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 handwritten. 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 i 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:

| N/A | Enter N/A for fields that do not apply |
| NONE | Enter NONE for numerical boxes that do not apply |

FINAL NOTE: After printing, thoroughly check to ensure all fields are filled in accurately and that each section is filled out. If you are unable to type any part of this form, hand write the information with black ink after printing. It is okay for your form to have both typed and handwritten information. Ensure you use black ink and print legibly when handwriting responses.
START HERE

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.

Other Names Used

Provide all other names you have ever used, including aliases, maiden name, and nicknames. If you need extra space to complete this section, use the spaces provided in Part 6.

Add optional information.

1a. Family Name (Last Name) N/A
1b. Given Name (First Name) N/A
2a. Middle Name N/A
3a. Family Name (Last Name) N/A
3b. Given Name (First Name) N/A
3c. Middle Name N/A
4a. Family Name (Last Name) N/A
4b. Given Name (First Name) N/A
4c. Middle Name 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.
If you are using a mailing address of a family member or friend, include their name in Item 5.a. Otherwise, fill in with N/A. DO NOT use a friend’s UC San Diego On-Campus mailing address (the campus mail services may not deliver to graduate/on campus housing if the student’s name isn’t listed as being a resident of that location).

If your mailing address is the same as your CURRENT physical address, mark YES. Otherwise, Mark NO.

INCLUDE YOUR FULL ZIP CODE! LOOK UP A ZIP CODE HERE EXAMPLE: 92093-0018 Since you can only type 5 digits in this box, hand write the last 4 digits in black ink after printing.

If you answered YES to Item 6, fill in all sections for Item 7 with N/A.

If you answered NO to Item 6, fill out the U.S. Physical Address with the current address you are using AT THE TIME YOU ARE FILING THIS APPLICATION.

Fill in with ‘NONE’.

If you answer YES, provide additional information as well as supporting evidence such as an EAD Card. See Page 8 for details and examples.

If you answered NO, no additional evidence is required.

If you answered YES to Item 13.a., include your SSN if you know it.

If you answered NO to Item 13.a., fill in 13.b. with ‘NONE’.

Select YES to request for a Social Security Card to be issued to you upon approval of OPT. If you already have an SSN, the Social Security card will be a Replacement card with the same number.

If you answered YES to Item 14, fill in items 15, 16, and 17 correctly.

If you answered NO to Item 14, skip item 15 and fill in items 16 and 17 with ‘N/A’.

Fill in Item 18.a. with the country of your most current passport. Ensure the passport matches the Passport Biographical Page you are including within your OPT application.

If you hold dual citizenship, fill in 18.b. with country name. If you do not, fill in with N/A. If you hold dual citizenship, provide supporting evidence such as country issued passport.
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 with ‘N/A’**.

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

**Fill in with ‘N/A’**.

Items 22 and 23 should match your 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 recently 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 Item 27 with (C) (3) (B) to indicate post-completion OPT.

Fill in Items 28.a. through 28.c. with ‘N/A’.

Fill in Item 29 with ‘NONE’.

Leave Items 30.a. through 30.c. blank.
Fill in Items 30.d. through 30.g. with ‘N/A’.

Fill in with ‘N/A’.

Select 1.a.

Fill in with ‘NONE’.

Leave Item 31.b. blank.

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.
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, photographs, and/or signature) and, at that time, if I am required to provide biometrics, I will be required to sign an oath certifying 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 understood all of the information contained in, and submitted with, my application and that all of this information is complete, true, and correct.

Applicant’s Signature
7.a. Applicant’s Signature

7.b. Date of Signature (mm/dd/yyyy) 08/31/2020

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.
Interpreter’s Full Name
1.a. Interpreter’s Family Name (Last Name)
N/A

1.b. Interpreter’s Given Name (First Name)
N/A

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

Interpreter’s Mailing Address
3.a. Street Number and Name
N/A

3.b. Apt. Box, Fl, S/A, or P.O. Box
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
I have read the instructions in Part 3. Item Number 1.b., and I have read this application 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

Fill in ENTIRE Part 4 with ‘N/A’.

Sign your name in black ink after printing.

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

Fill the ENTIRE Part 4 with ‘N/A’.
### 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

   N/A

8.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.

<table>
<thead>
<tr>
<th>Preparer's Full Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.a. Preparer's Family Name (Last Name)</td>
</tr>
<tr>
<td>N/A</td>
</tr>
<tr>
<td>1.b. Preparer's Given Name (First Name)</td>
</tr>
<tr>
<td>N/A</td>
</tr>
<tr>
<td>2. Preparer's Business or Organization Name (if any)</td>
</tr>
<tr>
<td>N/A</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Preparer's Mailing Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.a. Street Number and Name</td>
</tr>
<tr>
<td>N/A</td>
</tr>
<tr>
<td>3.b. Apt.</td>
</tr>
<tr>
<td>3.c. City or Town</td>
</tr>
<tr>
<td>N/A</td>
</tr>
<tr>
<td>3.d. State N/A</td>
</tr>
<tr>
<td>3.f. Province</td>
</tr>
<tr>
<td>N/A</td>
</tr>
<tr>
<td>3.g. Postal Code</td>
</tr>
<tr>
<td>N/A</td>
</tr>
<tr>
<td>3.h. Country</td>
</tr>
<tr>
<td>N/A</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Preparer's Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>4. Preparer's Daytime Telephone Number</td>
</tr>
<tr>
<td>N/A</td>
</tr>
<tr>
<td>5. Preparer's Mobile Telephone Number (if any)</td>
</tr>
<tr>
<td>N/A</td>
</tr>
<tr>
<td>6. Preparer's Email Address (if any)</td>
</tr>
<tr>
<td>N/A</td>
</tr>
</tbody>
</table>
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
E. If your most recently issued passport is not the passport your last used to enter the U.S.
   - Attach: A copy of your most recently issued passport
   - See Example E.

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 E

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

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 E

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