How to complete Form I-765 (for OPT)

- If possible, fill out the I-765 form online and print the completed form, instead of writing by hand.
- Do not write in the block at the top of Form I-765.
- Below the block at the top of the form, where it says “I am applying for” mark:
  □ “Permission to accept employment.”

1. **LAST NAME, first name, and middle name.**
   Your name should be spelled exactly as it appears on your passport and OPT I-20.

2. Reserve this line in case you need extra room to list your address.

3. **Be sure to list a valid, physical U.S. mailing address.** THIS IS VERY IMPORTANT! Listing an invalid address can cause serious delays in receiving your EAD. You may NOT use a P.O. Box. USPS will not forward mail sent by USCIS. If you are moving within the next 4 months, you should not use your current mailing address; instead, use the address of a trusted friend or relative who is not moving and can receive the EAD for you, or the address of IS: 101 Hatcher Hall, LSU, Baton Rouge, LA 70803.

4. **Country of Citizenship/Nationality** (Should match the information on your passport.)

5. **Place of birth** (Should match the information on your passport.)

6. **List the mo./day/yr. you were born.** (Should match the information on your passport.)

7. **Gender**

8. **Current marital status**

9. **List your U.S. Social Security number.** If you do not have a U.S. Social Security number, write “Do not have SSN” in the blank.

10. **List the 11-digit number** on your most recent I-94 card.

11. Only mark “yes” if you have previously applied for an EAD card from USCIS; otherwise, mark “no.”
   If “yes” -
   - List the USCIS office where you applied for the first 12-month post-completion OPT and the date on which you applied (receipt date on I-797C Notice of Action).
   - Provide a copy of your EAD card and I-20 with the OPT recommendation from that OPT authorization.

12. **Date of last entry to the U.S. should be on your most recent I-94 card.**

13. **Port of Entry code should be listed on your most recent I-94 card.**

14. **Manner of last entry to the U.S.:** If you entered the US last as an F-1 student, list “F-1 student.”
    If you last entered the U.S. as an F-2 spouse or B-2 tourist, enter that information instead.

15. **List “F-1 student.”**

16. If you are applying for “Pre-Completion OPT (OPT for dates before you complete your program),” please write: (c) (3) (A).
    If you are applying for “Post-Completion OPT (OPT to start after you complete your program),” please write: (c) (3) (B).
    If you are unsure of what to fill in, leave it blank and we will fill it in for you.

17. Leave blank. Do not fill in anything in this section.

Certification:
Carefully read the statement and carefully check to make sure you have properly and completely completed the form. **Sign and date the form in blue ink.**

Only if you are unable to complete the form yourself: you will have someone complete the form on your behalf are read and sign the bottom of the form in the place marked “Signature of Person Preparing Form, If Other Than Above.”