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](#) 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 hand writing**

**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.**
  - 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 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.

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.
Form I-765

- **8-9**
  - Skip these question

- **10 - 11**
  - Answer with personal information

- **12**
  - Check “yes”

- **13.a**
  - Check “yes”

- **13.b.**
  - Provide your social security number

- **14 – 17**
  - Leave Blank

- **18.a.**
  - 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)

- 21.a.
  - Print your Form I-94 at 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
Form I-765

  - 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:

**Form I-765**

**Part 6. Additional Information**

1. **a. to 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
4. **b.:** Type “2” for part 2
5. **c.:** Type “26” for item 26
6. **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.)
• 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 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 – 31.b.
  Skip this section
Part 3. Applicant’s Statement, Contact Information, Declaration, Certification, and Signature

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

Applicant’s Statement

NOTE: Select the box for either Item 1.a. or 1*b. If applicable, select the box for Item 1b.

1.a. I can read and understand English, and I have read and understand every question and instruction on this application and my answer to every question.

1*b. The interpreter listed in Part 4, read and wrote every question and instruction on this application and my answer to every question in a language in which I am fluent and understood everyday.

2. At any request, the person named in Part 6, prepared this application for me based only upon information I provided or authorized.

Applicant’s Contact Information

3. Applicant’s Domestic Telephone Number

4. Applicant’s Mobile Telephone Number (if any)

5. Applicant’s Email Address (if any)

6. Select this box if you are a Salvadoran or Guatemalan national eligible for benefits under the ABC settlement agreement.

Applicant’s Signature

1.a. Applicant’s Signature

[Signature]

1*b. Date of Signature (month/day/year)

Applicant’s Declaration and Certification

Copies of any documents I have submitted are exact photocopies of unaltered, 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 benefits I seek.

I, [Your Name], declare under penalty of perjury that the statements I have made in this application, supporting documents, and any USCIS records, in other matters and persons where necessary for the administration and enforcement of US immigration law, are true and correct. I understand that USCIS may require me to appear for an interview to take an oath, affirmation, or examination, and, at the time, if so required to provide biometrics. I will be required to sign an oath or affirmation that:

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 was provided or authorized by me, that 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.

Part 4. Interpreter’s Contact Information, Certification, and Signature

Provide the following information about the interpreter:

Interpreter’s Full Name

1.a. Interpreter’s Family Name (Last Name)

1*b. Interpreter’s Given Name (First Name)

2. Interpreter’s Business or Organization Name (If any)

Form I-765

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 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.
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 have other SEVIS ID numbers, review page 9 for reporting format
  • **Report your current SF State OPT with the format below**
  • 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 STEM 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