USCIS FORM I-765
Application for Employment Authorization
An application guide provided by the Office of Global Education, CSUSM

Please note that the guidance provided within this application guide is an interpretation of the instructions published within the USCIS Instructions for Form I-765. As this guide is a supplement we have created to answer any questions that may arise while completing the Form I-765, we urge all students to also review the guidance provided by USCIS: https://www.uscis.gov/i-765. When downloading and filling out the application, make sure you are always using the most updated version of the form available on the USCIS website. If you are applying for your STEM Extension, please use the STEM version.

How to Fill Out Form I-765

1. Fill Out Application Clearly
Type or print legibly in BLACK ink. Although this form is a fillable pdf, there may be sections that cannot be typed in, or after printing may not be filled in. It’s best to use Google Chrome when viewing and typing in your responses. Thoroughly check after printing to ensure all fields are filled in accurately. In these cases, note it is acceptable to submit a form which is partially typed and handwritten. Ensure you use black ink and print legibly when handwriting responses.

2. Part 6. Additional Information
If you need extra space to complete any item within this application, use the space provided in Part 6. Additional Information or attach a separate sheet of paper. If you are including any additional paper or supporting documents, type or print your name and SEVIS ID Number 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. Some questions within the Form I-765 will ask that additional information or evidence be included. Global Education has highlighted these questions in the app guide by inserting the icon. More guidance and examples of what you will need to include along with types of supporting documentation is provided on Page 8.

If you have ever used any other SEVIS numbers and/or have been previously authorized for CPT or OPT, you will need to provide additional evidence within Part 6. This is not a question asked directly in the application but is referenced within the instructions guide by USCIS. More guidance and examples of what you will need to include along with types of supporting documentation is provided on Page 8.

4. Every Question Must Be Filled Out
Answer all questions fully and accurately. If a question does not apply to you (for example, if you have never been married and the question asks, “Provide the name of your current spouse”, type or print “N/A” unless otherwise directed. If your answer to a question which requires a numeric response is zero or none (for example, “How many children do you have” or “How many times have you departed the United States”), type or print “NONE” unless otherwise directed. See example below of what each field should look like:

Provide Additional Information

<table>
<thead>
<tr>
<th>N/A</th>
<th>Enter N/A for fields that do not apply</th>
</tr>
</thead>
<tbody>
<tr>
<td>NONE</td>
<td>Enter NONE for numerical boxes that do not apply</td>
</tr>
</tbody>
</table>
START HERE

Provide your Last, First, and Middle Name. This should match your most recently issued passport. If you do not have a middle name, fill in N/A.

Select 1.a.

Only include any previous LEGAL names which you can provide proof of government issued identification. If you do not have any previous legal names, fill in with N/A.

FINAL NOTE: Thoroughly check after printing to ensure all fields are filled in accurately. It is acceptable to submit a form which is partially typed and hand written. Ensure each section is filled out. Ensure you use black ink and to print legibly when handwriting responses.
### Part 2. Information About You (continued)

#### Your U.S. Mailing Address

5.a. In Care Of Name (if any)
- Friendly Triton

5.b. Street Name and Number
- 1234 Street Name

- N/A

5.d. City or Town
- San Diego

5.e. State: CA  ZIP Code: 92104

6. Is your current mailing address the same as your physical address?
- Yes ✡ No ☐

**NOTE:** If you answered “No” to Item 6, provide your physical address below.

#### U.S. Physical Address

7.a. Street Name and Number
- 1250 Oceano Drive

- N/A

7.c. City or Town
- San Diego

7.d. State: CA  ZIP Code: 92104

#### Other Information

8. Alien Registration Number (A-Number) (if any)
- A- NONE

9. USCIS Online Account Number (if any)
- NONE

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 13.a., include your SSN if you know it.

13.b. Provide your Social Security number (SSN) (if known)
- NONE

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 Items 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)
- Triton

16.b. Given Name (First Name)
- Daddy

#### Mother's Name

Provide your mother’s birth name.

17.a. Family Name (Last Name)
- Triton

17.b. Given Name (First Name)
- Mommy

#### 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
- Atlantica

18.b. Country
- N/A

18.c. Country
- NONE
### 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
   Oceanic
19. b. State/Province of Birth
   Seastate
19. c. Country of Birth
   Atlantica
20. Date of Birth (mm/dd/yyyy)
   07/24/1980

#### 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
   T123456789
21.c. Travel Document Number (if any) ▶
   N/A
21.d. Country That Issued Your Passport or Travel Document
   Atlantica
21.e. Expiration Date for Passport or Travel Document (mm/dd/yyyy)
   07/24/2050
22. Date of Your Last Arrival into the United States, On or About (mm/dd/yyyy)
   07/01/2018
23. Place of Your Last Arrival into the United States
   Los Angeles
24. Immigration Status at Your Last Arrival (for example, B-2 visitor, F-1 student, or no status)
   F-1
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-0011111111

### 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) (2), (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 Items Numbers 28a - 28c.
   28.a. Degree ▶
   N/A
28.b. Employer's Name as Listed in E-Verify ▶
   N/A
28.c. Employer's E-Verify Company Identification Number or a Valid E-Verify Client Company Identification Number ▶
   N/A
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.
   ▶ NONE
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)(8) in the Required Documentation section 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.
   ▶ NONE
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.
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

N/A

a language in which I am fluent, and I understood everything.

2. ☐ At my request, the preparer named in Part 5, N/A prepared this application for me based only upon information I provided or authorized.

Applicant’s Contact Information

3. Applicant’s Daytime Telephone Number

8581011111

4. Applicant’s Mobile Telephone Number (if any)

8581011112

5. Applicant’s Email Address (if any)

larmy.Triton123@gmail.com

6. ☐ Select this box if you are a Salvadoran or Guatemalan national eligible for benefits under the ABC settlement 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 understood 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) 07/24/2018

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 Family Name (Last Name)

N/A

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

N/A

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

N/A

Use the date you signed. Format using MM/DD/YYYY.

Fill in with N/A.

Sign your name in black ink after printing.

Provide a NON-CSUSM Email Address. Ensure that you have access to this email address that you provide.

Fill in with your daytime phone number.

Fill in with your cell phone number, this can be the same as your daytime phone number.
### Part 4. Interpreter's Contact Information, Certification, and Signature

#### Interpreter's Mailing Address

<table>
<thead>
<tr>
<th>3.a. Street Number and Name</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.b. Apt.</td>
<td>N/A</td>
</tr>
<tr>
<td>3.c. City or Town</td>
<td>N/A</td>
</tr>
<tr>
<td>3.d. State</td>
<td>N/A</td>
</tr>
<tr>
<td>3.e. ZIP Code</td>
<td>N/A</td>
</tr>
<tr>
<td>3.f. Province</td>
<td>N/A</td>
</tr>
<tr>
<td>3.g. Postal Code</td>
<td>N/A</td>
</tr>
<tr>
<td>3.h. Country</td>
<td>N/A</td>
</tr>
</tbody>
</table>

#### Interpreter's Contact Information

| 4. Interpreter's Daytime Telephone Number | N/A |
| 5. Interpreter's Mobile Telephone Number (if any) | N/A |
| 6. Interpreter's Email Address (if any) | N/A |

#### 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.

### 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 | N/A |
| 3.b. Apt.                   | N/A |
| 3.c. City or Town           | N/A |
| 3.d. State                  | N/A |
| 3.e. ZIP Code               | N/A |
| 3.f. Province               | N/A |
| 3.g. Postal Code            | N/A |
| 3.h. Country                | N/A |

#### Preparer's Contact Information

| 4. Preparer's Daytime Telephone Number | N/A |
| 5. Preparer's Mobile Telephone Number (if any) | N/A |
| 6. Preparer's Email Address (if any) | N/A |

#### Preparer's Signature

| 7.a. Preparer's Signature   | N/A |
| 7.b. Date of Signature (mm/dd/yyyy) | N/A |
Do not make any selections under Part 5. Fill in 8.a and 8.b. with N/A.

### 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: I does not extend beyond the preparation of this application.

**NOTE:** If you are an attorney or accredited by need to submit a completed Form G-28, Notice of Entry of Appearance as Attorney or Accredited Representative, with this application.

#### 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 on information that the applicant provided to me or authorized me to obtain or use.

#### Preparer's Signature

<table>
<thead>
<tr>
<th>8.a. Preparer's Signature</th>
<th>N/A</th>
</tr>
</thead>
</table>

| 8.b. Date of Signature (mm/dd/yyyy) | N/A |
Part 6. Additional Information

Note that within this guide, sections that reflect the icon may require that you provide additional evidence within Part 6. Additional Information. See the checklist below of additional information required. If any of these apply to you, you must fill in Part 6 as indicated within the examples below and also attach supporting documents.

A. If you have ever previously filed a Form I-765 Application for Employment Authorization and received a receipt notice but were denied or did not pursue your application.
   o Refers to: Page 2, Part 2, Item 12
   o Attach: Form I-797 Receipt Notice and written explanation regarding why you did not pursue OPT, Form I-797 Notice of Action showing denial and reason for denial.
   o See Example A

B. If you have ever been approved for OPT and received an EAD Card.
   o Refers to: Page 2, Part 2, Item 12
   o Attach: All copies of EAD Cards
   o See Example B

C. If you have ever been approved for CPT.
   o Refers to: Page 3, Part 2, Item 26
   o Attach: All copies of CPT I-20 or any other proof of authorized employment
   o See Example C

D. If you have ever been issued a different SEVIS ID Number that did not have any authorized CPT or OPT.
   o Refers to: Page 3, Part 2, Item 26
   o Attach: A copy of the Form I-20 or DS-2019 showing your SEVIS ID Number
   o See Example D

Continue to next page…
E. If your most recently issued passport is not the passport you last used to enter the U.S.
   - Attach: A copy of your most recently issued passport
   - See Example E

F. If your last date and port of entry was through a land border, such as Mexico or Canada, and I-94 does not reflect the entry.
   - Refers to: Page 3, Part 2, Item 23
   - Attach: Travel History Page of the your electronic Form I-94 reflecting land border entry and if available, copy of entry stamp within passport matching same date/port of entry
   - See Example F

G. If you have had any previously used legal names.
   - Refers to: Page 1, Part 1, Item 2
   - Attach: Copy of government or foreign government issued documentation showing legal name or name change
   - See Example G

H. If you hold dual citizenship.
   - Refers to: Page 2, Part 2, Item 18.b.
   - Attach: Attach copy of passport of foreign government issued documentation showing citizenship
   - See Example H

For any blank spaces within the rest of Part 6 that do not apply, please fill in with N/A. See Example I.