Before Using This Guide...

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

Instructions for Form I-765 and the form 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 STEM OPT. If a Rare Scenario does not apply to you, ignore it.

This document is for STEM OPT I-765 applications only.

The ISSO has more general STEM OPT instructions and guidelines here.
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 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 STEM OPT and an EAD using the C-3-C code.

Clarification: you might hear from friends at other schools that they were advised to put 1.c. This is not correct—the I-765 instructions observe “Initial EAD: An EAD issued to an eligible applicant for the first time under a specific eligibility category”. Since this is the first time you are applying with the STEM category of C-3-C for Item 27, this is an initial permission, and NOT a renewal. Confusingly, USCIS will process both responses, but to be safe, select 1.A.
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.

*Rare Scenario: If your Given 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.*
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.
Form I-765: Page 2

8. Your A-Number is the 9-digit USCIS# on your original OPT EAD. If you aren’t sure or can’t find this, entering “N/A” is also acceptable, since this field won’t have an impact on your petition.

9. If you do not have a USCIS Online Account Number, type in “N/A”. If you do, type the number here.

Questions 10 and 11 should be easy.

12. Click “Yes” because you applied for Post-Completion OPT.

13.a. Click “Yes” because you have a Social Security Card and number.

13.b. Type your Social Security Number here.
14. Click “No” because you have a Social Security Number.

15-17.b. Click “No” for 15 and write in “N/A” 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)
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.*
### Form I-765: Page 3

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>21.b.</td>
<td>Passport Number of Your Most Recently Issued Passport</td>
</tr>
<tr>
<td>21.c.</td>
<td>Travel Document Number (if any)</td>
</tr>
<tr>
<td>21.d.</td>
<td>Country That Issued Your Passport or Travel Document</td>
</tr>
<tr>
<td>21.e.</td>
<td>Expiration Date for Passport or Travel Document (mm/dd/yyyy)</td>
</tr>
<tr>
<td>22.</td>
<td>Date of Your Last Arrival Into the United States, On or About (mm/dd/yyyy)</td>
</tr>
<tr>
<td>23.</td>
<td>Place of Your Last Arrival Into the United States</td>
</tr>
<tr>
<td>City, State Abbreviation</td>
<td></td>
</tr>
<tr>
<td>24.</td>
<td>Immigration Status at Your Last Arrival (for example, B-2 visitor, F-1 student, or no status)</td>
</tr>
<tr>
<td>F-1 Student</td>
<td></td>
</tr>
<tr>
<td>25.</td>
<td>Your Current Immigration Status or Category (for example, B-2 visitor, F-1 student, parolee, deferred action, or no status or category)</td>
</tr>
<tr>
<td>F-1 Student</td>
<td></td>
</tr>
<tr>
<td>26.</td>
<td>Student and Exchange Visitor Information System (SEVIS) Number (if any)</td>
</tr>
</tbody>
</table>

- **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

- **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)(C), which is the code for STEM OPT. “C” can be uppercase or lowercase—it doesn’t matter.

28.a. Type the name of your STEM degree earned at UNC Charlotte. You can abbreviate, if needed. (Example: MS in Elec Eng)

28.b. Type the name of your STEM employer as Listed in E-Verify.

28.c. Type your Employer’s E-Verify Number. Warning! This is different from your employer’s EIN #! These numbers are not the same!

#29-30c. Write “N/A” in these fields; or leave check boxes blank or check “No,” as they are not applicable to applying for STEM OPT.
#30d.-31b. Write “N/A” in these fields; or leave check boxes blank or check “No,” as they are not applicable to applying for STEM OPT.
Select 1.a. because you are completing this yourself.

Complete 3-5.
Form I-765: Page 5

7.a. Sign your name WITH A BLACK PEN. DO NOT sign this electronically.

7.b. Type 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.

3a.-7b. Type “N/A” into each box, as you did not use an interpreter.
On Page 6, enter in “N/A” in any boxes that do not apply to you. All or most boxes will not apply.

* 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.*
Complete sections 1.a., 1.b., 1.c. so they match Page 1.

2. If you have this, provide as on Page 2.

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

In Sections 3-7, you must type the following: All Post-Completion OPT authorizations that you have had. List each authorization separately, including the SEVIS Number, OPT authorization, dates of authorization, and the academic level of the authorization used (Bachelor, Masters or Doctorate).

Clarification: Page 7 of the I-765 for STEM OPT is generally simpler than it was for initial OPT. Providing CPT, change of status, or other information is optional and voluntary. The only mandatory information is the 12 month OPT info. This is because your CPT/other info was already vetted when your 12 month EAD was approved and issued.

These are examples only! Do not copy!
You may need to use multiple sections. For example, if you have a new passport from the one you last entered with, multiple past OPTs, etc.

Your last step is to sign your name in the bottom lines of 7d. And write the date (same date as Page 4) WITH A BLACK PEN. This is optional but strongly recommended based on the I-765 instructions for Page 7.
Complete & Review the Form I-765

You are done with the I-765!

1. Review all the information on the form for accuracy. You must submit ALL 7 pages of the I-765, in addition to supporting documents (see Step 3 below).

2. 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, gather the required documentation and copies noted on the following pages. Click here for the latest USCIS checklist and STEM OPT guidelines from the ISSO.
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.
Other Evidence/Documents:

In addition to items mentioned previously, students should include the following for inclusion with their applications:

- Photocopy of Form I-20 with STEM OPT recommendation
- Form G-1145 (if filing by paper)
- 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, including front and back of OPT EAD
- Official or unofficial transcript (unsealed is ok) OR a copy of the diploma – the document type you select must show your degree level and program of study
- If applying based on a previously earned U.S. STEM degree (within 10 years), include a copy of previous degree/transcript and evidence that your degree meets the requirements (RARE)
THANK YOU!

Best wishes on STEM OPT!