

STEM OPTIONAL PRACTICAL TRAINING (OPT) INSTRUCTIONS

Congratulations on completing the online OPT workshop! These OPT INSTRUCTIONS will serve as your **guide** and **frequent reference** in completing your OPT application.

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1. Important Timelines and Deadlines

- Earliest date you can request the STEM OPT Extension is 90 days before the current OPT authorization end date (date listed on current EAD card).
- Latest start date you can request is the day of the current OPT authorization end date (date listed on current EAD card).



USCIS will not accept applications received after the expiration of your current EAD Card.

2. STEM OPT APPLICATION



Prepare OPT Application

Start preparing your OPT application while you wait for OIPS to process your STEM OPT I-20 request (<https://oips.gmu.edu/stem-opt-extension/>). Your OPT Application includes your STEM OPT I-20, I-765 application to USCIS, payment, and supporting documents. Follow the instructions below carefully to complete your application.

<i>Click on the box when step is completed</i>	Step 3 Checklist: Prepare OPT Application
<input type="checkbox"/>	1. Review the USCIS web page Form Filing Tips at https://www.uscis.gov/forms-filing-tips (detailed instructions below).
<input type="checkbox"/>	2. Complete and sign USCIS form I-765. (Detailed instructions below).
<input type="checkbox"/>	3. Complete and sign USCIS form G-1145
<input type="checkbox"/>	4. Make copies of all required documents.
<input type="checkbox"/>	5. Purchase new official photographs
<input type="checkbox"/>	6. Prepare payment – OPT application fee.
<input type="checkbox"/>	7. Review OPT application.

Step 3 Checklist Detailed Instructions

- 1. Review the USICS Webpage Form Filing Tips** at <https://www.uscis.gov/forms-filing-tips>. The instructions below are from this webpage. See the link for official information.
 - When possible, download the form from the USCIS website and complete it with a computer.
 - If you hand write your answers, use black ink. Make sure your entries are neat, legible, and within the space provided.
 - We use special scanners to read your forms and documents. The scanners will not properly read information that is greyed out, highlighted or corrected using correction fluid or tape.
 - If you make an error, start over with a clean form

Step by Step Instructions

Part 1. Reason for Applying

I am applying for

1.c. Choose 1.c. for a STEM extension

Part 2. Information about You

Your Full Legal Name

1.a.-1.c. Enter your last name, first name, and (if applicable) middle name.

Other Names Used

2.a.-4.c. Enter all other names you have used. If you do not have any other names, enter N/A.

Your U.S. Mailing Address

5.a.-5.e. Provide a valid mailing address in the United States. Keep in mind that the U.S. government will not forward government mail. If returned for an incorrect address, your card will be destroyed.

- You can list a valid U.S. residence, APO, or commercial address.
- You can list a U.S. Post Office (PO Box) if that is how you receive your mail.
- If your mail is sent to someone other than yourself, include an "In Care of Name"
- If you are planning to move during the time your application is with USCIS, you can use the OIPS address. We will notify you to pick up your EAD card when it arrives. If you choose to use the OIPS address, use the following format. (Do not forget to include MSN4C3):

6. Choose YES if the address you entered in 5.a.-5.e. is the same as your physical address. Choose NO if it is not.

U.S. Physical Address

7.a.-7.d. If you answered NO to **6.**, enter your complete physical address

Other Information

8. Enter your Alien Registration Number (A-number) if any. If you do not have an A-number or cannot remember it, leave **8.** blank. If you are renewing your EAD, this number may be listed as the USCIS Number on the front of the card. If you have more than one A-Number, use the space provided in **Part 6. Additional Information.** (Most F-1 students do not have A-numbers. An Alien Registration Number (A-number) is typically issued to people who apply for, or are granted, certain immigration benefits. In the addition to USCIS; ICE, U.S. Customs and Border Protection (CBP), EOIR, and the DoS may also issue an A-Number to certain foreign nationals).

9. If you have previously filed an application or petition using the USCIS online filing system (previously called USCIS ELIS), provide the USCIS Online Account Number you were

issued by the system. If you do not have a USCIS Online Account Number or cannot remember it, leave **9**. Blank.

10. Choose the box that indicates if you are Male or Female.

11. Choose the box that describes the marital status you have on the date you file Form 1-765.

12. If you have applied for employment authorization in the past, choose YES and provide copies of your previous EADs if available. If you have NOT applied for employment authorization in the past, choose NO.

13.a.-13b. If the Social Security Administration (SSA) has ever issued a Social Security number to you in your current name or a previously used name such as your maiden name, choose YES for **13.a.** and enter the social security number (SSN) from your card in **13.b.** Otherwise, choose NO for 13.a.

14. Social Security Information

- If your request for employment authorization is approved, the SSA may assign you an SSN and issue you a Social Security Card, or issue you a replacement card. You are not required to request an SSN using this application. (Completing 14-17.b. is optional). However, you must have an SSN properly assigned in your name to work in the United States.
- If your employer uses E-Verify to confirm new employees' eligibility to work legally in the U.S., the information you provide on Form I-9, Employment Eligibility Verification, will be compared to data in SSA and Department of Homeland Security (DHS) databases. Employees must have an SSN in order for E-Verify to confirm their eligibility to work legally in the U.S.

If you want the SSA to assign you an SSN and issue you a Social Security Card, answer YES to **14.**

15. If you answered YES to **14**, also answer YES to **15** to authorize the SSA to receive information about you from your I-765 application.

16.a.-17.b. If you answered YES to **14**, enter information about your father's and mother's family and given names at birth.

Your Country or Countries of Citizenship or Nationality

18. Enter the name of the country or countries where you are currently a citizen or national.

- If you are stateless, type or print the name of the country where you were last a citizen or national.
- If you are a citizen or national of more than one country, enter the name of the foreign country that issued your last passport.

Place of Birth

19a.-19.c. Enter the name of city, town, or village; state or province; and country where you were born. Enter the name of the country as it was named when you were born, even if the country no longer exists.

20. Enter your date of birth in mm/dd/yyyy format in the space provided. For example, enter October 5, 1994 as 10/05/1994.

Information About Your Last Arrival in the United States

21.a. Enter your Form I-94 Number. Most students can find their I-94 Number by visiting the CBP website at <https://i94.cbp.dhs.gov>. If you last entered the U.S. before April 30, 2013, you might have a paper version of the I-94. The Form I-94 Number is also known as the Departure Number on some versions of the form.

21.b.-21.e Enter your passport or travel document number if you used one to travel to the U.S., even if it is currently expired

21.b. Enter passport number

21.c. Enter travel document number if any

21.d. Enter Country that issued passport or travel document

21.e. Enter expiration date of passport or travel document

22. Enter the date that you last entered the U.S., using the mm/dd/yyyy format. See your I-94.

23. Enter the Place of your last arrival into the U.S. You can enter an airport code or airport name. See your I-94.

24. Enter the letter and number that matches your current immigration status when you last entered the U.S.. For example, if you were an F-1 student when you last entered the U.S., enter "F-1."

25. Enter the letter and number that matches your current immigration status. For example, if your current immigration status is F-1 student, enter "F-1." If you have not changed your status since you last entered the U.S., your entry for **25** and **26** should match.

26. Enter your SEVIS number from your OPT I-20.

Information About Your Eligibility Category

27. In the three boxes, enter the eligibility category based on your situation:

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

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

STEM extension OPT: (c) (3) (C)

28.-28.c. If you entered eligibility category (c) (3) (C) in 27., enter your degree level, major and CIP code (for example, Bachelor's degree in Mathematics, 27.0101), your employer's name as listed in E-Verify, your employer's E-Verify Company Identification Number, or a valid E-Verify Client Company Identification Number.

29.-31.b. Skip these questions. They do not apply to F-1 students applying for OPT.

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

Applicant's Statement

- 1.a.** Choose **1.a.** to indicate that you have read and understand all questions and answers in this application.
- 1.b.** Only choose **1.b.** if you require an interpreter for help with all questions, instructions, and answers. Enter the language that the interpreter used to communicate. Students who have completed a degree program in the U.S. should have the level of English required to choose **1.a.** instead.
- 2.** Choose **2.** if someone, **an immigration lawyer or other representative**, prepared this application for you based on information that you provided or authorized. If you choose **2.**, you must complete **Part 5.**

Applicant's Contact Information

- 3.** Enter your daytime telephone number.
- 4.** Enter your mobile telephone number if you have one.
- 5.** Enter your email address if you have one.
- 6.** Skip **6.** Unless you are a Salvadoran or Guatemalan national eligible for benefits under the ABC settlement .

Applicant's Declaration and Certification

- 7.a.** Read the declaration to understand what you are authorizing by signing your name. Handwrite your name. A stamped or handwritten signature is not acceptable.
- 7.b.** Enter the date you signed Form I-765 using the mm/dd/yyyy format.

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

- 1.a.-7.b.** These questions do not typically apply to an F-1 student applying for OPT. If a question does not apply to you, enter "N/A" unless otherwise directed. If a question requires a number, enter "NONE" if it does not apply to you.

Part 5. Contact Information, Declaration, and Signature of the Person Preparing this Application, If Other Than the Applicant.

- 1.a.-8.b.** If someone prepared this application for you, enter the appropriate information. The Preparer must read and complete **7.a. or 7.b.** and sign and date **8.a. and 8.b.** If you did not have someone prepare this application for you, these questions do not apply to you: Enter "N/A" unless otherwise directed. If a question requires a number, enter "NONE."

Part. 6. Additional Information

Use **Part 6.** to provide **all previously used SEVIS numbers and evidence of any previously authorized CPT or OPT** and the Academic Level at which it was authorized. (If you need extra space to provide additional information, you may make copies of **Part 6.** Make sure you follow the instructions in **Part 6** about what information needs to be included on your copies.

1.a.-1.c. Enter your Family Name, Given Name, and Middle Name

2. Enter your A-Number if you have one.

3.a.-3.b. Indicate the Page Number, Part Number, and Item Number to which your answer refers. For example if you previously been approved for CPT and/or OPT, enter "Page 3, Part 2, Item 27."

3.a. Page Number	3.b. Part Number	3.c. Item Number
3	2	27

3.d. List any previous CPT or OPT authorizations you have had. Use separate fields for each (for example, list all previous CPTs in 3.d., all previous OPTs in 4.d., etc.) You can find your previous CPT/OPT authorization details on your CPT/OPT I-20s.

Use the following format: *CPT Authorization* as the title; whether the authorization was full-time (more than 20 hours per week); part-time (20 hours or fewer per week); SEVIS ID number; employer name; employment start and end date; degree level.

Example for CPT:

3.d. CPT Authorization
Full-time
N0123456789
One Job Inc.
06/01/2018-08/10/2018, Bachelor's

4.d. List all previous OPT approvals using this format: OPT Authorization as the title; whether the authorization full-time (more than 20 hours per week); part-time (20 hours or fewer per week); SEVIS ID number; employment start and end date; degree level.

Example for OPT:

4.d. OPT Authorization
Part-time
N0123456789
09/01/2018-12/19/2018, Bachelor's

3. Complete USCIS form G-1145

- This is an optional form. Use this form to request text and email notification(s) regarding your application.
- Download the form at <https://www.uscis.gov/g-1145>
- Complete the form with a computer. If you handwrite your answers, use black ink.
- Print the form

4. Make copies of all required documents:

- OPT I-20 (page 1 and page 2)
- All previous I-20 forms (page 1 and page with travel validation – this can be page 2 or 3) issued by George Mason University
- Passport biological page, showing your photo and passport expiration
- U.S. entry visa, even if expired
- I-94 printout (<https://i94.cbp.dhs.gov/i94>)
- If applicable – any previous EAD cards from George Mason or previous schools.
- If applicable – Change of Status I-797 approval notice (if you change status to F1 in U.S.)

5. Purchase New Official Photographs

The photographs must meet the specifications of the U.S. style passport photos. See [Appendix B, Photo Requirements](#) for additional detailed instructions.

- The photographs must be 2” by 2” and **taken within the past 30 days**. Do NOT use older photographs.
- USCIS has been examining photographs more strictly. OIPS recommends that students have their photos taken **professionally**. Recently, students have been visiting the following locations to obtain their photos: the Post Office (select Post Office locations offer photo services for \$15. Call ahead to find out if your Post office has this service) and FedEx Kinkos (University Mall). Usually the Post Office and FedEx Kinkos will cut the photographs for you. If they hand you a sheet of photographs (attached together), please ask to them to cut the sheet into individual photographs.

- Using pencil or felt pen, write your name, date of birth and SEVIS ID number lightly on the back of each photograph.
- Place the two photographs in an envelope or sealed plastic bag.
- Do NOT staple the two photographs.

6. Prepare your OPT application fee

You can pay by check, money order or credit card

- *Credit card:*
 - Review instructions at <https://www.uscis.gov/forms/paying-uscis-fees> (Scroll down to the section "How to Pay with a Credit Card").
 - Print out and complete form G-1450 with credit card information and sign
 - If you experience trouble downloading/printing the form G-1450, try using the browser Firefox
- *Personal check or money order:*
 - Review instructions at <https://www.uscis.gov/forms/paying-uscis-fees>
 - If applicable – purchase a money order at a bank, post office, or grocery store.
 - Make your check or money order payable to "U.S. Department of Homeland Security."
 - Enter the correct amount of payment on the check or money order. The current fee is \$410, but we recommend that you verify the fee at the time of your application (<https://www.uscis.gov/i-765>)
 - Make sure a name and address are printed on the check or money order.

How to Fill out a Personal Check:

On the "Pay to the Order of" line, write "U.S. Department of Homeland Security" (not "USDHS" or "DHS")

Spell out the exact dollar amount of the fee. The "cents" portion of the amount should be written as a fraction over 100.

In the Memo/For section, be sure to include your SEVIS ID number and a brief description of the purpose of your payment.

Write the date you are filling out the check. Use the U.S. style of month/day/year. (Example: January 4, 2017 or 1/4/17, but not 4/1/17.)

Write the exact dollar amount of the fee in numbers. In the example, the amount is "\$410.00"

Hand-sign the check in the bottom right corner. Do NOT sign the back of the check. Leave that portion entirely blank.

NAME
ADDRESS
CITY, STATE, ZIP

DATE: mm/dd/yyyy

0123
01 23456789

PAY TO THE ORDER OF: U.S. Department of Homeland Security

\$ 410.00

Four Hundred Ten Dollars and ⁰⁰/₁₀₀ DOLLARS

BANK NAME: Your SEVIS Number
ADDRESS
CITY, STATE, ZIP

FOR: I-765 OPT Application

Your Signature

⑆ 23456789 ⑆ 0 ⑆ 234567890 ⑆ 23 ⑆ 23

7. Review your STEM OPT application

- Two color passport-style photographs with name and date of birth printed on back. Click [here](#) to view photo requirements.
- Check, money order or Credit Card Form [\(G-1450\)](#) made payable to U.S. Department of Homeland Security. Fee: \$410
- [USCIS Form I-765](#).
- [USCIS Form G-1145](#). USCIS will send you a text message or email when they receive your application
- One photocopy each (NOT originals!!) of pages 1 and 2 of your STEM OPT Extension I-20 issued by OIPS and pages 1 and 3 of all previously issued I-20 forms, front page and signature page, in reverse chronological order (most recent I-20 first)
- One photocopy of identity and expiration page(s) in your passport (your passport must be valid)
- One photocopy of US visa and I-94 card
- Photocopy of your EAD card (front and back) and any previously issued EAD card(s) and mailer that came with it
- Copy of job offer letter or pay stubs from employer
- Proof of degree: official or unofficial transcripts or copy of diploma with program of study listed. You may order an [official transcript](#) from the Registrar's Office.
- Optional but recommended: a letter from employer stating how employment is related to you program of study

Recommended Packet Review:

After you have prepared all your documents, you have the option to meet with an OIPS advisor to review your OPT application before mailing it to USCIS. *This step is not required but recommended.*

- For a quick packet review, visit OIPS during walk-in hours ([Tuesday, Wednesday, Thursday, 2-4 pm](#))
- For help with more questions, schedule an appointment with an OIPS advisor ([Tel: 703-993-2970](#)).

Do not forget to bring your complete OPT application (USCIS forms + all other required documents)!



Make copies of your complete OPT application (forms and all supporting documents, including check) for your personal records before you mail your application to USCIS.



Mail OPT application to USCIS

USCIS must receive your complete OPT application no later than 30 days after the OPT I-20 has been issued. You can find your OPT I-20 issue date on the OPT Acknowledgement Cover Sheet, attached to your I-20. Additionally, the latest date USCIS will accept your application is 60 days after your program completion date.

Click on the box when step is completed

Step 4 Checklist: Mail OPT Application to USCIS

- 1. Mail your OPT Application to the correct mailing address depending on your current residence

*USCIS Mailing Addresses for people who live in Virginia, District of Columbia and Maryland: **

You should use express mail to ship your OPT application to USCIS

This will allow you to track the delivery of your OPT application

USCIS
Attn: AOS
2501 S. State Hwy. 121 Business
Suite 400
Lewisville, TX 75067



* If your address on the I-765 is not in Virginia, District of Columbia or Maryland, you may have to mail your OPT application to a different address. You can find the complete list of U.S. states and USCIS mailing addresses online at <https://www.uscis.gov/i-765-addresses> (scroll down to the bottom of the page).



If you delay mailing the packet to USCIS, you must meet with an advisor and request a new I-20 with a new recommendation date. You cannot simply request a reprint of the original OPT I-20. The advisor must withdraw the original OPT recommendation and issue a new one. The processing time for a new OPT I-20 is 7 -10 business days.



Check your OPT Application Status

If you included the USCIS form G-1145 with your OPT application, you will receive a text or email from USCIS after they have received your application. Approximately 2-4 weeks after USCIS has received your application, you will receive an I-797C receipt in the mail. This receipt will have a case number and will allow you to check the status of your application online.

Click on the box when step is completed

Step 5 Checklist: *Check your OPT Application Status*

<input type="checkbox"/>	<p>1. Go to http://www.uscis.gov</p>
<input type="checkbox"/>	<p>2. Click on the “Check your Status”</p> <div style="text-align: center; margin-top: 10px;">  </div>
<input type="checkbox"/>	<p>3. Enter your case number (listed on the I-797C receipt):</p> <div style="text-align: center; margin-top: 10px;">  </div>

IMPORTANT

USCIS will take about 90 days to evaluate your application and issue your OPT Employment Authorization Document (EAD) Card. If you fail to submit a required document, the process might take longer. If your case number has not changed to “approved” after 90 days, you should call the Customer Service Number listed on the I-797C receipt. If you are unable to resolve the matter directly with USCIS, please schedule an appointment with an OIPS advisor.

Note: USCIS does not regularly update cases statuses for OPT. Once your application has been approved, typically, the case status will skip from “received on mm/dd/yy date” to “approved on mm/dd/yy date.” Once your case status is “approved,” it will take another 7-10 days before you receive your actual EAD card in the mail.



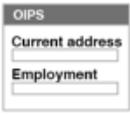
Provide a copy of your EAD card to OIPS

Once you have received your EAD card, please notify OIPS.

<i>Click on the box when step is completed</i>		Step 6 Checklist: Provide a copy of your EAD card to OIPS
<input type="checkbox"/>	1.	Review your EAD card to make sure the information is accurate. If it is not, contact OIPS.
<input type="checkbox"/>	2.	Submit a copy of your through the OPT Employment Update form: https://oips.gmu.edu/opt-employment-update-form/



You may continue working for your employer and update your I-9 for up to 180 days once you receive the I-797 Receipt Notice from USCIS.



Report Address Change and Employment Information to OIPS

It is your responsibility to keep records of your employment and any periods of unemployment as well as report to us every 6 months. If you move to a new address or change your name, notify OIPS within 10 days.

Click on the box when step is completed

Step 8 Checklist: *Report Address Change and Employment Information to OIPS*

- | | |
|--------------------------|---|
| <input type="checkbox"/> | 1. Go to http://oips.gmu.edu |
| <input type="checkbox"/> | 2. Select the “OPT/STEM OPT Employment Update form” under Popular Links: |
| <input type="checkbox"/> | 3. Enter all required information. |



You have an additional 60 days of unemployment under the STEM OPT Extension (90 days under OPT+60 under STEM=150 days) The total days of unemployment on OPT will be automatically calculated in your SEVIS record.

NOTE: If a question does not apply to you, type or print "N/A" or "NA" unless otherwise directed. If a question requires a number and it does not apply to you type or print "None" unless otherwise directed.

- You SHOULD download the form from the USCIS website and complete it with a computer.
- It is acceptable to handwrite information in fields that may not be fillable. If you choose to handwrite some answers, use black ink. Make sure your entries are neat, legible, and within the space provided

▶ START HERE - Type or print in black ink.

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.)

Part 2. Information About You

Your Full Legal Name

- 1.a. Family Name (Last Name)
- 1.b. Given Name (First 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 1: At the top of the form I-765, you must indicate, "I am applying for...":
 - For an initial OPT application, check "Initial permission to accept employment"
 - For STEM extensions, check "Renewal of my permission to accept employment"
- Part 2:
 - Your Full Legal Name: Type your last name, first name and (if applicable) middle name.
 - Other Name Used: If you do not have any other names used, type "N/A" or "NA".

Applicants must make sure to include all pages of the new form in their filing, even if the responses on those pages are not applicable to their situation. USCIS can deny or reject the application if it does not contain all pages.

NOTE: If a question does not apply to you, type or print "N/A" or "NA" unless otherwise directed. If a question requires a number and it does not apply to you type or print "None" unless otherwise directed.

Part 2. Information About You (continued)

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 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

Other Information

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

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

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).

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)

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

18.b. Country

Answer "Yes":

- If you still have your SSN card. Complete 13b, answer "No" to 14, and leave 15-17 blank.
- If you had an SSN card and would like a replacement card. Answer "Yes" to 14 and 15 and complete 16-17. Answer "No" if you were never issued an SSN card. Skip 13b and complete 14-17.

Applicants must make sure to include all pages of the new form in their filing, even if the responses on those pages are not applicable to their situation. USCIS can deny or reject the application if it does not contain all pages.

NOTE: If a question does not apply to you, type or print "N/A" or "NA" unless otherwise directed. If a question requires a number and it does not apply to you type or print "None" unless otherwise directed.

Part 2. Information About You (continued)

Place of Birth

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

19.a. City/Town/Village of Birth
Beijing

19.b. State/Province of Birth
N/A

19.c. Country of Birth
China

20. Date of Birth (mm/dd/yyyy) 01/01/1990

Information About Your Last Arrival in the United States

21.a. Form I-94 Arrival-Departure Record Number (if any)
▶ 1 2 3 4 5 6 7 8 9 1 0

21.b. Passport Number of Your Most Recently Issued Passport
P123456

21.c. Travel Document Number (if any)
N/A

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

21.e. Expiration Date for Passport or Travel Document (mm/dd/yyyy) 12/31/2025

22. Date of Your Last Arrival Into the United States, On or About (mm/dd/yyyy) 08/01/2018

23. Place of Your Last Arrival Into the United States
IAD Dulles Virginia

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- 123456789

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)

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., have you EVER been arrested for and/or convicted of any crime?
 Yes No

NOTE: If you answered "Yes" to Item Number 30., refer to **Special Filing Instructions for Those With Pending Asylum Applications (c)(9)** and **Required Documentation Section 6.1** of the Form I-765 Instructions for information about providing court dispositions.

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.

Information About Your Eligibility Category:

Item Number 27. Eligibility

- Pre-completion OPT: (c) (3) (A)
- Post-completion OPT: (c) (3) (B)
- STEM extension OPT: (c) (3) (C)

Item Numbers 28. - 28.c. (c)(3)(C) STEM OPT Eligibility Category - If you entered eligibility category (c)(3)(C) in Item Number 27., provide your degree level, major and CIP code (for example, Bachelor's degree in English 12.0000), your employer's name as listed in E-Verify, your employer's E-Verify Company Identification Number, or a valid E-Verify Client Company Identification Number in the spaces provided.

Applicants must make sure to include all pages of the new form in their filing, even if the responses on those pages are not applicable to their situation. USCIS can deny or reject the application if it does not contain all pages.

NOTE: If a question does not apply to you, type or print "N/A" or "NA" unless otherwise directed. If a question requires a number and it does not apply to you type or print "None" unless otherwise directed.

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

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 benefit under the ABC enterprise agreement.

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

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

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 Surname (Last Name)

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

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

• Part 3:
Item Numbers 1.a. - 7.b.
Select the appropriate box to indicate that you read the application yourself. Further, you must sign and date your application and provide your daytime telephone number, mobile telephone number (if any), and email address (if any).

Every application MUST contain the signature of the applicant (or parent or legal guardian, if applicable). Use black ink. Make sure your signature is neat, legible, and within the space provided. A stamped or typewritten name in place of a signature is not acceptable.

Applicants must make sure to include all pages of the new form in their filing, even if the responses on those pages are not applicable to their situation. USCIS can deny or reject the application if it does not contain all pages.

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)

Leave Blank

Applicants must make sure to include all pages of the new form in their filing, even if the responses on those pages are not applicable to their situation. USCIS can deny or reject the application if it does not contain all pages.

Part 5. Contact Information, Declaration, and Signature of the Person Preparing this Application, If Other Than the Applicant (continued)

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 may need to submit a completed Form G-28, Notice of Entry of Appearance as Attorney or Accredited Representative, with this application.

Leave Blank

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)

Applicants must make sure to include all pages of the new form in their filing, even if the responses on those pages are not applicable to their situation. USCIS can deny or reject the application if it does not contain all pages.

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-

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

3.d. CPT Authorization
Part-time
N0123456789
One Job Inc.
06/01/2018-08/10/2018, Bachelor's

4.a. Page Number 4.b. Part Number 4.c. Item Number

4.d. OPT Authorization
Full-time
N0123456789
01/01/2016-12/31/2016, Associate's

5.a. Page Number 5.b. Part Number 5.c. Item Number

5.d. Previous SEVIS ID N9876543210, 01/01/2010-01/01/2014, Bachelor's

6.a. Page Number 6.b. Part Number 6.c. Item Number

6.d. _____

7.a. Page Number 7.b. Part Number 7.c. Item Number

7.d. _____

Part 6: Item Numbers 1.a. - 7.d. (USE PART 6 TO PROVIDE ALL PREVIOUSLY USED SEVIS NUMBERS AND EVIDENCE OF ANY PREVIOUSLY AUTHORIZED CPT OR OPT AND THE ACADEMIC LEVEL AT WHICH IT WAS AUTHORIZED)

If you need extra space to provide any additional information within the application, use the space provided in **Part 6. Additional Information**. 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.

Example (if you have previously been approved for CPT and/or OPT):

Write Page 3, Part 2, Item 27
List out any of the previous CPT or OPT authorizations you have had. Use separate fields for each type of authorization (for example, list all previous CPT in 3d, all previous OPT in 4d, etc.).

Applicants must make sure to include all pages of the new form in their filing, even if the responses on those pages are not applicable to their situation. USCIS can deny or reject the application if it does not contain all pages.

Photo Requirements

Your photo is a vital part of your application. To learn more, review the information below on how to provide a suitable photo. Digital images are required for some visa categories, while photos are required for other visa categories. The acceptance of your digital image or photo is at the discretion of the U.S. embassy or consulate where you apply.

We recommend you use a professional visa photo service to ensure your photo meets all the requirements.

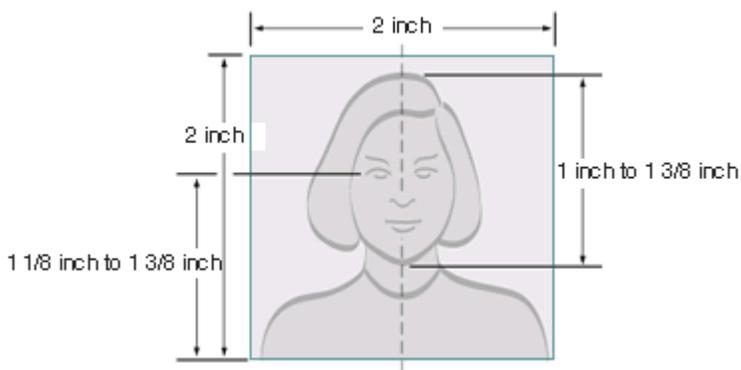
Your photos or digital images must be:

- In color
- Printed on matte or glossy photo quality paper
- 2 x 2 inches (51mm x 51mm) in size
- Sized such that the head is between 1 inch and 1 3/8 inches (22 mm and 35 mm) or 50% and 69% of the image's total height from the bottom of the chin to the top of the head. View the [Photo Composition Template](#) for more size requirement details.
- Taken within the last 6 months to reflect your current appearance
- Taken in front of a plain white or off-white background
- Taken in full-face view directly facing the camera
- With a neutral facial expression and both eyes open
- Taken in clothing that you normally wear on a daily basis
- Uniforms should not be worn in your photo, except religious clothing that is worn daily.
- Do not wear a hat or head covering that obscures the hair or hairline, unless worn daily for a religious purpose. Your full face must be visible, and the head covering must not cast any shadows on your face.
- Headphones, wireless hands-free devices, or similar items are not acceptable in your photo.

Photo Composition Template

- Make sure the photo presents the full head from the top of the hair to the bottom of the chin
- Center the head with the frame
- The person in the photo should have a neutral expression and be facing the camera

Paper Photo Head Size Template



- Photo must be 2 inches by 2 inches
- The height of the head (top of hair to bottom of chin) should measure 1 inch to 1 3/8 inches (25 mm - 35 mm)
- Make sure the eye height is between 1 1/8 inches to 1 3/8 inches (28 mm - 35 mm) from the bottom of the photo

Well Composed Photo Composition Examples

