USCIS FORM I-765
Application for Employment Authorization
An application guide provided by the International Students & Programs Office at UC San Diego

Please note that the guidance provided within this application guide is an interpretation of the instructions published within the USCIS Instructions for Form I-765. As this guide is a supplement we have created to answer any questions that may arise while completing the Form I-765, we urge all students to also review the guidance provided by USCIS: [https://www.uscis.gov/i-765](https://www.uscis.gov/i-765). When downloading and filling out the application, make sure you are always using the most updated version of the form available on the USCIS website. If you are applying for your STEM Extension, please visit STEMopt.ucsd.edu.

How to Fill Out Form I-765

1. Fill Out Application Clearly
   Type or print legibly in BLACK ink. Although this is a form fillable pdf, there may be sections that cannot be typed in, or after printing may not be filled in. It’s best to use Google Chrome when viewing and typing in your responses. Thoroughly check after printing to ensure all fields are filled in accurately. In these cases, note it is acceptable to submit a form which is partially typed and hand written. Ensure you use black ink and print legibly when handwriting responses.

2. Part 6. Additional Information
   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. If you are including any additional paper or supporting documents, type or print your name and SEVIS ID Number 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. Some questions within the Form I-765 will ask that additional information or evidence be included. ISPO has highlighted these questions in the app guide by inserting the icon. More guidance and examples of what you will need to include along with types of supporting documentation is provided on Page 8.

   If you have ever used any other SEVIS numbers and/or have been previously authorized for CPT or OPT, you will need to provide additional evidence within Part 6. This is not a question asked directly in the application but is referenced within the instructions guide by USCIS. More guidance and examples of what you will need to include along with types of supporting documentation is provided on Page 8.

4. Every Question Must Be Filled Out
   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. See example below of what each field should look like:

   ![Provide Additional Information](image)

   **N/A**
   Enter N/A for fields that do not apply

   **NONE**
   Enter NONE for numerical boxes that do not apply

   **FINAL NOTE:** Thoroughly check after printing to ensure all fields are filled in accurately. It is acceptable to submit a form which is partially typed and hand written. Ensure each section is filled out. Ensure you use black ink and to print legibly when handwriting responses.
Select 1.a.

Provide your Last, First, and Middle Name. This should match your most recently issued passport. If you do not have a middle name, fill in with N/A.

Only include any previous LEGAL names which you can provide proof of government issued identification. If you do not have any previous legal names, fill in with N/A.
Ensure the passport number matches the copy of the Passport Biographical Page you are including within your OPT application. Use the same passport to respond to items 18.a., 21.b., and 21.d. If it does not match, provide additional evidence in Part 6. Additional Information, explaining why.

Fill in 'N/A'.

Ensure the passport info for items 21.d. and 21.e. matches the Passport Biographical Page you are including within application.

Item 22 and 23 should match Form I-94.

If it does not match because you travelled through a land border, such as Mexico, and I-94 does not reflect entry, include Travel History Page of Form I-94 within additional evidence. If it does not match due to another reason, see an ISPO Advisor for assistance.

Status at last entry, should match Form I-94.

Write F-1 Student.

Should match your most recent issued SEVIS ID Number. If you have been issued multiple SEVIS ID Numbers and have not engaged in ANY employment through CPT or OPT, list them in Part 6. Additional Information.

Fill in (C) (3) (B) to indicate post-completion OPT.

Fill in Item 28.a. through 28.c. with N/A.

Fill in Item 29 with NONE.

Do not select an option.

Fill in Item 31.a. with NONE.

Do not select an option.
Select 1.a.

Fill in with ‘N/A’.

Fill in with ‘N/A’.

Fill in with your daytime phone number.

Fill in with your cell phone number, this can be the same as your daytime phone number.

Provide a NON-UCSD Email Address. Ensure that you have access to this email address that you provide.

Sign your name in black ink after printing.

Use the date you signed. Format using MM/DD/YYYY.

Fill in Part 4 with N/A.
**Part 4. Interpreter’s Contact Information, Certification, and Signature**

**Interpreter’s Mailing Address**
- 3.a. Street Number and Name: N/A
- 3.b. Apt. Ste. Flr.: N/A
- 3.c. City or Town: N/A
- 3.d. State: N/A
- 3.e. ZIP Code: N/A
- 3.f. Province: N/A
- 3.g. Postal Code: N/A
- 3.h. Country: N/A

**Interpreter’s Contact Information**
- 4. Interpreter’s Daytime Telephone Number: N/A
- 5. Interpreter’s Mobile Telephone Number (if any): N/A
- 6. Interpreter’s Email Address (if any): N/A

**Interpreter’s Certification**
I certify, under penalty of perjury, that:
I am fluent in English and [language], 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**
- 7.a. Interpreter’s Signature: N/A
- 7.b. Date of Signature (mm/dd/yyyy): N/A

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**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): N/A
- 1.b. Preparer’s Given Name (First Name): N/A
- 2. Preparer’s Business or Organization Name (if any): N/A

**Preparer’s Mailing Address**
- 3.a. Street Number and Name: N/A
- 3.b. Apt. Ste. Flr.: N/A
- 3.c. City or Town: N/A
- 3.d. State: N/A
- 3.e. ZIP Code: N/A
- 3.f. Province: N/A
- 3.g. Postal Code: N/A
- 3.h. Country: N/A

**Preparer’s Contact Information**
- 4. Preparer’s Daytime Telephone Number: N/A
- 5. Preparer’s Mobile Telephone Number (if any): N/A
- 6. Preparer’s Email Address (if any): N/A
Do not make any selections under Part 5. Fill in 8.a and 8.b with N/A.
Part 6. Additional Information

Note that within this guide, sections that reflect the icon may require that you provide additional evidence within Part 6. Additional Information. See the checklist below of additional information required. If any of these apply to you, you must fill in Part 6 as indicated within the examples below and also attach supporting documents.

A. If you have ever previously filed a Form i-765 Application for Employment Authorization and received a receipt notice but were denied or did not pursue your application.
   - Refers to: Page 2, Part 2, Item 12
   - Attach: Form I-797 Receipt Notice and written explanation regarding why you did not pursue OPT, Form I-797 Notice of Action showing denial and reason for denial.
   - See Example A

B. If you have ever been approved for OPT and received an EAD Card.
   - Refers to: Page 2, Part 2, Item 12
   - Attach: All copies of EAD Cards
   - See Example B

C. If you have ever been approved for CPT.
   - Refers to: Page 3, Part 2, Item 26
   - Attach: All copies of CPT I-20 or any other proof of authorized employment
   - See Example C

D. If you have ever been issued a different SEVIS ID Number that did not have any authorized CPT or OPT.
   - Refers to: Page 3, Part 2, Item 26
   - Attach: A copy of the Form I-20 or DS-2019 showing your SEVIS ID Number
   - See Example D
### 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. **Family Name** (Last Name): **TAMMY**
2. **Given Name** (First Name): **TRITON**
3. **Middle Name**: N/A
4. **A-Number (if any)**: **NONE**
5. **Page Number**: 1
6. **Part Number**: 2
7. **Item Number**: 2

#### Example F

If your last date and port of entry was through a land border, such as Mexico or Canada, and I-94 does not reflect the entry.
- Refers to: Page 3, Part 2, Item 23
- Attach: Travel History Page of your electronic Form I-94 reflecting land border entry and if available, copy of entry stamp within passport matching same date/port of entry
- See Example F

#### Example G

If you have had any previously used legal names.
- Refers to: Page 1, Part 1, Item 2
- Attach: Copy of government or foreign government issued documentation showing legal name or name change
- See Example G

#### Example H

If you hold dual citizenship.
- Refers to: Page 2, Part 2, Item 18.b.
- Attach: Attach copy of passport of foreign government issued documentation showing citizenship
- See Example H

For any blank spaces within the rest of Part 6 that do not apply, please fill in with N/A. See Example I.