INSTRUCTIONS TO COMPLETE FORM I-765 STEM OPT Extension

ONLY access and download the I-765 Form directly via the USCIS website:

- https://www.uscis.gov/i-765
- Do not use another site or general Google search to locate the I-765.
- Using the USCIS website ensures you are completing the correct edition/version of the form (dated printed on bottom left-hand corner).
- Failure to use the correct version of the Form I-765 will result in the rejection or denial of your application by USCIS.
- At this time, the HIO strongly discourages the use of the USCIS online I-765 filing system while we gather further information on its efficacy. The HIO encourages all students applying for pre, post and STEM OPT to follow the HIO’s guides and instructions for how to submit their applications to USCIS by courier mail.

DOCUMENTS to have on-hand while completing the I-765 OPT Form:

- Current Form I-20
- Passport
- I-94 Arrival Record from most recent entry

UNDERSTAND and familiarize yourself with your F-1 status and immigration history. Your answers to these questions below will impact how you will complete information on page 7 of Form I-765.

- Have you previously submitted Form I-765 to the USCIS? (Ex: Prior OPT Application)
- Did you receive Curricular Practical Training (CPT) for an internship or job in your current or any previous degree programs?
- Did you have a prior SEVIS ID? (Ex: Return from a leave of absence or previously attended another F-1 program)

If you answer YES to any of these questions, you must provide these details on page 7 of the I-765 (instructions follow).

RECOMMENDATIONS for completing I-765:

- **TYPE** the form, do NOT complete it by hand unless indicated otherwise in the following instructions.
- **ENTER** as much data as you can and then provide overflow information on page 7 of the Form I-765.
- **ENTER** N/A or None in questions or fields that do not apply to you. If you are unable to type N/A or None into a field, neatly handwrite N/A or None after printing your Form I-765.
- **PRINT** the form single-sided only and do not staple it together.

You must PRINT AND SIGN the completed I-765 Form with an ORIGINAL SIGNATURE

- USCIS will NOT accept electronic signatures or photocopies of the Form I-765.

Note: The HIO will not review individual Forms I-765 or supporting documentation for your STEM OPT application. It is your responsibility to review our detailed step-by-step instructions, videos, and guides to prepare your final STEM OPT application. Failure to follow our detailed instructions could result in a rejection, delay, or denial of your OPT application by USCIS.
By using this document to complete Form I-765 for your OPT application, you acknowledge the following: The HIO provides general guidance on your OPT/STEM OPT application based on information obtained from reliable sources and reflecting our years of experience in working with students. We make every attempt to ensure that we provide you with the most up to
date information available. Any advice provided to you by our office (as well as the information in this packet) does not constitute legal advice, however. The OPT application is a personal application for which you are responsible; the application preparation and USCIS case decision will vary depending on the facts at issue in your particular case. The HIO does its best to provide you with the most current guidance, but please be mindful that USCIS may change its interpretation of these policies, procedures, regulations, and eligibility requirements at any time. The HIO is not responsible for any errors or omissions, or for the results obtained from USCIS.

Part 1: Reason for Applying

- Check 1.c: “Renewal of my permission to accept employment,” unless you are filing for a replacement EAD.

Part 2: Information About You

Your Full Legal Name
- List your family name, given name, and middle name in Items 1.a. – 1.c.
- Please list names exactly as they appear on the biographical page of your passport.
- Leave the middle name field (Item 1.c.) blank if you do not have a middle name.

Other Names Used
- Please provide any other legal names used in Items 2.a. – 4.c., including aliases, maiden names, and nicknames.
- If not applicable, write “None” in each unused field in items 2.a. – 4.c.

Your U.S. Mailing Address – This is the address where you will receive your application receipt, approval notice, and STEM OPT EAD.
- Use a mailing address that will be valid for at least 5 months into the future. EADs are considered government documents that cannot be forwarded by the U.S. Postal Service (USPS).
  - Using a stable address is crucial.
  - Attempting to change the address midway through the STEM OPT application process can cause delays and be extremely disruptive, resulting in lost or returned STEM OPT EADs.
- If you will move from your current residence in less than 5 months, you should use the U.S. address of a reliable friend or relative who can receive the card for you.
- Alternatively, you may wish to consider using a U.S. Post Office address (known as a P.O. Box) if that is how you would prefer to receive your mail.
- Prior to completing your U.S. mailing address, verify your address with USPS: https://tools.usps.com/go/ZipLookupAction_input
- If you use the address of a friend, please write your friend’s name in Item 5.a., and continue with the mailing address in Items 5.b. – 5.f.
  - If you are using your own address, leave Item 5.a. blank.
- Item 5.f. – You must enter the full zip code, which must include the four-digit routing code (XXXX-XXXX).
  - After printing the completed Form I-765, you must neatly handwrite the four-digit routing code following your zip code in black ink.
  - The Form I-765 will not allow you to type these additional four digits into the field.
  - To verify your full zip code with USPS, visit: https://tools.usps.com/go/ZipLookupAction_input
- Item 6: Check “Yes” if you are using your own mailing address.
  - If you listed a friend’s name and address in Items 5.a. – 5.f., check “No.”
**U.S. Physical Address**
- If you checked “No” in Item 6, complete Items 7.a. – 7.e. with your current residential address.
  - USCIS will NOT mail documents here.
  - It is ok if your physical U.S. address will change while your STEM OPT application is pending with USCIS.
  - If you checked “Yes” in Item 6, handwrite "N/A" after printing the Form I-765.

**Other Information**
- Item 8: You will find your A-Number on your current OPT EAD card (called a “USCIS number”).
- Item 9: Handwrite “None” after printing the Form I-765.
- Items 10 – 11: These items are self-explanatory. Please fill in the correct information.
- Item 12: Check yes.
- Items 13a – 13b: Check “Yes” and enter your U.S. Social Security Number (SSN).
- Item 14: Check “No.”
- Items 15: Skip this item.
- Items 16.a.-17.b.: Enter “N/A” in each item.

**Your Country or Countries of Citizenship or Nationality**
- Items 18.a. – 18.b.: List your country of citizenship as it appears on your Form I-20.
  - Write “None” in Item 18.b. if you do not have a second country of citizenship.

**Place of Birth**
- Items 19.a. – 20: These items are self-explanatory. Please complete the correct information.

**Information About Your Last Arrival in the United States**
- Item 21.a.: Enter the eleven (11) digit number from your most recent I-94 record.
  - You can download your most recent I-94 record by visiting [www.cbp.gov/i94](http://www.cbp.gov/i94) and entering the information from the biographic page of your passport.
  - Please verify that the Date of Entry reflects your most recent entry to the U.S. If it is incorrect contact your HI Advisor.
- Items 21.b. – 21.e: This information is provided on the biographic page of your most recently issued passport.
- Item 21.c.: Enter “None.”
- Item 22: Enter the most recent date you entered the U.S. in F-1 status, as indicated in your I-94 record.
- Item 23: Provide the three-letter airport, port-of-entry, or pre-flight inspection site abbreviation location indicated on your most recent entry stamp in your passport.
  - For example, if you most recently entered the U.S. and received your entry stamp in Boston Logan Airport, you would enter BOS in Item 23.
  - A complete list of Customs and Border Protection codes is available [here](http://www.cbp.gov/i94), under the subsection entitled “9 FAM 102.5-3 Port-of-Entry Codes used by the Department of Homeland Security, United States Customs and Border Protection.”
- Items 24 – 25: Enter “F-1 Student” in both fields.
- Item 26: Your SEVIS number can be found at the top left-hand corner of your most current Form I-20.

**Information About your Eligibility Category**
- Item 27: Enter the following in this section for STEM OPT: (C) (3) (C)
- Item 28.a.: List the STEM degree level (bachelors, masters, etc.) followed by the CIP Code of your STEM major, found on page 1 of your I-20 under “Major 1”. This field in the form has a character limitation;
therefore, you should use page 7, Part 6 “Additional Information” to disclose the full formal name of your STEM major. See an example of how to do this under “Part 6: Additional Information” in these instructions.

- **NOTE:** If you are applying based on a prior degree, please list the information corresponding to your previous STEM degree.
- Items 28.b. – 28.c.: List your employer’s name as it appears in E-Verify, and your employer’s E-Verify number. Please ensure that you check with your employer for the correct employer name and E-Verify number.
- For Item 29: Handwrite N/A in each field after printing the Form I-765.
- For Items 30.a. – 30.c.: Leave these fields blank. These questions do not apply to students who are applying to for STEM OPT.
- Items 30.d. – 31.a.: Enter N/A in each field.
- Item 31.b: Leave blank.

**Part 3: Applicant’s Statement, Contact Information, Declaration, Certification, and Signature**

**Applicant’s Statement**
- Check the box for Item 1.a.
- Handwrite N/A in Items 1.b. – 2 after printing the Form I-765.

**Applicant’s Contact Information**
- Items 3. – 5.: Provide your contact information.
- Leave Item 6 blank unless it is applicable to you.
- Use only numbers and do not enter dashes when entering your phone number.

**Applicant’s Signature**
- Items 7.a. – 7.b.: Sign the form using black ink.
- This must be a hand-written signature.
- Do NOT use an electronic signature.

**Part 4: Interpreter’s Statement, Contact Information, Declaration, Certification, and Signature**
- Items 1.a. – 7.b.: Handwrite N/A in each field after printing the Form I-765.

**Part 5: Contact Information, Declaration, and Signature of the Person Preparing this Application, if Other than the Applicant**
- After printing the Form I-765, draw a diagonal line through page 6 and write “N/A” next to your line.

**Part 6: Additional Information**

*Note:* STEM OPT applicants MUST use Part 6 to disclose your current Post-Completion OPT and any previous OPT periods along with additional information about your STEM OPT major field of study. If applicable, you also must use Part 6 for any previous CPT authorizations and/or any previous SEVIS IDs.

Complete this section with information regarding:
- Your current and any previous approved OPT periods;
- Your STEM major field of study details;
- Any previously approved CPT authorizations in the past;
- Different SEVIS ID Number(s) in F-1 status in the U.S.
  - For example, if you attended a school for a while, left the U.S. to take a break from school, and returned
with a new Form I-20, you would have two (2) different SEVIS ID Numbers issued to you: one from your first period of attendance, and a new one after you returned from your break.
  - Your SEVIS ID Number is on the top left corner of your Form I-20 and starts with N00.
  - If you need more space than is provided on the Form I-765 to complete required information.

For each of the items listed above that applies to you, complete one box in Part 6 according to the instructions below:

- **Items 1.a. – 1.c.**: List your family name, given name, and middle name. List your names exactly as they appear in your passport. *If you are unable to type your names in 1.a.-1.c., neatly handwrite your names after printing the Form I-765.*

- **Item 2.**: List your A-Number. **For STEM OPT applicants**, you will find your A-Number on your current OPT EAD card (called a “USCIS number”).

- **OPT**: Please list your OPT approvals, current and past. We suggest this format:
  - **Items a – c**: Page 3, Part 2, Item 27
  - **Item d**: OPT Authorizations (as a title to the section)
    - Start date – End date; Degree level (Bachelor’s, Master’s, PhD, etc.)

- **STEM Major Field of Study**: Please list your OPT approvals, current and past. We suggest this format:
  - **Items a – c**: Page 3, Part 2, Item 28.a.
  - **Item d**: STEM Major Field of Study Details (as a title to the section)
    - Degree level (Bachelor’s, Master’s, PhD, etc.); Formal name of STEM Major appearing on your I-20; CIP Code for that major.

- **CPT**: Please list any previous CPT approvals you have obtained. We suggest this format:
  - **Items a – c**: Page 3, Part 2, Item 27
  - **Item d**: CPT Authorizations (as a title to the section)
    - Employer Name; Start Date – End Date; Part-time or Full-Time; Degree Level (Bachelor’s, Master’s, PhD, etc.)
    - Your CPT authorization details are found on the Form I-20 that was provided for each period of CPT.

- **Previous SEVIS ID Numbers**: Please list any other SEVIS ID Numbers you have used in the past. We suggest this format:
  - **Items a – c**: Page 3, Part 2, Item 26
  - **Item d**: Previous SEVIS ID Numbers (as a title to the section)
    - SEVIS ID: N000...; Program Start Date – Program End Date; Degree level (Bachelor’s, Master’s, PhD, etc.)

- **More Space Needed on I-765**: If any date field in Parts 1 – 3 of the I-765 is insufficient for you to provide complete information, please use this section to enter everything in full.
  - Enter the corresponding page, part, and item number accordingly.

*Please sign and date in black ink anywhere in the blank space below item 7.d.. This should be a hand-written signature, NOT an electronic signature.*