STEM OPT I-765 Instructions (08/25/2020 edition)

Download, save, and complete [**Form I-765**](https://www.uscis.gov/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) in CAPITAL letters. (Note: the EAD card will allow a maximum of 30 characters in this field.)
* 1.b. Type your given name(s) in standard capitalization. (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.)

*Failure to follow these instructions may result in errors on your EAD (OPT 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*

* 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. The A# is listed on your current OPT EAD card as the USCIS #.
* 9. Leave blank unless you already have a USCIS online account. Many students will not have a USCIS online account.
* 10 - 11. Complete fields with your information
* 12. Select “Yes”
* 13.a. Select “Yes”
* 13.b. Provide your SSN
* 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) (C)
* 28.a. List level and major name, abbreviating when appropriate. For example, Masters, Industrial Eng.
* 28.b. Be sure to ask your employer for the exact name that was used when your company enrolled in the E-Verify program.
* 28.c. Your employer's E-Verify number (also known as the E-Verify Client Company Identification Number) will be between 4-7 digits*,* and will not be the same as the EIN (Employer Identification Number), which is 9 digits.
* Items 29 - 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**

Leave blank unless you have additional information to provide.

These instructions are meant to help you with best practices in completing the Form I-765 for an OPT application. Please note, this is not legal advice.