UNC Charlotte
OPT Application Guidelines for 12 -Month OPT

Brought to you by the ISSO
Before Using This Guide...

This document is a general guide to help you apply for OPT and complete Form I-765 after you have received your OPT I-20 from ISSO. It is your responsibility to ensure that your I-765 application is completed correctly with supporting documents, and that the complete application is submitted to USCIS within the appropriate filing period.

Detailed instructions for Form I-765 itself are available at: https://www.uscis.gov/I-765.

Please read the instructions on the USCIS website. The directions in this document for completing Form I-765 are meant to be examples only. Upon reading these directions, you may determine a different method for completing the I-765. Following this guide does not guarantee approval of your OPT by USCIS.
If a box in the I-765 does not apply to you, we recommend entering in “N/A” which stands for “Not Applicable”. Leaving an item blank could be (falsely) interpreted by the government as withholding information. Writing “N/A” makes your intention clear to the processing officer.

On several pages of this guide, we point out *Rare Scenarios*. These are situations which are not common for most F-1 students applying for OPT. If a Rare Scenario does not apply to you, ignore it.

This document is for 12 -Month OPT I -765 applications only.

The ISSO has more general OPT instructions and guidelines here.
Documents Needed to Apply for OPT:

- Form G-1145
- Form I-765
- Payment - $410 Check or Money Order
- Two passport-style photos
- ISSO Cover Letter
- Photocopy of Form I-20 with OPT recommendation
- Photocopies of any I-20(s) with previous OPT or CPT authorization(s)
- Photocopies of your initial UNC-Charlotte I-20, I-20(s) from previous institutions (if you transferred in), or previous degree levels
- Print out or copy of your most recent I-94
- Photocopy of passport ID page showing current expiration date
- Photocopy of most recent US visa
- Photocopy of previous EAD cards – if applicable

This guide will cover each of the documents above.
Download the Form G-1145 from the USCIS website. The G-1145 gives USCIS permission to update you electronically (text or email) about your application.

The text/email provides information earlier than you would receive the paper notice. Submitting this form is optional, but strongly recommended.

How to fill out Form G-1145:
• Type or print legibly in black ink
• The G-1145 should be the first page of your overall application

*Rare Scenario: if your first or last name is too long to type out due to character limits, carefully and legibly handwrite your name in the space provided*
Download the I-765 form from the USCIS website and also review the I-765 instructions found there. Important: Use the most current version. It is best to download it just before mailing the application since USCIS updates it frequently.

How to fill out Form I-765:
• Type or print legibly in black ink.
• Answer all questions fully and accurately.
• If a question does not apply to you, type or print “N/A”
• Print and complete ALL pages 1-7. If any pages are missing, your application will be rejected!
• Print all pages single-sided
**Form I-765: Page 1**

**Top Portion:** leave this entire section blank.
We recommend typing this document. You can hand write additional information in black pen, but write clearly and legibly. A mix of typed and handwriting is OK!

Select 1.a. because this is the first time you are applying for OPT.

*Rare Scenario: even if you’ve done OPT before at a previous degree level, check 1.a.*
**Form I-765: Page 1**

**Part 2. Information About You**

<table>
<thead>
<tr>
<th>Your Full Legal Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.a. Family Name (Last Name)</td>
</tr>
<tr>
<td>1.b. Given Name (First Name)</td>
</tr>
<tr>
<td>1.c. Middle Name</td>
</tr>
</tbody>
</table>

Type your name exactly as it appears on the biographical page of your passport. Your Last Name should go under 1.a. All remaining names should go under 1.b.

**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.

<table>
<thead>
<tr>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.a. Family Name (Last Name)</td>
</tr>
<tr>
<td>2.b. Given Name (First Name)</td>
</tr>
<tr>
<td>2.c. Middle Name</td>
</tr>
<tr>
<td>3.a. Family Name (Last Name)</td>
</tr>
<tr>
<td>3.b. Given Name (First Name)</td>
</tr>
<tr>
<td>3.c. Middle Name</td>
</tr>
<tr>
<td>4.a. Family Name (Last Name)</td>
</tr>
<tr>
<td>4.b. Given Name (First Name)</td>
</tr>
<tr>
<td>4.c. Middle Name</td>
</tr>
</tbody>
</table>

*Rare Scenario: If your Given or Family Name is too long to fit in the box via typing, print your form and write your name in small but legible letters in black ink.*

Type all other names, including maiden names or other names that you may have used on official records or documents. Type in “N/A” if not applicable (most common scenario). If you are typing out the I-765 electronically, be aware that the form does not allow you to write the “/” character into these fields. You will need to hand-write the “N/A” wherever this applies.
5. This is where your I-797 receipt 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.

5.a. If you are using the address of a friend or family member, write the name of that person here, and then check “No” for 6. If you are using your own address, do not write a name in 5.a., and check “Yes” for 6.

Even if you checked “Yes” for 6, handwrite your physical address into this section (it will be the same). If you checked “No” for 6, write the physical address where you live in the U.S.
8. If you do not have an Alien Registration Number, type in “N/A”. If you do, type the number here (this is rare for F-1 students).

9. If you do not have a USCIS Online Account Number, type in “N/A”. If you do, type the number here (this is also rare).

Questions 10 and 11 should be easy.

12. Click “No” if this is your first time applying for OPT or an EAD card (most common).

13.a. Click “Yes” if you have a Social Security Card and number. Check “No” if you do not.

13.b. Type your Social Security Number here (if you already have one).
14. If you do not have a Social Security Number and want one, click “Yes”. This is recommended for those who do not already have an SSN.

If you already have an SSN, check “No” for 14-15 and write in “N/A” for 16a-17b.

15-17.b. If you do not have a Social Security Number and want one, click “Yes” for 15 and write your parents’ names in boxes 16-17.
18. List all countries where you are a citizen or national. If you are a citizen of only one country, also put “N/A” for 18.b.

*Rare scenario: use Part 6 of the I-765 (Page 7) to list additional countries if you are the citizen of more than 2 countries.*
19. When completing this section, if the country’s or province’s name has changed or the country no longer exists (e.g. USSR; Andhra Pradesh vs. Telangana), type the name of the country or province as it was named when you were born.

20. Remember to use the American date format, MM/DD/YYYY (example September 1, 1997 = 09/01/1997)

<table>
<thead>
<tr>
<th>Part 2. Information About You (continued)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Place of Birth</strong></td>
</tr>
<tr>
<td>List the city/town/village, state/province, and country where you were born.</td>
</tr>
<tr>
<td>19.a. City/Town/Village of Birth</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>19.b. State/Province of Birth</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>19.c. Country of Birth</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>20. Date of Birth (mm/dd/yyyy)</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>
21.a. Most students will have an electronic I-94, which you can print at https://i94.cbp.dhs.gov/I94. Your I-94 may look a little different than the sample below.

*Rare Scenarios: if your last entry was by land, sea, or before electronic I-94s were issued, you may have a paper I-94.

If you changed your status to F-1 in the U.S., your current I-94 will be on the bottom of your I-797A Approval Notice.*
21.b-e. Enter the information directly from your passport. This passport should match the country on your I-20. 21.c. is usually “N/A”.

*Rare Scenario: In cases where you entered the US on a passport that is now expired, enter the number of your expired passport. (You will provide information on the new passport on pg. 7 of the application.).*

22. Your most recent entry date can be found on your passport admission stamp, electronic I-94 record, or paper I-94 card.

23. Name of the Port of Entry city from your most recent entry. Can be formatted as: City, State Abbreviation; Airport Code; or City

24-25. This should be “F-1 Student”.

*Rare Scenario: In cases where you entered the U.S. on a different visa status (i.e. H-4) and completed a Change of Status from within the U.S. by filing Form I-539, you may need to write a different answer for 24.*

26. Your SEVIS ID appears on the top left side of your I-20 and starts with N00...
27. Type (C)(3)(B), which is the code for 12-month OPT. Letters can be uppercase or lowercase—it doesn’t matter.

For 28-28.c., write in “N/A”—these questions do not apply for initial 12-month OPT.

#29-30.c Write “N/A” in these fields; or leave check boxes blank or check “No,” (your choice) as they are not applicable to applying for OPT.
#30d.-31.b Write “N/A” in these fields; or leave check boxes blank or check “No,” (your choice) as they are not applicable to applying for OPT.
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. [X] 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 [language], a language in which I am fluent, and I understood everything.

2. [ ] At my request, the preparer named in Part 5, [name], prepared this application for me based only upon information I provided or authorized.

Select 1.a. because you are completing this yourself.

Complete 3-5.

Applicant's Contact Information

3. Applicant's Daytime Telephone Number

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

5. Applicant's Email Address (if any)

6. [ ] Select this box if you are a Salvadoran or Guatemalan national eligible for benefits under the ABC settlement agreement.
7.a. Sign your name WITH A BLACK PEN. DO NOT sign this electronically.

7.b. Handwrite the date in American date format, MM/DD/YYYY (example October 15, 2018 = 10/15/2018)

1.a., 1.b., 2. Type “N/A” into each box, as you did not use an interpreter.
On Part 4 of Page 5 & on all of Page 6, enter in “N/A” in any boxes that do not apply to you. All or most boxes will not apply. For Page 6, you can write one large “N/A” over the page.

* Rare Scenario: If you did not complete this form yourself and used a preparer, refer to the USCIS Instructions for Form I-765 for guidance at www.uscis.gov/i-765.*
You may need to complete additional areas of Page 7 IF:

- You have been authorized for CPT (part-time or full-time)
- You have filed for OPT before (including if you filed and later withdrew your application)
- You have a previous SEVIS ID number (from a prior program or termination)
- You were a transfer in or completed a lower degree in the US
- You changed your visa status while a student (e.g. H-4 to F-1)
- You have a new passport, or are the citizen of more than two countries

Complete sections 1.a., 1.b., 1.c. so they match Page 1.
2. will be “N/A” for most applicants.

The Page #, Part #, Item # Header should reference the location of the question you are providing additional information for from earlier in the I-765.

Here’s an example where a student did full-time CPT over a summer working at Google.

This is an example only! Do not copy!
Part-Time CPT Example

N0012345678

Bachelor’s
Google, Inc

Previous Lower-Level Degree w/ Transfer Example

Previously enrolled at Cornell University, from
8/1/2011 – 5/15/2015
N009999999
Graduated on 5/15/2015 – Bachelor’s in Mat Sci. Engineering
OPT from 6/1/2015 – 5/31/2016
Transferred to UNC-Charlotte

More than Two Citizenships Example (Put the first two citizenships in 18.a – 8.b and note additional citizenships on Page 7.)

I am also a citizen of:
Denmark, Passport #: 5G54484
Norway, Passport #: AJMY99212

Change of Visa Status While a Student Example

Previous H-4 status
From 8/2/2017 to 4/29/2018
OR
Change of Status approved on 4/29/2018.
You may need to use multiple sections. For example, if you have a new passport from the one you last entered with, multiple past CPTs, etc.

Your last step is to sign your name in this blank space and write the date (same date as Page 4) WITH A BLACK PEN.
I-765 Fee:

Your form of payment (check or money order) should be for $410 and made payable to the U.S. Department of Homeland Security
- The ISSO highly recommends using a money order over a personal check
- **Do not attempt to pay using cash**
- Do NOT sign the back of any of the above forms of payment (in the U.S., only the entity or person receiving the funds signs the back)!
- Attach the form of payment to Page 1 of the I-765.

These are samples only! Do not blindly copy! Your specific order may look different or have different fields.

Writing “Form I-765” and your I-94 # on your check is optional, but can help link your payment to your application if it becomes separated during USCIS processing.
I-765 Fee:

These are samples only! Do not blindly copy! Your specific money order may look different or have different fields.

Writing “Form I-765” and your I-94 # on your check is optional, but can help link your payment to your application if it becomes separated during USCIS processing.
Passport-Style Photos:

Photo guidelines:

- Two identical color passport-style photos of yourself taken within last 30 days
- Full face, frontal view, on a white to off-white background.
- No glasses; your head must be bare unless you are wearing headwear as required by a religious denomination of which you are a member.
- Printed on thin paper with a glossy finish, unmounted and unretouched.

Using a pencil or felt pen, print the following on the back of each photo:
- Name
- I-94 #

Note: attach your photos to Page 1 of the I-765. If you would like to place your photos in a small envelope to prevent damage or loss, write your name, I-94#, and “Form I-765” on the envelope.
ISSO Cover Letter:

Students will typically receive this optional letter, which explains the ISSO’s recommendation that students enter “N/A” in areas of the I-765 application that do not apply to them, in their OPT Review.

However, if for whatever reason you cannot attend an in-person OPT Review, simply ask to have this optional letter mailed or otherwise included with your OPT-recommended I-20.

Simply date the letter and include with your application, if you wish.
Photocopies of Documents:

Students should make copies of the following for inclusion with their applications:

- Photocopy of Form I-20 with OPT recommendation
- Photocopies of any I-20(s) with previous OPT or CPT authorization(s)
- Photocopies of your initial UNC-Charlotte I-20, I-20(s) from previous institutions (if you transferred in), or previous degree levels
- Print out or copy of your most recent I-94
- Photocopy of passport ID page showing current expiration date
- Photocopy of most recent US visa
- Photocopy of previous EAD cards – if applicable

Note: do not send original documents. Also, some of the green items noted above may not apply to all students, depending on your situation.
Complete & Review the Form I-765 & Documents

You are almost done with the I-765 & Supporting Documents!

1. Review all the information on the forms for accuracy. You must submit ALL 7 pages of the I-765, in addition to supporting documents.

2. Scan or make a copy of your completed I-765 application to keep for your records or in case you need to reference it while the application is pending.

3. Next, make sure to mail the application to the correct address.
THANK YOU!

Best wishes on OPT!