Disclaimer

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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.
You are applying for STEM OPT (C3C) during your OPT (C3B), check the box for 1.a. “Initial permission to accept employment”.

You are not “renewing” your OPT (C3B), so 1.c. would not apply.

✓ 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.

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, a receipt notice with your case number, from USCIS.
Skip question #8 – 9

Item #10 - 11: fill with personal information

Item #12: Check Yes

Item #13.a. Check Yes

Item #13.b. Provide your social security number

Item #14 - 15. Mark No

Item #16 - 17.b. Leave 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
**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.
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)

- N000123456789
- N000123456781
Item #27: Eligibility Category
Use the following code (C)(3)(C) for STEM OPT Extension

Item #28.a. – 28.c
Provide your degree information (for example, “MS in Computer Science”) and your employer’s E-Verify information - your employer should be able to provide you with this information. This information is REQUIRED!

IMPORTANT:
Provide a complete answer to 28.a. You can abbreviate to fit your full degree name

For example:
- Yes: MS Comp Sci
- No: MS
- No: Comp Sci
Item #1.a.: check box

Item #3-5: Fill with personal information

Item # 7.a. Applicant’s Signature & date 7.b.  
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.
Include your SF State OPT Authorization 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