Prior to completing the I-765, please be sure you have copies of the following documents:

1) **OPT I-20 with employment recommendation**
   - Example of post-completion OPT employment recommendation on I-20
   - Remember to check “Date Issued” and “Program End Date” on Page 1 of your OPT I-20. If your application is received by USCIS more than 30 days after “Date Issued” and/or more than 60 days after “Program End Date” on Page 1, your OPT will be denied. Please contact OIS before proceeding.
   - If you do not have an I-20 with this information **DO NOT CONTINUE**. Please follow the instructions for requesting an OPT I-20 here: [https://ois.usc.edu/employment/employment-f1/opt/post-completion-opt/](https://ois.usc.edu/employment/employment-f1/opt/post-completion-opt/)

2) If applicable, all previously issued I-20s from USC, and/or any other schools you have attended in the U.S., with an employment endorsement for:
   - Curricular Practical Training (CPT)
   - Optional Practical Training (OPT)
     - Pre- or Post-Completion
     - 24-Month STEM OPT Extension

3) All previously issued EADs, if applicable:
   - Pre-Completion
   - Post-Completion
   - 24-Month STEM OPT Extension
   - Economic Hardship

**REMINDER:** If you are filing for OPT, please note that your OPT and your employment authorization will be **AUTOMATICALLY TERMINATED** if you **CHANGE EDUCATIONAL PROGRAM LEVELS** (e.g. Bachelor’s to Master’s), **TRANSFER YOUR SEVIS RECORD** to another school, or **CHANGE VISA STATUS**.

Please complete worksheet below to help you fill out the I-765.

List all SEVIS IDs you have had as a F-1 student in the U.S. This list should include SEVIS ID(s) you had while attending USC and, if applicable, from any previously attended U.S. school(s) where you were issued an I-20 for attendance.

- N__________________________
- N__________________________
- N__________________________
- N__________________________
- N__________________________
- N__________________________

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**USC Office of International Services**

**Sample I-765 for 12-Month Post-Completion OPT**

**Application For Employment Authorization**

**Department of Homeland Security**

**U.S. Citizenship and Immigration Services**

- **For USCIS Use Only**
  - Authorization/Extension Valid From
  - Authorization/Extension Valid Through

**Fee Stamp**

**Action Block**

- ☐ Select this box if Form C-28 is attached.
- Attorney or Accredited Representative USCIS Online Account Number (if any)

**IMPORTANT:** This is a sample and does not supersede any guidance from USCIS. Applicants are responsible for reading USCIS’s I-765 instructions ([https://www.uscis.gov/i-765](https://www.uscis.gov/i-765)) to ensure their form is completed correctly. The decision to approve or deny OPT applications is always at the discretion of USCIS.

**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.

l.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

**REMINDER:** Answer all questions fully and accurately. If a question does not apply to you, please type or print “N/A” or “None” unless otherwise directed. Please refer to USCIS I-765 instructions for further guidance.

**REMINDER:** Need more space to type or to explain one or more of your answers? Please refer to the final page of these instructions for guidance. Part 6 of the I-765 is for additional information you need USCIS to know.

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Complete 5.a. only if you are using someone else’s address, such as a friend or family member’s, to receive your mail.

Mailing address (5.b.-5.f.) may be a US Post Office (PO Box) address.

Select “No” if your mailing address is different that your current, physical address.

If you answered “No” for 6, complete 7.a.-7.d.

REMINDER: If you are unable to type in any of the provided fields, please handwrite your answers in black ink.

Select “No” if you have never applied for OPT before. If you have applied for OPT with USCIS in the past, and it was approved, denied, or withdrawn, select “Yes”.

Select “No” if you do not have a Social Security Number (SSN). If you already have a SSN, select “Yes”.

Read carefully.

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USC Office of International Services
Sample I-765 for 12-Month Post-Completion OPT

For 13.b., enter SSN only if you answered “Yes” for 13.a.

If you answered “No” for 13.a., select “Yes”

Read carefully

If you answered “No” for 13.a., select “Yes”

Read carefully

REMEMBER: You will need to include copies of all previously issued I-20s showing work authorization, including CPT and OPT I-20s, as well as any EADs you may have been issued.

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# Sample I-765 for 12-Month Post-Completion OPT

## 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
   - Seoul

19.b. State/Province of Birth
   - 

19.c. Country of Birth
   - South Korea

20. Date of Birth (mm/dd/yyyy)
   - 12/16/1989

### Information About Your Last Arrival in the United States

21.a. Form I-94 Arrival-Departure Record Number (if any)
   - 111 111 111 111

21.b. Passport Number of Your Most Recently Issued Passport
   - 123ABC

21.c. Travel Document Number (if any)
   - 

21.d. Country That Issued Your Passport or Travel Document
   - South Korea

21.e. Expiration Date for Passport or Travel Document (mm/dd/yyyy)
   - 12/15/2023

22. Date of Your Last Arrival Into the United States, On or About (mm/dd/yyyy)
   - 07/13/2018

23. Place of Your Last Arrival Into the United States
   - Los Angeles LAX

24. Immigration Status at Your Last Arrival (for example, B-1 visitor, F-1 student, or no status)
   - F-1 Student

25. Your Current Immigration Status or Category (for example, B-1 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-1111111111

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For 12-month Post-Completion OPT, type: Lowercase “c”, Number “3”, Capital “B” (c)(3)(B)

REMINDER: Answer all questions fully and accurately. If a question does not apply to you, please type or print “N/A” or “None” unless otherwise directed. Please refer to USCIS I-765 instructions for further guidance.

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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
   2137462666

4. Applicant's Mobile Telephone Number (if any)
   2137462666

5. Applicant's Email Address (if any)
   tommyt@usc.edu

6. [ ] Select this box if you are a Salvadoran or Guatemalan national eligible for benefits under the ABC settlement agreement.

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USC Office of International Services
Sample I-765 for 12-Month Post-Completion OPT

**Applicant's Declaration and Certification**

Copied 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

Signed by hand in black ink – no typed or electronic signatures allowed

7.b. Date of Signature (mm/dd/yyyy) 07/17/2018

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)

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

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

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USC Office of International Services

Sample I-765 for 12-Month Post-Completion OPT

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Instructions for “Part 6. Additional Information”

If you need more space to type your response to any section on the I-765, USCIS has included Part 6 for you to add supplemental information. This is where you should list all SEVIS ID numbers you have had while on F-1, if applicable. When listing all SEVIS IDs, refer to worksheet on first page of these instructions.

EXAMPLE 1: Tommy Trojan completed his Bachelor’s at USC on an F-1 visa in 2013. After completing his program, he returned home to South Korea for a few years to work. He returned to USC on a new I-20, with a new SEVIS ID, to complete his Master’s. He is now applying for OPT based on his Master’s. Tommy needs to write his SEVIS ID from when he completed his Bachelor’s, along with his current SEVIS ID, for Part 6.

Page 3, Part 2, Item Number 26 – type current SEVIS ID

For EXAMPLE 1, the explanation is for the SEVIS Number portion from Page 3, Part 2, Item Number 26

Part 6 – Write a short explanation. Include current and previous SEVIS IDs, degree level, and type of work authorization completed at each degree level.

Refer to USCIS instructions for guidance on completing pages 5 & 6.

REMEMBER TO CHECK “DATE ISSUED” AND “PROGRAM END DATE” ON PAGE 1 OF YOUR I-20. IF YOUR APPLICATION IS RECEIVED BY USCIS MORE THAN 30 DAYS AFTER “DATE ISSUED” AND/OR MORE THAN 60 DAYS AFTER “PROGRAM END DATE” ON PAGE 1, YOUR OPT WILL BE DENIED.
EXAMPLE 2: A student’s first name is listed on her passport as “Bhuvanashree Shantilal Deepika”. Due to length, this name does not fit in Section 1.a. on Page 1.

For EXAMPLE 2, the explanation is for the Given Name (First Name) portion from Page 1, Part 2, and Item Number 1.b.

Part 6– Write a short explanation, and include the Page Number, Part Number, and Item Number being referenced.

If you do not have sufficient space on Part 6 for additional information, you will need to attach a separate sheet of paper. On any additional papers, type or print your name and I-94 Admission 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.

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