

INSTRUCTIONS FOR COMPLETING FORM I-765

- Below the box at the top of the page, where it says, "I am applying for:"
 - If this is the first time that you have applied for OPT, checkmark: *"Permission to accept employment."*
 - If you have previously participated in OPT, checkmark: *"Renewal of my permission to accept employment."*

- **Item #3: Address in the United States**
 - This is the address that your EAD card will be mailed to. *USCIS will not forward your card if it cannot be delivered to this address.*
 - Do not give the address of the ISO.
 - Canadians who commute to classes must give a U.S. address. Cards cannot be mailed to an address outside the U.S. Law students may use the address of the School of Law.

- **Item #9: Social Security Number**

Fill in *only* U.S. Social Security numbers. (Do not list Canadian social insurance numbers.)

- **Item #10: I-94 Number**

The 11-digit number at the top of your I-94 (admission) card

- **Item #11: "Have you ever before applied for employment authorization from USCIS?"**

Checkmark No (unless you have previously used form I-765 to apply to USCIS for OPT or other work authorization)

If you have previously applied, be sure to include a copy of your EAD card or notice from USCIS approving or denying employment.

- **Item #12: Date of Last Entry into the U.S.**

Write the date you most recently entered the U.S. For most students, this will be the date stamped on their most recent I-94 card. Commuting Canadians should write the actual date of their most recent entry.

- **Item #13: Place of Last Entry**

Write the name of the U.S. city or border point where you most recently entered the U.S.

- **Item #14: Manner of Last Entry**

Write the status you held at the time of your most recent entry to the U.S. For most, this will be "F-1." (Students who changed to F-1 status while in the U.S. *and who did not subsequently depart and reenter the country in F-1 status* should write the status they held on first entering the U.S., e.g., B-2, F-2.)

- **Item #15: Current Immigration Status**

Write "F-1."

- **Item #16:**

If you are applying for **pre-completion** OPT, write (c)(3)(A)
If you are applying for **post-completion** OPT, write (c)(3)(B)

- **Your Certification**

Sign and write your telephone number and the date.