

# Tips for common I-765 questions

## **PART 1**

### **#1 a, b, c**

- Check “Initial permission to accept...” if you are applying for the standard 12-month OPT.
- Check “Replacement...” if you need a new EAD card because you have lost your current one.
- Check “Renewal of my permission...” if you are applying for the 24-month STEM OPT extension.

## **PART 2**

### **#1 a, b, c**

- Your Family Name should be in all capital letters (e.g. ZHANG). The other names can be written/typed normally (e.g. Jack)
- Make sure the Family Name and Given Names are under the correct categories.

### **#5**

- For your U.S. mailing address:
  - o If you put someone else’s name for your US mailing address, put the name of the person living at that address in 5a.
  - o Put a residential address where you know you (or your friend) will be able to receive all mailings from USCIS (including your EAD card), even up to 3 or 4 months from now.
  - o You may not use the Office of International Programs address or other university address.
  - o **You may not use a P.O. box address. Also, the Post Office will not forward your mail from USCIS to a new address. They will send it back to USCIS. So please put an address you will not have to change later.**

### **#6**

- Check “YES” if you put your own address in #5. Check “NO” if you put your friend’s address in #5, and then put your own current address in #7.

### **#8-9**

- Most F-1 international students do not have these numbers. If you do not have them, just leave these lines blank.

## **#12**

- Answer “NO” if you have never submitted any I-765 form to the government.
- If you have submitted the I-765 in the past, for example if you are now applying for STEM OPT, then check “YES”, and then put the last OPT or EAD information on page 7 of this I-765.

## **#13**

- Answer “YES” if you have received an SSN, and put the number in #13b.

## **#14**

- If you already have an SSN number and card and if you choose to check “NO”, then skip to #18. If you don’t have one yet and would like one, check “YES” and complete #15-17.

## **#21a**

- Make sure you use your most recent I-94 number, from the last time you entered the U.S.

## **#23**

- This should be the place where you actually entered the U.S. the last time. For example, if you were traveling to Valpo but entered the U.S. in Chicago, you should put “Chicago” in #13.

## **#27**

- If you are applying for the normal 12-month OPT, you should put “**c 3 B**” in the 3 spaces.
- If you are applying for the 24-month STEM OPT extension, you should put “**c 3 C**”.
- If you are applying for pre-completion OPT (very rare for Valpo students), put “**c 3 A**”.

## **#28**

- Fill out this number ONLY if you are applying for STEM OPT.
- You should put your degree, (e.g. MS in Information Technology), then the company’s name, then the company’s e-verify number.

## **#29-31**

- **You SHOULD NOT fill out these numbers.**

### **PART 3**

#### ***Applicant's Statement, pg 4***

- Make sure to check the appropriate box in this section.

#### ***Applicant's Contact Information, pg 4***

- Putting an accurate phone number and email address here will help USCIS contact you in case they need to do so.

#### ***Applicant's Signature, pg 5***

- Put today's date, and then sign your name *after* printing the form.

### **PARTS 4-5**

- These spaces **DO NOT** need to be filled in, unless someone is preparing the form for you.

### **PART 6**

- Put any information on this page (pg 7) that you were not able to put earlier in the form; this section is not required if you have no other relevant or necessary information to add for your OPT application.