FOLLOW THIS SAMPLE TO COMPLETE YOUR I-765 PRE- AND POST-COMPLETION OPT APPLICATIONS.
This is ONLY a guide. Complete ALL fields unless guide instructs to leave blank.
Complete this form by form fillable PDF or combination typed with handwritten in BLACK ink. Then, sign in BLUE ink.

Application For Employment Authorization
Department of Homeland Security
U.S. Citizenship and Immigration Services

To be completed by an attorney or Board of Immigration Appeals (BIA)-accredited representative (if any).

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 directed.

1. Reason for Applying
   a. Initial permission to accept employment.
   b. Replacement of lost, stolen, or damaged employment authorization document, or correction of my employment authorization document NOT DUE to U.S. Citizenship and Immigration Services (USCIS) error.
   c. Renewal of my permission to accept employment. (Attach a copy of your previous employment authorization document.)

   NOTE: Replacement (correction) of an employment authorization document due to USCIS error does not require a new Form I-765 and filing fee. Refer to Replacement for Card Error in the What is the Filing Fee section of the Form I-765 Instructions for further details.

Part 2. Information About You

Your Full Legal Name
1.a. Family Name (Last Name)
1.b. Given Name (First Name)
1.c. Middle Name

Other Names Used
Provide all other names you have ever used, including maiden name, and nicknames. If you need extra space, complete this section, use the space provided in Part 3.

1.a. Family Name (Last Name)
1.b. Given Name (First Name)
1.c. Middle Name

2.a. Family Name (Last Name)
2.b. Given Name (First Name)
2.c. Middle Name

3.a. Family Name (Last Name)
3.b. Given Name (First Name)
3.c. Middle Name

4.a. Family Name (Last Name)
4.b. Given Name (First Name)
4.c. Middle Name

Leave this section blank.

Check the box: “Initial permission to accept employment.”

Write your name as it appears on your passport.

Leave blank if you do not have a middle name.

Provide other names you have used in an official capacity. Example: a preferred name in your Carnegie Mellon SIO Record.

NOTE: Only use the most recentUPDATED I-765 form.
**Part 2. Information About You (continued)**

Your U.S. Mailing Address

<table>
<thead>
<tr>
<th>Question</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.a. In Care Of Name (if any)</td>
<td>Only fill in 5.a. with friend or family members name if you are using their address.</td>
</tr>
<tr>
<td>5.b. Street Number and Name</td>
<td></td>
</tr>
<tr>
<td>5.d. City or Town</td>
<td></td>
</tr>
<tr>
<td>5.e. State 5.f. ZIP Code</td>
<td></td>
</tr>
<tr>
<td>Is your current mailing address the same as your physical address? ☐ Yes ☐ No</td>
<td></td>
</tr>
<tr>
<td>NOTE: If you answered “No” to Item Number 6, provide your physical address below.</td>
<td></td>
</tr>
</tbody>
</table>

**U.S. Physical Address**

<table>
<thead>
<tr>
<th>Question</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Street Number and Name</td>
<td></td>
</tr>
<tr>
<td>c. City or Town</td>
<td></td>
</tr>
<tr>
<td>7.d. State 7.e. ZIP Code</td>
<td></td>
</tr>
</tbody>
</table>

Other Information

<table>
<thead>
<tr>
<th>Question</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>8. Alien Registration Number (A Number)</td>
<td></td>
</tr>
<tr>
<td>9. USCIS Online Account Number (if any)</td>
<td></td>
</tr>
<tr>
<td>10. Gender</td>
<td>☐ Male ☐ Female</td>
</tr>
<tr>
<td>11. Marital Status</td>
<td>☐ Single ☐ Married ☐ Divorced ☐ Widowed</td>
</tr>
<tr>
<td>12. Have you previously filed Form I-765?</td>
<td>☐ Yes ☐ No</td>
</tr>
<tr>
<td>NOTE: If you answered “No” to Item Number 13.a, skip to Item Number 14. If you answered “Yes” to Item Number 13.a, provide the information requested in Item Number 13.b.</td>
<td></td>
</tr>
</tbody>
</table>

**Part 3. citizenship or Nationality**

<table>
<thead>
<tr>
<th>Question</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>13.a. Has the Social Security Administration (SSA) ever officially issued a Social Security card to you? ☐ Yes ☐ No</td>
<td>Only answer if you checked YES on 13.a.</td>
</tr>
<tr>
<td>13.b. Provide your Social Security number (SSN) (if known)</td>
<td></td>
</tr>
<tr>
<td>14. Do you want the SSA to issue you a Social Security card? (You must also answer “Yes” to Item Number 15, Consent for Disclosure, to receive a card.)</td>
<td>Check YES if you want to apply for an SSN through this application and have NEVER been issued an SSN.</td>
</tr>
<tr>
<td>15. Consent for Disclosure: I authorize disclosure of information from this application to the SSA as required for the purpose of assigning me an SSN and issuing me a Social Security card. ☐ Yes ☐ No</td>
<td>Check NO if you are not currently living at the address listed in 5.b.-5.f.</td>
</tr>
</tbody>
</table>

**Your Country or Countries of Citizenship or Nationality**

<table>
<thead>
<tr>
<th>Question</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>16.a. Family Name (Last Name)</td>
<td></td>
</tr>
<tr>
<td>16.b. Given Name (First Name)</td>
<td></td>
</tr>
<tr>
<td>Mother’s Name</td>
<td></td>
</tr>
<tr>
<td>17.a. Family Name (Last Name)</td>
<td></td>
</tr>
<tr>
<td>17.b. Given Name (First Name)</td>
<td></td>
</tr>
</tbody>
</table>

NOTE: This should be an address that is valid 5 months after USCIS receives your application. If you will change addresses within the next 5 months, you are advised to list the address of a trusted friend or family member. You CANNOT use OIE’s Address.

Leave Blank – unless you hold two passports.
Part 2. Information About You (continued)

Place of Birth

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

Date of Birth (mm/dd/yyyy)

Information About Your Last Arrival in the United States

21.a. Form I-94 Arrival-Departure Record Number (if any)
21.b. Passport Number of Your Most Recently Issued Passport
21.c. Travel Document Number (if any)
21.d. Country That Issued Your Passport or Travel Document
21.e. Expiration Date for Passport or Travel Document (mm/dd/yyyy)
21.f. Date of Your Last Arrival Into the United States: On or About (mm/dd/yyyy)
21.g. Place of Your Last Arrival Into the United States

*Can be full city name or the abbreviation

24. Immigration Status at Your Last Arrival (for example, B-2 visitor, F-1 student, or no status)
25. Your Current Immigration Status or Category (for example, B-2 visitor, F-1 student, parolee, deferred action, or no status or category)
26. Student and Exchange Visitor Information System (SEVIS) Number (if any)

*P-1 Student
*This could be different if you changed your status inside the U.S.

Leave blank

Post-Completion OPT: [c][3][B]
Pre-Completion OPT: [c][3][A]

Note: U.S. POE outside U.S. is allowed. This is where you entered through immigration.

Information About Your Eligibility Category

27. Eligibility Category. Refer to the Who May File Form I-765 section of the Form I-765 Instructions to determine the appropriate eligibility category for this application. Enter the appropriate letter and number for your eligibility category below (for example, (c)(8), (c)(17)(iii)).

28. (c)(3)(C) STEM OPT Eligibility Category. If you entered the eligibility category (c)(3)(C) in Item Number 27, provide the information requested in Item Numbers 28.a. - 28.c.

28.a. Degree
28.b. Employer's Name as Listed in E-Verify
28.c. Employer's E-Verify Company Identification Number or a Valid E-Verify Client Company Identification Number

29. (c)(26) Eligibility Category. If you entered the eligibility category (c)(26) in Item Number 27, provide the receipt number of your H-1B spouse's most recent Form I-797 Notice for Form I-129, Petition for a Nonimmigrant Worker.

30. Have you EVER been arrested for, and/or charged with, and/or convicted of any crime in any country?

☐ Yes  ☐ No

Note: If you answered “Yes” to Item Number 30.a., refer to Special Filing Instructions for Those With Pending Asylum Applications (c)(8) of the Form I-765 Instructions for information about providing court dispositions.

31. Did you enter the United States lawfully through a U.S. port of entry and were you inspected and admitted or parole after inspection by an immigration officer? (If you answer “Yes,” you MUST provide evidence of your lawful entry.)

☐ Yes  ☐ No

32. If you answered “No” to Item Number 31.b., did you present yourself to the Secretary of Homeland Security or his or her delegate (DHS) within 48 hours of entry or attempted entry AND express an intention to seek asylum within the United States or express a fear of persecution or torture in your home country?

☐ Yes  ☐ No
Part 2. Information About You (continued)

If you answered “Yes” to Item Number 30.c., provide the following information:

30.d. Date you presented yourself to DHS

30.e. Location where you presented yourself to DHS

30.f. Country of claimed persecution

30.g. Provide an explanation for why you did not enter the United States lawfully through a U.S. port of entry. If you need extra space to complete this item, use the space provided in Part 6. Additional Information.

NOTE: Refer to the Special Filing Instructions for Those With Pending Asylum Applications (c)(8) section of the Form I-765 Instructions for more information.

31.a. (c)(35) and (c)(36) Eligibility Category. If you entered the eligibility category (c)(35) in Item Number 27., please provide the receipt number of your Form I-797 Notice for Form I-140, Immigrant Petition for Alien Worker. If you entered the eligibility category (c)(36) in Item Number 27., please provide the receipt number of your spouse’s or parent’s Form I-797 Notice for Form I-140.

31.b. If you entered the eligibility category (c)(35) or (c)(36) in Item Number 27., have you EVER been arrested for and/or convicted of any crime? □ Yes □ No

NOTE: If you answered “Yes” to Item Number 31.b., refer to Employment-Based Nonimmigrant Categories, Items 8. – 9. in the Who May File Form I-765 section of the Form I-765 Instructions for information about providing court dispositions.

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 while in the United States.

Applicant’s Statement

NOTE: Select the box for either Item Number 1.a. or 1.b. If applicable, select the box for Item Number 2.

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 named in Part 4. read to me every question and instruction on this application and my answer to every question in a language in which I am fluent, and I understood everything.

2. □ At my request, the preparer named in Part 5., prepared this application for me based only upon information I provided or authorized.

Applicant’s Contact Information

3. Applicant’s Daytime 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 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 benefit that I seek.

I furthermore 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.
Part 3. Applicant’s Statement, Contact Information, Declaration, Certification, and Signature (continued)

I understand that USCIS may require me to appear for an appointment to take my biometrics (fingerprints, photograph, and/or signature) and, at that time, if I am required to provide biometrics, I will be required to sign an oath reaffirming that:

1) I reviewed and understood all of the information contained in, and submitted with, my application; and
2) All of this information was 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, that I reviewed and understand all of the information contained in, and submitted with, my application and that all of this information is complete, true, and correct.

7a. Applicant’s Signature: ____________________________

NOTE TO ALL APPLICANTS: If you do not completely fill out this application or fail to submit required documents listed in the Instructions, USCIS may deny your application.

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

Provide the following information about the interpreter.

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

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

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

7a. Interpreter’s Signature: ____________________________

7b. Date of Signature (mm/dd/yyyy)

ONLY complete Part 4, Part 5 and Part 6 if they apply to you. If they do not apply, leave blank!

Part 5. Interpreter’s Mailing Address

3a. Street Number and Name


3c. City or Town

3d. State 3e. ZIP Code

3f. Province

3g. Postal Code

3h. Country

Part 6. Interpreter’s Contact Information

4. Interpreter’s Daytime Telephone Number

5. Interpreter’s Mobile Telephone Number (if any)

6. Interpreter’s Email Address (if any)

Interpreter’s Certification

I certify, under penalty of perjury, that:

I am fluent in English and which is the same language specified in Part 3, Item Number 1.b., and I have read to this applicant in the identified language every question and instruction on this application and his or her answer to every question. The applicant informed me that he or she understands every instruction, question, and answer on the application, including the Applicant’s Declaration and Certification, and has verified the accuracy of every answer.

Interpreter’s Signature

7a. Interpreter’s Signature: ____________________________

7b. Date of Signature (mm/dd/yyyy)

ALL 7 pages must be included in your application, even if some are blank!
ONLY complete Part 4, Part 5, and Part 6 if they apply to you. If they do not apply, leave blank!

You MUST still include this page in your application!

Part 5. Contact Information, Declaration, and Signature of the Person Preparing this Application, If Other Than the Applicant

Provide the following information about the preparer.

Preparer’s Full Name
1.a. Preparer’s Family Name (Last Name)

1.b. Preparer’s Given Name (First Name)

2. Preparer’s Business or Organization Name (if any)

Preparer’s Mailing Address
3.a. Street Number
and Name


3.c. City or Town

3.d. State

3.e. ZIP Code

3.f. Province

3.g. Postal Code

3.h. Country

Preparer’s Contact Information
4. Preparer’s Daytime Telephone Number

5. Preparer’s Mobile Telephone Number (if any)

6. Preparer’s Email Address (if any)

Preparer’s Statement
7.a. □ I am not an attorney or accredited representative but have prepared this application on behalf of the applicant and with the applicant’s consent.

7.b. □ I am an attorney or accredited representative and my representation of the applicant in this case extends □ does not extend beyond the preparation of this application.

NOTE: If you are an attorney or accredited representative, you need to submit a completed Form G-28, Notice of Entry of Appearance as Attorney or Accredited Representative, with this application.

Preparer’s Certification
By my signature, I certify, under penalty of perjury, that I prepared this application at the request of the applicant. The applicant then reviewed this completed application and informed me that he or she understands all of the information contained in, and submitted with, his or her application, including the Applicant’s Declaration and Certification, and that all of this information is complete, true, and correct. I completed this application based only on information that the applicant provided to me or authorized me to obtain or use.

Preparer’s Signature
8.a. Preparer’s Signature

8.b. Date of Signature (mm/dd/yyyy)
Complete this page if you have ever had CPT, OPT, or a previous SEVIS ID Number. Below is an example, make sure you enter your personal information!

Part 6. Additional Information

If you need extra space to provide any additional information within this application, use the space below. If you need more space than what is provided, you may make copies of this page to complete and file with this application or attach a separate sheet of paper. Type or print your name and 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.

1.a. Family Name (Last Name)
1.b. Given Name (First Name)
1.c. Middle Name
2. A-Number (if any) – A-

3.a. Page Number 3.b. Part Number 3.c. Item Number
3.d. CPT Authorization(s):
Masters, Full-Time, CPT with:
Sparksoft: 5/25/2020 to 8/26/2020
Masters, Part-Time, CPT with:

4.a. Page Number 4.b. Part Number 4.c. Item Number
4.d. OPT Authorization(s):
Bachelors Post-Completion OPT
Masters, Part-Time, Pre-Completion OPT
8/27/2019-12/18/2019

5.a. Page Number 5.b. Part Number 5.c. Item Number
5.d. Previous SEVIS ID Number(s):
Bachelors 8/30/2010 to 5/20/2014
N0000012345

6.d.

7.a. Page Number 7.b. Part Number 7.c. Item Number
7.d.