# SUNY POLYTECHNIC INSTITUTE

# GUIDELINES AND TIPS FOR THE I-765

The guidelines below may provide additional clarification for items/questions on the I-765 Form that may be confusing to students.

---

**\*IMPORTANT\***

**Carefully review the Form I-765 and official instructions, as provided by USCIS.**

---

**\*IMPORTANT\***

*The International Student Services Office is not responsible for completing or reviewing Form I-765 for students.*

*The student applicant is responsible for completing the form using the instructions provided by USCIS.*

*These guidelines should not be construed as legal advice.*

---

# GENERAL INFORMATION

- **All fields on the I-765 must be completed and answered**, regardless of whether suggestions for a line item are given in this document.
    - For any item that does not apply to you, write "N/A" (short for "not applicable") or, if the question asks for a number response, write "None."
- **The I-765 form must be TYPED**; do not complete it by hand.
    - The only exception is your signature on the last page.
    - The data entry by USCIS for these forms is read via machine-reading, so handwriting is easily misinterpreted and can result in incorrect information in your application.
- **BE CAREFUL when completing the Form I-765.**
    - Take your time and review your document carefully prior to submission to USCIS.
    - *Errors or unclear information on your I765 may lead to application processing delays, a Request for Further Evidence issued, or errors in your Employment Authorization Document (EAD) which will require correction, potentially at your expense.*

<div style="border:1px solid black; padding:10px;">

**\*IMPORTANT\***

**DO NOT submit your application to USCIS without ALL required documents and information.**

**You will not be able to add documents or change information to your application once it is submitted, even if you are submitting your application online.**

**REVIEW YOUR APPLICATION AND ALL MATERIALS CAREFULLY.**

</div>

# ITEM-BY-ITEM INFORMATION

*Use the information below for assistance in completing each of the listed items on the Form I-765.*

## Part 1

- **Pre or Post Completion OPT applications**
  - Check the "Initial Permission" box
- **STEM OPT Extension applications**
  - Check the "Renewal" box

## Part 2

- **Item 2:** List any other way your name is given on your legal documents. This includes "FNU," multiple last names you may sometimes use, or previous names you used if you changed your name for any reason, such as marriage.
- **Item 5:** USCIS will mail your documents related to this application only to the address you list here.
  - Make sure this is a *secure* address where you will be able to receive mail in 3-5 months, if USCIS processing takes that long.
  - If you list anyone else's address, BE SURE to put their name in the "In Care Of Name" field, to ensure delivery.
    - You cannot list the ISS or SUNY Poly as the recipient. Our office cannot receive USCIS mail for students.
- **Item 6:** Check YES if you currently live at the same address you listed in item 5.
  - If you check yes, you do NOT have to complete Item 7.
  - If you check NO, complete item 7.
- **Item 7:** List the address where you currently live.
  - USCIS will NOT mail documents here, and this address *can* change over the course of your application processing if you move. Just list the address where you currently live.
- **Item 8:** *For STEM OPT Extension applications only.*

- o You will have an A-Number only if you are applying for the STEM OPT Extension, and it will be on your EAD card (called a "USCIS number").
  - o If you are applying for initial pre or post completion OPT, you do not have an A-number to enter.
- **Item 9:** USCIS Online Account Number should be filled with "none".
- **Items 13 – 17:**
  - o If you already have a Social Security Number, list it in Item 13b.
    - ▪ You may check NO for Item 14, and skip to Item 18.
  - o If you do NOT have an Social Security Number, you may apply for one through this application, and your SSN will be issued to you when your OPT application is approved.
    - ▪ Answer NO to Item 13.a., YES to Item 14, and give the required information in items 15-17.
- **Item 21a:** Your I-94 number is found on your most recent I-94 entry record.
  - o You can access your most recent I-94 by going to "Get Most Recent I-94".
    - ▪ Be sure that you use the I-94 from your most recent entry to the US. If you most recently entered the US after a short trip to Canada or Mexico, your trip may not have been recorded in your I-94 history. In this case, we suggest using the last I-94 record that does exist. You should answer all related questions based on that trip.
    - ▪ If your I-94 is incorrect or does not show your most recent trip (which was not a trip to Canada, Mexico or the Caribbean) you will need to work with US Customs and Border Protection (CBP) to get it corrected. You can find directions on how to get this correction done at the bottom of their webpage.
- **Item 21.c:** Enter "N/A" if you have a passport. For almost everyone, this should be "N/A."
- **Item 24:** Enter "F-1 student", unless you changed your status while within the US, and have not left the US since then.
- **Item 25:** Enter "F-1 student"
- **Item 26:** Your SEVIS ID number is listed at the top left of your I-20. It starts with N00xxxxxxxx.
- **Item 27:** Give the regulatory citation of the kind of work permission you are applying for.
  - o Pre-Completion OPT: (c)(3)(A)
  - o Post-Completion OPT: (c)(3)(B)
  - o STEM OPT Extension: (c)(3)(C)
- **Item 28:** Complete this only if you are submitting a *STEM OPT Extension application.*
  - o Applicants for pre or post completion OPT may leave this blank.
- **Item 28.a** Degree: Enter your degree level and major.
  - o For example: Master of Science in Chemical Engineering.
- **Item 28.c:** E-Verify number: Be sure that this number is 5-7 digits long, and is *not* the same as the employers EIN, which you were required to include on the I-983 form.
  - o Employers and students often confuse the company's E-Verify number for an EIN tax ID number for the company, or the individual student's E-Verify ID.
  - o You will need to ask your company specifically for the E-Verify number, as it is often not publicly available.
- **Items 29 – 31:** Skip these items. These are for other immigration categories, only, and not applicable for F-1 Students.

## Part 3

- **Item 7.a:** Sign your name in black ink.
    - This should be an original signature and cannot be typed, stamped, or electronically signed.

## Parts 4-5

Draw a diagonal line across each page you are not completing and write "N/A" next to the drawn line.

## Part 6

Draw a diagonal line across this page if it does not apply to you and write "N/A" next to the drawn line.

*Complete this section only if:*

→ You have been approved for CPT in the past
→ You have been approved for OPT in the past
→ You have used a different SEVIS ID in F-1 status while in the U.S. (for example, if you attended school, left the U.S. to take a break from school for a semester or more, and returned with a new/different SEVIS ID and Form I-20, then you would have a SEVIS ID from your first period of attendance which is different than your current SEVIS ID). Your SEVIS ID is on the top right corner of your I-20 and starts with N00.

**Item 1:** Complete this section if one or more of these apply to you.

- For each of the conditions listed above, complete one box in Part 6.
    - We suggest using the following to complete the Page number, Part Number, and Item number, as this information is required specific to Category (c)(3)(B) (per the I-765 instructions, page 4):
- **Page 3, Part 2, Item 27**
    - CPT: List your CPT approvals.
        - We suggest this format: CPT Authorizations (as a title to the section). Employer Name; Start date – End date; Part-time or Full-time; Degree level (Bachelor, Master, or Ph.D.).
            - You may find your CPT details on the I20 that was approved for each period of CPT.
    - OPT: List your past OPT approvals.
        - We suggest this format: OPT Authorizations. (as a title to the section). Start date – End date; Degree level (Bachelor's, Master's, or Ph.D.) ⬚ Previous SEVIS ID's: List your other SEVIS ID's you have used in the past. We suggest this format: Previous SEVIS ID's (as a title to the section). SEVIS ID: N00…..; program start date – program end date; Degree level (Bachelor's, Master's, or Ph.D.)

---

**\*IMPORTANT\***

**The ISS cannot provide copies of prior Form I-20's.**

---

**It is your responsibility to maintain your own records and keep copies of your Form I-20's even after an updated document is issued to you.**

If you are missing any previously issued Form I-20's, then you must submit your application to USCIS without these documents. If USCIS has questions, you may be issued a Request for Further Evidence to explain the absence of these documents.


**\*IMPORTANT\***

*MAKE SURE YOU <u>SIGN YOUR DOCUMENT</u> BEFORE SUBMISSION.*

# ADDITIONAL RESOURCES

- **Study in the States** is an official website from the Department of Homeland Security that provides additional information for international students in the U.S.
    - The STEM OPT HUB is a free resource for all students applying for or currently engaged in STEM OPT Extension Employment.
        - There is information on this site specifically to guide students in the application process for STEM OPT, as well as for student employers who have questions about the requirements as an employer.
- **USCIS** provides detailed instructions and information about the I-765 Employment Application Document and procedures.
- Employment resources:
    - **Preventing discrimination in the workplace**
    - **Immigration and employee rights**
    - **Department of Labor: Fact Sheets**
    - **E-Verify**