

SEH I-765 Completion Guide (10/31/2022 edition)

Download, save, and complete [Form I-765](#) following the instructions provided below. This form **MUST** be typed and should be printed on 7 sheets of paper. **DO NOT** print double-sided. We recommend that you have a saved digital copy that can be edited in the event that changes need to be made to your form.

Please complete all fields as instructed below:

Part 1. Reason for Applying

- Select box 1.a, Initial permission to accept employment.

Part 2. Information About You

Your Full Legal Name

- 1.a. Type your family name(s). (Note: the EAD card will allow a maximum of 30 characters in this field.)
- 1.b. Type your given name(s). (Note: the EAD card will allow a maximum of 18 characters in this field.)
- 1.c. Use this field if you truly have a middle name or if all of your given names will not fit in the given name field. (Note: names in this field will most likely be abbreviated on the EAD card.)

Other Names Used

- Only complete fields 2.a - 4.c if you have used names other than the ones listed in 1.a - 1.c.

Your U.S. Mailing Address (This will be address to which USCIS mails your EAD, if granted. You can choose to have the EAD mailed to ISS or to your mailing address.)

- 5.a. Wichita State University
- 5.b. 1845 Fairmount
- 5.c. Select "Ste." and type: "122"
- 5.d. Wichita
- 5.e. KS
- 5.f. 67260-0122 (some browsers may not allow the last 4 digits, which is OK)
- 6. Select "No"

U.S. Physical Address

- Complete fields 7.a - 7.e with your U.S. physical address (where you live).

Other Information

- 8. Leave blank unless you have previously been issued an EAD from USCIS. If you have previously received an EAD, the A# may be listed on your card as the USCIS #.
- 9. Leave blank unless you already have a USCIS online account. Most students will not have a USCIS online account.
- 10 - 11. Complete fields with your information
- 12. Indicate if you have previously filed a Form I-765 with USCIS
- Items 13.a - 17.b refer to your Social Security Number (SSN)

If you've already been issued an SSN, answer as follows:

- 13.a. Select "Yes"
- 13.b. Provide your SSN
- 14. Select "No"
- 15 - 17.b. Leave blank

If you have NOT already been issued an SSN and want the Social Security Administration to issue you one upon approval of your SEH (instead of applying in person at a Social Security Administration office), answer as follows:

- 13.a. Select "No"
- 13.b. Leave blank
- 14. Select "Yes"
- 15. Select "Yes"
- 16.a.-17.b. Provide the BIRTH names of your Father and Mother. NOT their names as listed on their passport.

If you have NOT already been issued an SSN and prefer to apply in-person at a Social Security Administration office upon approval of your SEH (instead of having the SSA issue you one automatically), answer as follows:

- 13.a. Select "No"
- 13.b. Leave blank
- 14. Select "No"

- 15 - 17.b. Leave blank

Your Country or Countries of Citizenship or Nationality

- 18.a. Indicate your country of citizenship
- 18.b. If you are a citizen or national of another country, indicate this information here. Otherwise, leave blank.

Place of Birth

- Complete fields 19.a - 20 with your personal information. Please note that if the name of the place you were born has changed, you should use the name as it was at the time of your birth.

Information About Your Last Arrival in the United States

- 21.a. Enter the 11-digit admission number from your most recent I-94 arrival record.
- 21.b. Enter your most recent passport number
- 21.c. Leave blank
- 21.d - 26 - Complete fields with your personal information

Information About Your Eligibility Category

- 27. Enter exactly as shown: (c) (3) (iii)
- Items 28 - 31.b should be left blank.

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

Applicant's Statement

- Select 1.a, "I can read and understand English...."

Applicant's Contact Information

- 3 - 5. Complete with your information
- 6. Leave blank

Applicant Signature

- 7.a. - 7.b. Sign and Date. Per the I-765 instructions, "a stamped or typewritten name in place of a signature is not acceptable."

Parts 4 and 5

Leave blank.

Part 6. Additional Information

Complete this section only if you have additional information to provide. Typical examples of this include:

1. You have submitted a Form I-765 to USCIS (for OPT, Severe Economic Hardship, etc) in the past (even if the application was later withdrawn or denied)
2. You have used a different SEVIS ID in F-1 status in the US (for example, if you attended school for a while, left the US to take a break from school, and returned with a new I-20, you would have a SEVIS ID from your first period of attendance that is different than your current SEVIS ID).

If you need to complete Part 6, please see the instructions below:

- 1.a - 1.c. Complete these fields exactly the same way you did on Page 1, Part 2. These fields may populate automatically.
- 2. Complete this field the same way you did on Page 2, Item 8. If you left it blank on Page 2, leave it blank here.
- For each of the items for which you need to provide additional information (previous OPT, etc), complete one number (#3.a. - 3.d., #4.a. - 4.d. etc) in Part 6.

Please see below examples for various scenarios that may apply to you:

Previous OPT

Approved OPT:

3.a. Page Number	3.b. Part Number	3.c. Item Number
2	2	12

3.d. **Approved OPT:**
08/01/14-07/31/15 Bachelor post-
completion;
08/01/15-07/31/17 Bachelor STEM OPT
Please see attached evidence.

If your OPT occurred while you were a student at Wichita State, your evidence will be a copy of the front and back of your OPT EAD (provided by you) and a printout of the SEVIS Employment Information screen (provided by us at the time of your appointment).

If your OPT occurred while you were a student at another university, your evidence will be a copy of the front and back of your OPT EAD (provided by you) and a copy of the I-20 issued by that school showing the OPT recommendation or approval (provided by you).

Withdrawn OPT:

3.a.	Page Number	3.b.	Part Number	3.c.	Item Number
	2		2		12
3.d.	Withdrawn OPT:				
	Application submitted for post-				
	completion OPT at Master's level in				
	June 2016, withdrawn July 2016.				
	Please see attached evidence.				

If you withdrew an OPT application while you were a student at Wichita State, your evidence will be a copy of the official USCIS Withdrawal Notice (if available) and a printout of the SEVIS Employment Information screen (provided by us at the time of your appointment).

If you withdrew an OPT application while you were a student at another university, your evidence will be a copy of the official USCIS Withdrawal Notice (if available) and a copy of the I-20 issued by that school showing the OPT recommendation (provided by you).

Denied OPT:

3.a.	Page Number	3.b.	Part Number	3.c.	Item Number
	2		2		12
3.d.	Denied OPT:				
	Application submitted for post-				
	completion OPT at Master's level in				
	June 2016, denied July 2016.				
	Please see attached evidence.				

If your OPT application was denied while you were a student at Wichita State, your evidence will be a copy of the official USCIS Denial Notice (if available) and a printout of the SEVIS Employment Information screen (provided by us at the time of your appointment).

If your OPT application was denied while you were a student at another university, your evidence will be a copy of the official USCIS Denial Notice (if available) and a copy of the I-20 issued by that school showing the OPT recommendation (provided by you).

Previous SEVIS ID Number:

3.a. Page Number	3.b. Part Number	3.c. Item Number
3	2	26

3.d. Previous SEVIS ID: N0001234567

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