT and CURRENT 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 STEM OPT Extension 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