Instructions for Mailing to USCIS

Form I-765, Application for Employment Authorization

*Pre-Completion OPT (c)(3)(A)

*Post-Completion OPT (c)(3)(B)

*STEM OPT Extension (c)(3)(C)

SJSU | INTERNATIONAL STUDENT AND SCHOLAR SERVICES

Disclaimer

This document is a general guide to help you submit the online Form I-765 Application for Employment Authorization. It is your responsibility to ensure that your application is completed correctly and all of the required evidence and supporting documents are submitted to USCIS.

The directions for completing the application listed in this document are meant to be examples only. You will need to enter your information (please do not copy word for word). Upon reading the directions, you may determine a different method for completing the application. Following our guidelines does not guarantee approval of your OPT.

Key Terms as Defined by Immigration

Pre-Completion OPT (c)(3)(A)

- ○ Current students to start work **<u>before</u>** degree completion.

Post-Completion OPT (c)(3)(B)

- ○ Current students about to graduate, to start work **<u>after</u>** their degree completion OR graduate students who have completed all course requirements and are only left with project, thesis or comprehensive final exam.

STEM Extension (c)(3)(C)

- ○ Students who have graduated from SJSU with a STEM degree and are currently in a period of valid Post-Completion OPT.

Filing I-765 (OPT) with USCIS

As of April 2021, USCIS offers 2 different ways to file an I-765 (OPT) application with USCIS.

*You must choose <u>one</u> option. You cannot choose both options.

1. Mail application to <u>USCIS lockbox</u>.
2. Online filing of <u>I-765</u>.

Please keep in mind the following:

You will need an I-20 with OPT recommendation from ISSS before you submit your I-765 (OPT) application to USCIS.

*See next slide for Comparison

Online Filing vs. Mailing Application

ISSS recommends that you file online. *You must choose <u>one</u> option. You cannot choose both options.*Do not file with USCIS until you have the I-20 with OPT recommendation from ISSS.*

Online Filing

- Save all required documents for OPT application on your computer.
- Create online account with USCIS.
- File I-765 for OPT.
- Upload supporting documents in online application.
- Receive same day notification, receipt number, that application has been filed with USCIS.

Mailing Application to USCIS

- Gather all required documents for OPT application.
- Complete I-765.
- Make a copy of your complete application, prior to mailing.
- Mail application to USCIS.
- If application is rejected, it will be returned to you. *If your application is returned back to you, contact ISSS. You may need to get a new I-20, since you might be outside of the filing period.*

*This powerpoint will focus on mailing your application to USCIS.

Gather Required Documents

Assemble your documents using the suggested order below; held together by a paper clip or binder clip. Do not staple your documents together.

1. Application/filing fee. Fees are subject to change, so please refer to uscis.gov/i-765 for the current filing fee amount.
   - You will need to use a personal check, cashier's check or money order [from a U.S. bank account] payable to "U.S. Department of Homeland Security". If needed, search online about how to write a check.
2. 2 recent passport-style color photographs
   - You will need to get new passport style color photographs taken.
   - Review the Department of State photo guideline for size dimensions.
3. Form G-1145, E-notification of Application/Petition Acceptance.
4. Form I-765 Application for Employment Authorization. (All pages, completed, and signed).
   - Read the USCIS Instructions for Form I-765.
   - Review slides 7-27 of this presentation for ISSS I-765 Completion Guide.
5. Photocopy of new I-20 with OPT recommendation.
   - You will need to make sure you have a new I-20 from ISSS with the appropriate OPT recommendation.
6. Photocopy of valid passport biographical page.
   - *If your passport will be expiring within 6 months, you will need to write a letter acknowledging your passport expiration date and that you plan on renewing your passport before it expires.
   - *If your I-94 has your old passport number on it, then you will need to submit a copy of your current and your previous passport.
7. Photocopy of F-1 visa stamp, if applicable.
8. Form I-94 record of arrival.
   - Retrieve I-94 at https://i94.cbp.dhs.gov/
   - If you have a paper I-94, include a copy both sides of the card
   - If you changed your status to F-1 and have not left the US since getting F-1 status, you will need to submit a copy of your I-797A approval notice.
9. Photocopy of any Employment Authorization Document (EAD), from SJSU and/or other schools.
10. Photocopies of all previous CPT, OPT or STEM OPT I-20's, from SJSU and/or other schools.
11. If you are filing for STEM OPT - Photocopy of SJSU diploma or official transcript showing STEM OPT degree has been completed (conferred).

I-765 Completion Guide

Getting Started

1. Make sure you are using the most current version of *Form I-765,* The edition date is located in the lower left corner of the form and instruction.
2. Read the entire *Instructions for Form I-765*. Pay attention to page 4 and pages 14-27.
3. This document provides examples, to be used as a reference. Answer questions as it pertains to you.

I-765 Completion Guide
Premium Processing with USCIS

As of April 3, 2023 USCIS offers premium processing. OPT applications can take 2-3 months to process with USCIS. If you would like to request premium processing, then you will need to submit the <u>Form I-907</u> along with the additional premium processing fee, with your entire Form I-765 application.

    a.   Premium Processing Service guarantees that USCIS will take one of several possible actions (issue an approval notice, a denial notice, a notice of intent to deny, or a request for evidence) on your Form I-765 within 30 days.

    b.   The premium processing fee for Form I-907 is in addition to the Form I-765 application fee.

Pre or Post-Completion OPT

- ISSS does not recommend the premium processing option, as long as you have built in sufficient time (e.g. 2-3 months) to apply for OPT.

STEM OPT Extension

- ISSS does not recommend the premium processing option for STEM OPT Extension. As long as your application was received by USCIS in a timely manner, within 60 days of ISSS STEM OPT recommendation or by your Post-Completion OPT end date (whichever is first), your employment authorization is automatically extended for up to 180 days while your STEM OPT application is pending with USCIS.

If you choose to add the Form I-907 and premium processing fee to your application documents, then we recommend putting this first in your application packet.

I-765 Completion Guide

Guidelines for Completing Form I-765

1. Not all questions on Form I-765 are explained in this guide.
2. Type or write your answers legibly on the form in <u>black ink</u>. You may hand write in answers for any of the fields, if needed.
3. If a question does not apply to you, leave blank, unless otherwise directed by the instructions.
4. You will need to print all 7 pages of the form I-765. Review your form for accuracy.
   ○ You may write in an answer using a black pen, if the information did not print.
5. Sign the correct page and space, plus enter the date of signing (page 5).
6. Submit ALL 7 PAGES of the form I-765 to USCIS, along with the supporting documents listed on slide 5.

Part 1. Reason for Applying (Pg.1)

Part 1. Reason for Applying

I am applying for (select **only one** box):

1.a. ☐ Initial permission to accept employment.

1.b. ☐ Replacement of lost, stolen, or damaged employment authorization document, or correction of my employment authorization document **NOT DUE** to U.S. Citizenship and Immigration Services (USCIS) error.

NOTE: Replacement (correction) of an employment authorization document due to USCIS error does not require a new Form I-765 and filing fee. Refer to **Replacement for Card Error** in the **What is the Filing Fee** section of the Form I-765 Instructions for further details.

1.c. ☐ Renewal of my permission to accept employment. (Attach a copy of your previous employment authorization document.)

Select this reason when:
- It is your first time applying for Pre-Completion OPT.
- It is your first time applying for Post-Completion OPT, even if you previously applied for Pre-Completion OPT <u>OR</u>
- If you previously applied for Post-Completion OPT at a different degree level.

Select this reason when you have been authorized for any type of OPT, but your EAD card was lost, stolen, damaged or needs to be corrected and is <u>NOT</u> due to a USCIS error.

Select this reason ONLY when you are applying for the 24-month STEM OPT extension.

Part 2. Information About You (pg. 1)

Your Full Legal Name: Provide your full legal name as shown on your birth certificate or legal change of name document in the spaces provided.

Other Names Used: Type any other names, including nicknames, you have ever used on any official records or documents. If this doesn't apply to you, leave blank.

Part 2. Information About You

Your Full Legal Name

1.a.	Family Name (Last Name)	Family Name
1.b.	Given Name (First Name)	Given Name
1.c.	Middle Name	

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 space provided in **Part 6. Additional Information**.

2.a.	Family Name (Last Name)	
2.b.	Given Name (First Name)	
2.c.	Middle Name	
3.a.	Family Name (Last Name)	
3.b.	Given Name (First Name)	
3.c.	Middle Name	
4.a.	Family Name (Last Name)	
4.b.	Given Name (First Name)	
4.c.	Middle Name	

Part 2. Information About You (pg. 2)

Your U.S. Mailing Address

5.a. In Care Of Name (if any)

5.b. Street Number and Name

5.c. ☐ Apt.   ☐ Ste.   ☐ Flr.

5.d. City or Town

5.e. State ☐ ▼   **5.f.** ZIP Code

(USPS ZIP Code Lookup)

6. Is your current mailing address the same as your physical address?
☐ Yes   [X] No

NOTE: If you answered "No" to **Item Number 6.**, provide your physical address below.

U.S. Physical Address

7.a. Street Number and Name

7.b. ☐ Apt.   ☐ Ste.   ☐ Flr.

7.c. City or Town

7.d. State ☐ ▼   **7.e.** ZIP Code

Your U.S. Mailing Address: This is where your receipt notice, approval notice, and EAD card will be mailed. This address should be valid for at least 3-5 months from the date you submit your application to USCIS.

This may be a friend or family member 's address. <u>Do not</u> use the attorney's or other legal representative's address. <u>Do not</u> use the ISSS office address.

<u>If you will be using your current living address as the mailing address</u>, then enter in 5.b.-5.f., answer item 6. as yes, then skip to item 8.

<u>If you will be using a friend or family member's address for mailing</u>, then in item 5.a., enter their name (First Name Last Name). Then in Items 5.b. - 5.f. enter their address. You will then need to answer item 6. as no, then enter your current living address in items 7.a.-7.e.

Part 2. Information About You (pg. 2 continued)

Other Information

8. Alien Registration Number (A-Number) (if any)

   ▶ A- [ ][ ][ ][ ][ ][ ][ ][ ][ ]

9. USCIS Online Account Number (if any)

   ▶ [ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ]

10. Gender   ☐ Male   ☐ Female

11. Marital Status
    ☐ Single   ☐ Married   ☐ Divorced   ☐ Widowed

12. Have you previously filed Form I-765?
    ☐ Yes   ☐ No

> If you choose "Yes," include copies of the front & back of all previous EAD card(s) with your application to USCIS.

UNITED STATES OF AMERICA
EMPLOYMENT AUTHORIZATION

Surname
SPECIMEN
Given Name
TEST V
USCIS#   Category Card#
000-000-811   C09   SRC0000000811
Country of Birth
Ethiopia
Terms and Conditions
None
Date of Birth   Sex
01 JAN 1920   M
Valid From   01/01/80
Card Expires   05/10/11
NOT VALID FOR REENTRY TO U.S.

8. F-1 students will not have an A-Number unless they received one from a previous immigration status (H-1B, H-4, etc.), or they are filing for the 24-month STEM OPT extension ("USCIS #" on Post-OPT EAD card).

8. (cont.) <u>If you do not have an A-Number or cannot remember it</u>, <u>leave blank</u>. If you are renewing your EAD (filing for STEM OPT), this will be listed as the "USCIS Number" on the front of your EAD card.

9. F-1 students do not have a USCIS Online Account number, leave blank. If you have one from a previous immigration status, read the USCIS Form I-765 instructions for further directions.

10. - 11. You are required to indicate your gender on #10 and your marital status on #11.

12. If you have applied for employment authorization using a form I-765 in the past, select "Yes." If not, then select "No'".

I-765 Completion Guide

Part 2. Information About You (pg. 2 continued)

13.a. Has the Social Security Administration (SSA) ever officially issued a Social Security card to you?

☐ Yes ☐ No

NOTE: If you answered "No" to **Item Number 13.a.**, skip to **Item Number 14.** If you answered "Yes" to **Item Number 13.a.**, provide the information requested in **Item Number 13.b.**

13.b. Provide your Social Security number (SSN) (if known).

▶ | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |

14. Do you want the SSA to issue you a Social Security card? (You must also answer "Yes" to **Item Number 15.**, **Consent for Disclosure**, to receive a card.)

☐ Yes ☐ No

NOTE: If you answered "No" to **Item Number 14.**, skip to **Part 2., Item Number 18.a.** If you answered "Yes" to **Item Number 14.**, you must also answer "Yes" to **Item Number 15.**

15. **Consent for Disclosure:** I authorize disclosure of information from this application to the SSA as required for the purpose of assigning me an SSN and issuing me a Social Security card.

☐ Yes ☐ No

NOTE: If you answered "Yes" to **Item Numbers 14. - 15.**, provide the information requested in **Item Numbers 16.a. - 17.b.**

Father's Name

Provide your father's birth name.

16.a. Family Name (Last Name) _____

16.b. Given Name (First Name) _____

Mother's Name

Provide your mother's birth name.

17.a. Family Name (Last Name) _____

17.b. Given Name (First Name) _____

13.a. You will need to answer this question.

13.b. If you have been issued an SSN, type your number ensuring there is only one number in each box or leave blank, if you don't have one.

14. Only If you do not have an SSN, answer "Yes" if you would like to request an SSN. Then answer items 15 - 17.b. You will need an SSN to work in the U.S.

15.-17.b. SKIP this section unless you are requesting an SSN.

Part 2. Information About You (continued) (pg. 2-3)

Your Country or Countries of Citizenship or Nationality

List all countries where you are currently a citizen or national. If you need extra space to complete this item, use the space provided in **Part 6. Additional Information**.

18.a. Country

    Malaysia

18.b. Country

18.a. and 18.b. List all the countries where you are a citizen or a national and use part 6 of the I-765, if you are a citizen of more than 2 countries.

Place of Birth

List the city/town/village, state/province, and country where you were born.

19.a. City/Town/Village of Birth

    Kuala Lumpur

19.b. State/Province of Birth

19.c. Country of Birth

    Malaysia

19.a. - 19.c. List the exact place of birth as it is printed on your birth certificate, <u>even if the name has changed</u>.
19.a. City/Town/Village of Birth
19.b. State/Province of Birth
19.c. Country of birth

20. Date of Birth (mm/dd/yyyy)   09/04/1989

20. Type in your date of birth using (mm/dd/yyyy) <u>MONTH/DAY/YEAR</u> format.

I-765 Completion Guide

Part 2. Information About You (pg. 3)

Information About Your Last Arrival in the United States

21.a. Form I-94 Arrival-Departure Record Number (if any)

▶ 9 1 8 7 6 1 5 3 4 9 8

- Most students will have an electronic I-94.

- If you last entered by land, sea, or before electronic I-94s were issued, you may have a paper I-94 stapled in your passport.

- If you've been in the U.S. for 5 years or more without leaving, you may need to contact Deferred Inspections (CBP) for your I-94.

- If you changed your status to F-1 in the US, your current I-94 will be on the bottom of your I-797A Approval Notice.

- Obtain the latest copy of your electronic I-94 online: https://i94.cbp.dhs.gov/I94/

U.S. Customs and Border Protection
Securing America's Borders

Most Recent I-94

Admission (I-94) Record Number : 91876153498

Most Recent Date of Entry: 2018 August 09

Class of Admission : F1

Admit Until Date : D/S

Details provided on the I-94 Information form:

Last/Surname :

First (Given) Name :

Birth Date : 1988 August 09

Passport Number :

Country of Issuance : India

Departure Number

624833440 12

OMB No. 1651-0111

I-94 Departure Record

ADMITTED SFR

JUN 9 2009

Class F1 D/S

14. Family Name S T U D E N T
15. First (Given) Name E x a m p l e
16. Birth Date (Day/Mo/Yr) 0 9 0 6 8 2
17. Country of Citizenship C H I N A

CBP Form I-94 (10/04)
STAPLE HERE

Detach This Half for Personal Records

Receipt #

I-94#

NAME

CLASS H1B

VALID FROM 05/01/2008 UNTIL 05/01/2009

PETITIONER:

Receipt Number

Immigration and Naturalization Service

I-94 Departure Record   Petitioner:

14. Family Name
15. First (Given) Name
16. Date of Birth
17. Country of Citizenship JAPAN

Part 2. Information About You (pg. 3 continued)

21.b. Passport Number of Your Most Recently Issued Passport

PN000967R

21.c. Travel Document Number (if any)

21.d. Country That Issued Your Passport or Travel Document

India

21.e. Expiration Date for Passport or Travel Document (mm/dd/yyyy)

09/20/2022

22. Date of Your Last Arrival Into the United States, On or About (mm/dd/yyyy)

08/09/2018

23. Place of Your Last Arrival Into the United States

San Francisco, CA

24. Immigration Status at Your Last Arrival (for example, B-2 visitor, F-1 student, or no status)

F-1 Student

25. Your Current Immigration Status or Category (for example, B-2 visitor, F-1 student, parolee, deferred action, or no status or category)

F-1 Student

26. Student and Exchange Visitor Information System (SEVIS) Number (if any)

► N- 00002387539

21.b. Enter the passport number of your most recently issued passport.
Only if your F-1 visa or I-94 information has your old passport number on it, then you will need to submit a copy of your current passport bio page, as well as your expired passport bio page.

21.c. Leave this box blank if you used your passport to enter the U.S. and it is listed above.

22. Your most recent date of arrival can be found on your I-94 or the admission stamp in your passport.

23. Type the name of the U.S. city and state abbreviation where you last entered the U.S. (even if it was considered a "Preclearance" arrival in a third country airport such as Vancouver, Canada or Dublin, Ireland.)

24. Type the immigration status at your last arrival. It could be F-1 student, H-4 dependent, L-1, or something else if you changed your status in the U.S and have not left.

25. If your current immigration status is not F-1 student, see an ISSS advisor.

26. Your SEVIS ID number is on the top, left corner of your I-20 and starts with "N00…".

Part 2. Information About You (pg. 3 continued)

Tip: You are required to indicate what type of employment authorization you are applying for. Failure to answer this question, could result in your application being rejected.

Information About Your Eligibility Category

27. **Eligibility Category.** Refer to the **Who May File Form I-765** section of the Form I-765 Instructions to determine the appropriate eligibility category for this application. Enter the appropriate letter and number for your eligibility category below (for example, (a)(8), (c)(17)(iii)).

(c) (3) (B)

27. An F-1 student may file for employment authorization under one of the Foreign Student Categories:

- Pre-Completion OPT: (c)(3)(A)

- Post-Completion OPT: (c)(3)(B)

- 24-Month STEM OPT: (c)(3)(C)

You will write in the eligibility category based on the type of employment authorization you are requesting.

NOTE: The first letter of the code is always <u>lower</u> <u>case</u>; the second letter is always <u>upper case</u> (<u>case</u> <u>sensitive</u>).

Part 2. Information About You (pg. 3 continued)

28. **(c)(3)(C) STEM OPT Eligibility Category.** If you entered the eligibility category **(c)(3)(C)** in **Item Number 27.**, provide the information requested in **Item Numbers 28.a. - 28.c.**

28.a. Degree

28.b. Employer's Name as Listed in E-Verify

28.c. Employer's E-Verify Company Identification Number or a Valid E-Verify Client Company Identification Number

29. **(c)(26) Eligibility Category.** If you entered the eligibility category **(c)(26)** in **Item Number 27.**, provide the receipt number of your H-1B spouse's most recent Form I-797 Notice for Form I-129, Petition for a Nonimmigrant Worker.

▶

30. **(c)(8) Eligibility Category** If you entered the eligibility category **(c)(8)** in **Item Number 27.**, provide the information requested in **Item Numbers 30.a. - 30.g.**

30.a. Have you **EVER** been arrested for, and/or charged with, and/or convicted of any crime in any country?

☐ Yes ☐ No

NOTE: If you answered "Yes" to **Item Number 30.a.**, refer to **Special Filing Instructions for Those With Pending Asylum Applications (c)(8)** of the Form I-765 Instructions for information about providing court dispositions.

30.b. Did you enter the United States lawfully through a U.S. port of entry and were you inspected and admitted or paroled after inspection by an immigration officer? (If you answer "Yes," you **MUST** provide evidence of your lawful entry.)

☐ Yes ☐ No

30.c. If you answered "No" to **Item Number 30.b.**, did you present yourself to the Secretary of Homeland Security or his or her delegate (DHS) within 48 hours of entry or attempted entry **AND** express an intention to seek asylum within the United States or express a fear of persecution or torture in your home country?

☐ Yes ☐ No

28. – 30.c. These questions <u>do not</u> apply to you if you are filing under one of the following Foreign Student Categories, therefore you will leave this part blank:

- <u>Pre-Completion OPT</u> (c)(3)(A) or

- <u>Post-Completion OPT</u> (c)(3)(B)

*If you are applying for STEM OPT, then please see the next slide.

Part 2. Information About You (pg. 3 continued)

28.a. – 28.c. Only if you are applying for STEM OPT, then you must answer these questions.

28.a. Enter degree name as it appears on your diploma or SJSU final transcript. Example Bachelor's degree in Computer Science or Master's degree in Engineering. If the degree name does not fit, you will need to include the additional information on pg 7.

28.b. Enter your employer's name as listed in e-verify.

28.c. Enter the employer's e-verify number. *(This is not the same number as the Employment Identification Number (EIN) that you indicated on your I-983 training plan). If your employer is not e-verified at the time of STEM OPT filing, then you are not eligible for STEM OPT extension.*

29. - 30.c. These questions <u>do not</u> apply to you if you are filing under one of the following Foreign Student Categories, therefore you will leave this part blank:

- <u>Pre-Completion OPT</u> (c)(3)(A) or

- <u>Post-Completion OPT</u> (c)(3)(B) or

- <u>STEM OPT</u> (c)(3)(C)

Part 2. Information About You (pg. 4)

Part 2. Information About You (continued)

If you answered "Yes" to **Item Number 30.c.**, provide the following information:

30.d. Date you presented yourself to DHS

30.e. Location where you presented yourself to DHS

30.f. Country of claimed persecution

30.g. Provide an explanation for why you did not enter the United States lawfully through a U.S. port of entry. If you need extra space to complete this item, use the space provided in **Part 6. Additional Information**.

NOTE: Refer to the **Special Filing Instructions for Those With Pending Asylum Applications (c)(8)** section of the Form I-765 Instructions for more information.

31.a. (c)(35) and (c)(36) Eligibility Category. If you entered the eligibility category (c)(35) in **Item Number 27.**, please provide the receipt number of your Form I-797 Notice for Form I-140, Immigrant Petition for Alien Worker. If you entered the eligibility category (c)(36) in **Item Number 27.**, please provide the receipt number of your spouse's or parent's Form I-797 Notice for Form I-140.

▶

31.b. If you entered the eligibility category (c)(35) or (c)(36) in **Item Number 27.**, have you **EVER** been arrested for and/or convicted of any crime? ☐ Yes ☐ No

NOTE: If you answered "Yes" to **Item Number 31.b.**, refer to **Employment-Based Nonimmigrant Categories, Items 8. - 9.**, in the **Who May File Form I-765** section of the Form I-765 Instructions for information about providing court dispositions.

30.d. - 31.b. These questions <u>do not</u> apply to you if you are filing under one of the following Foreign Student Categories, therefore you will leave this part blank:

- <u>Pre-Completion OPT</u> (c)(3)(A) or
- <u>Post-Completion OPT</u> (c)(3)(B) or
- <u>STEM OPT</u> (c)(3)(C)

Part 3. Applicant's Statement, Contact Information, Declaration, Certification, and Signature (pg. 5)

Part 3. Applicant's Statement, Contact Information, Declaration, Certification, and Signature

NOTE: Read the **Penalties** section of the Form I-765 Instructions before completing this section. You must file Form I-765 while in the United States.

Applicant's Statement

NOTE: Select the box for either **Item Number 1.a.** or **1.b.** If applicable, select the box for **Item Number 2.**

1.a. ☒ I can read and understand English, and I have read and understand every question and instruction on this application and my answer to every question.

1.b. ☐ The interpreter named in **Part 4.** read to me every question and instruction on this application and my answer to every question in

[   ]

a language in which I am fluent, and I understood everything.

2. ☐ At my request, the preparer named in **Part 5.**,

[   ]

prepared this application for me based only upon information I provided or authorized.

Applicant's Contact Information

3. Applicant's Daytime Telephone Number
123456789

4. Applicant's Mobile Telephone Number (if any)
123456789

5. Applicant's Email Address (if any)
youremail@email.com

6. ☐ Select this box if you are a Salvadoran or Guatemalan national eligible for benefits under the ABC settlement agreement.

Applicant's Statement

1.a. You are required to **s**elect this box to indicate you can read and understand English, and that you have read and understand every question and the instructions.

Applicant's Contact Information

3. - 4. Enter your information. You must enter a phone number where you may be reached during the daytime. You may enter the same phone number for items 3 & 4. If you do not have a mobile telephone number, leave item 4 blank.

5. Enter an email address you will check everyday. Do not use your SJSU email address as it will eventually be deactivated after you graduate.

I-765 Completion Guide

Part 3. Applicant's Statement, Contact Information, Declaration, Certification, and Signature (continued) (pg. 5)

Applicant's Declaration and Certification

Copies of any documents I have submitted are exact photocopies of unaltered, original documents, and I understand that USCIS may require that I submit original documents to USCIS at a later date. Furthermore, I authorize the release of any information from any and all of my records that USCIS may need to determine my eligibility for the immigration benefit that I seek.

I furthermore authorize release of information contained in this application, in supporting documents, and in my USCIS records, to other entities and persons where necessary for the administration and enforcement of U.S. immigration law.

I understand that USCIS may require me to appear for an appointment to take my biometrics (fingerprints, photograph, and/or signature) and, at that time, if I am required to provide biometrics, I will be required to sign an oath reaffirming 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 understand 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

➡ *Handwrite Your Signature* (DON'T touch the lines.)

7.b. Date of Signature (mm/dd/yyyy) | 09/30/2018

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.

Read the entire declaration carefully.

Applicant's Signature
7.a. You must print the I-765 (after completing the form) then sign your name **by hand and using black ink pen**. **USCIS will not accept a I-765 that has not been signed or has been signed digitally or electronically.** **Your signature MUST fit within the box**. If the signature touches any of the lines of the box, your application could be delayed.

7.b. Enter the date that you signed the I-765 (using the correct date format).

Part 4. Interpreter's Contact Information, Certification, Signature & Part 5. Contact Information, Declaration, etc.(pages 5-6) Leave blank!

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)

1.b. Interpreter's Given Name (First Name)

2. Interpreter's Business or Organization Name (if any)

Part 4. Interpreter's Contact Information, Certification, and Signature

Interpreter's Mailing Address

3.a. Street Number and Name

3.b. ☐ Apt. ☐ Ste. ☐ Flr.

3.c. City or Town

3.d. State 3.e. ZIP Code

3.f. Province

3.g. Postal Code

3.h. Country

Interpreter's Contact Information

4. Interpreter's Daytime Telephone Number

5. Interpreter's Mobile Telephone Number (if any)

6. Interpreter's Email Address (if any)

Interpreter's Certification

I certify, under penalty of perjury, that:

I am fluent in English and ____ 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

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

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)

1.b. Preparer's Given Name (First Name)

2. Preparer's Business or Organization Name (if any)

Preparer's Mailing Address

3.a. Street Number and Name

3.b. ☐ Apt. ☐ Ste. ☐ Flr.

3.c. City or Town

3.d. State 3.e. ZIP Code

3.f. Province

3.g. Postal Code

3.h. Country

Preparer's Contact Information

4. Preparer's Daytime Telephone Number

5. Preparer's Mobile Telephone Number (if any)

6. Preparer's Email Address (if any)

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

8.b. Date of Signature (mm/dd/yyyy)

Part 4 & Part 5 (on pages 5-6)

These sections are for those who use an interpreter or paid preparer to complete the form. If you did NOT use an interpreter or preparer, leave all fields blank and skip these questions.

If you used a preparer to complete this application, refer to the USCIS Instructions for Form I-765 (https://www.uscis.gov/i-765) for guidance.

I-765 Completion Guide

Part 6. Additional Information (pg. 7)

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.a. Family Name (Last Name)

1.b. Given Name (First Name)

1.c. Middle Name

2. A-Number (if any) ▶ A-

Part 6: Complete this section to give any additional useful information that you would like USCIS to know.
*You are required to indicate any current or previous employment authorizations that have been authorized in your SEVIS record (CPT, OPT, STEM OPT).
Additional information may also include:
*Passport information: Only if your F-1 visa or I-94 information has your old passport number on it, then enter the expired passport information here.
*SEVIS ID number: If you have had a different SEVIS ID number, other than the number listed on page 3, part 2, question number 26, then indicate this here.
If none of these apply to you, you will still need to enter your name information from (1a, 1b, 1c).

1.a. Family name should be entered exactly how you entered it on page 1.
1.b. Given name should be entered exactly how you entered it on page 1.
1.c. Middle name should be entered exactly how you entered it on page 1.
2. If you do not have an A-Number or cannot remember it, <u>leave blank</u>. If you are renewing your EAD (filing for STEM OPT), this will be listed as the "USCIS #" on the front of your EAD card.

Part 6. Additional Information (pg. 7)

3.a. Page Number **3.b.** Part Number **3.c.** Item Number

| 3 | 2 | 27 |

3.d.

Poat-Completion OPT; Full-time;

Master's; Authorized

01/21/2020-01/20/2021; YSC1234567890;

I-20 copy included).

CPT; Full-time; Master's; Authorized

(06/01/2019-08/15/2019); I-20 copy

included).

Part 6: You are required to indicate any current or previous employment authorizations that have been authorized in your SEVIS record (CPT, OPT).

3.a.-3.c. Type in Page. 3, Part 2, Item 27 (this corresponds to a certain section of I-765)

3.d. If you have current or had previous OPT authorization(s), enter type of employment authorization, indicate if part-time or full-time, degree level, authorization dates, and any receipt numbers (IOE or YSC…) associated with the authorization(s), and I-20 copy included.

*All post-completion OPT will be full-time.

*Only if you had pre-completion OPT, it may be part-time or full-time.

If you had previous CPT authorizations, enter type of employment authorization, indicate if part-time or full-time, degree level, authorization dates, I-20 copy included).

 *Full-time or part-time CPT will be indicated on your I-20 that has your authorized CPT.

I-765 Completion Guide

Part 6. Additional Information (pg. 7)

4.a. Page Number
3

4.b. Part Number
2

4.c. Item Number
28a

4.d. Master's degree in (name of major as

indicated on diploma or SJSU

transcript).

CIP Code:

Part 6: STEM Applications ONLY. You are required to enter your degree information, since the information required, did not fit on question 28.a. on page 3.

4.d. Enter your major as it appears on your <u>diploma or SJSU final transcript.</u> Example: Bachelor's degree in Computer Science or Master's degree in Engineering.

CIP code will be listed on page 1 of your I-20. ('Program of Study' section. It is the 6 digit number that is listed below Major 1).

Next Steps for Filing I-765 (OPT Application)

1. You will need to print all 7 pages of the form I-765. Review your form for accuracy.
   - You may write in an answer/s using a black ink pen, if the information did not print.
2. Sign the correct page and space, plus enter the date of signing (page 5).
3. Submit ALL 7 PAGES of the form I-765 to USCIS, along with the supporting documents listed on slide 6.
4. Make a copy of your completed application before mailing to USCIS.
5. Pre-Completion and Post-Completion OPT applications <u>must be received within 30 days</u> of ISSS OPT recommendation date, or your application will be denied.

   - If you are unable to mail in a timely manner to be received before the due date, then contact ISSS before mailing your application.
6. STEM OPT applications <u>must be received within 60 days</u> of ISSS STEM OPT recommendation date or by your post-completion OPT end date (whichever is first), or your application will be denied.

   - If you are unable to mail in a timely manner to be received, then contact ISSS before mailing your application.

Where to Mail your Application

Mail your complete application to the USCIS lockbox. Refer to the Where to File instructions on USCIS Form I-765 webpage.

Foreign students

Eligibility Category (The category you selected in question 27 on Form I-765) and Description	Filing Location
F-1 Optional Practical Training (OPT): • (c)(3)(A), Pre-completion OPT • (c)(3)(B), Post-completion OPT • (c)(3)(C), 24-month extension for an F-1 student who has received a degree in science, technology, engineering, or mathematics (STEM) that appears on the STEM designated degree program list published on the SEVP website	**USCIS Chicago Lockbox** **U.S. Postal Service (USPS)** Attn: I-765 C03 P.O. Box 805373 Chicago, IL 60680-5374 **FedEx, UPS, and DHL deliveries:** USCIS Attn: I-765 C03 (Box 805373) 131 South Dearborn - 3rd Floor Chicago, IL 60603-5517

ISSS recommends mailing your application via FedEx or UPS, since you can track your application.

After Mailing to USCIS

1. If your application is returned back to you, contact ISSS before mailing out your application again.

    a. We need to make sure that you are still within your filing period, as you may need a new I-20 to file.

2. Within 2-3 weeks of USCIS receiving your OPT application, a paper receipt (Form I-797C) will be mailed to the mailing address that you provided as your mailing address in your application (Form I-765).

    a. Review the receipt for any errors in your name or date of birth. If there are errors, please contact ISSS.

3. Processing of your OPT application can take up 2-3 months, sometimes longer.

    a. You cannot change your requested Pre or Post-Completion or STEM OPT dates, once you have filed your OPT application with USCIS.

    b. If you receive a RFE 'Request for Evidence' or RFI 'Request for Information' from USCIS, please contact ISSS.

THANK YOU!

international-office@sjsu.edu

Office Hours: Monday-Friday 9:00am to 4:30pm

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