**IMPORTANT:** Starting on April 20, 2020, USCIS will only accept OPT applications filed with the **12/26/19 edition** of the Form I-765. Applications received by USCIS before April 20, 2020 can use the 5/31/18 edition of the Form I-765. USCIS may reject or deny applications filed with the incorrect form.

The most recent edition of the Form I-765 can be found here: [https://www.uscis.gov/i-765](https://www.uscis.gov/i-765)

---

**Application For Employment Authorization**

**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 any employment authorization document NOT DUE TO U.S. Citizenship and Immigration Services (USCIS) error.
1.e. ☐ 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

---

**Check edition date here**

**DISCLAIMER:** This document is intended only as an informational sample. All applicants are responsible for verifying their I-765 is completed in compliance with the instructions published by USCIS ([https://www.uscis.gov/i-765](https://www.uscis.gov/i-765)). Failure to follow these instructions may result in a denial.
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

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

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

**Application For Employment Authorization**

<table>
<thead>
<tr>
<th>For USCIS Use Only</th>
<th>Fee Stamp</th>
<th>Action Block</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Authorization/Extension Valid From</td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Authorization/Extension Valid Through</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**To be completed by an attorney or Board of Immigration Appeals (BIA)-accredited representative (if any).**

☐ Select this box if Form G-28 is attached.

Attorney or Accredited Representative

USCIS Online Account Number (if any)

**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.

1.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) [Trojan]

1.b. Given Name (First Name) [Tommy]

1.c. Middle Name [N/A]

**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

□ Yes □ No

**REMINDER:** Answer all questions fully and accurately. In each line for all questions that do not apply to you, type or handwrite neatly in black ink:

- "N/A" – for questions that require a written answer
- "NONE" – for questions that require a numerical answer
- Checkboxes – for questions that require a checkbox response, leave blank

**Edition Date of the Form I-765**

The edition date of the Form I-765 is printed here. To avoid rejection or denial due to filing with an outdated form, visit [https://www.uscis.gov/i-765](https://www.uscis.gov/i-765) and select "Edition Date" for more information.

**DISCLAIMER:** This document is intended only as an informational sample. All applicants are responsible for verifying their I-765 is completed in compliance with the instructions published by USCIS ([https://www.uscis.gov/i-765](https://www.uscis.gov/i-765)). Failure to follow these instructions may result in a denial.
**Part 2. Information About You (continued)**

**Your U.S. Mailing Address**

5a. In Care Of Name (if any)
   - Mary Traveler

5b. Street Number and Name
   - 1234 Sample Street

5c. [ ] Apt. [ ] Ste. [ ] Flr. 123

5d. City or Town
   - Los Angeles

5e. State [ ] CA [ ] 5f. ZIP Code 90089

6. Is your current mailing address the same as your physical address?
   - [ ] Yes [x] No

**U.S. Physical Address**

7a. Street Number and Name
   - 5678 Main Street

7b. [ ] Apt. [ ] Ste. [ ] Flr. 567

7c. City or Town
   - Los Angeles

7d. State [ ] CA [ ] 7e. ZIP Code 90089

**Other Information**

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

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

10. Gender
    - [x] Male [ ] Female

11. Marital Status
    - [ ] Single [ ] Married [ ] Divorced [ ] Widowed

12. Have you previously filed Form I-765?
    - [ ] Yes [x] No

13a. Has the Social Security Administration (SSA) ever officially issued a Social Security card to you?
    - [ ] Yes [x] No

**NOTE:** If you answered “No” to Item Number 13a, skip to Item Number 14. If you answered “Yes” to Item Number 13a, provide the information requested in Item Number 13b.

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

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

**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”**

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

**If you answered “No” for 6, complete 7.a-7.d; if you answered “Yes” type or handwrite in black ink “N/A” in each line, and leave the checkboxes and dropdown selections blank.**

**Most F-1 students do not have an Alien Registration Number (A-Number) or USCIS Online Account Number, and should type or handwrite in black ink “NONE” for 8-9 if not applicable.**

**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**

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>13.b. Provide your Social Security number (SSN) (if known).</td>
<td></td>
</tr>
<tr>
<td>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.)</td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td></td>
</tr>
</tbody>
</table>

**Father’s Name**
- Provide your father’s birth name.

**Mother’s Name**
- Provide your mother’s birth name.

**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.

**Family Name**
- Last Name: Trojan
- First Name: John

**Given Name**
- Last Name: Traveler
- First Name: Mary

**Country**
- South Korea
- N/A

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<table>
<thead>
<tr>
<th>Part 2: Information About You (continued)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Place of Birth</strong></td>
</tr>
<tr>
<td>List the city/town/village, state/province, and country where you were born.</td>
</tr>
<tr>
<td>19.a. City/Town Village of Birth</td>
</tr>
<tr>
<td>Seoul</td>
</tr>
<tr>
<td>19.b. State/Province of Birth</td>
</tr>
<tr>
<td>N/A</td>
</tr>
<tr>
<td>19.c. Country of Birth</td>
</tr>
<tr>
<td>South Korea</td>
</tr>
<tr>
<td>20. Date of Birth (mm/dd/yyyy)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Information About Your Last Arrival in the United States</th>
</tr>
</thead>
<tbody>
<tr>
<td>21.a. Form I-94 Arrival-Departure Record Number (if any)</td>
</tr>
<tr>
<td>1 1 1 1 1 1 1 1</td>
</tr>
<tr>
<td>21.b. Passport Number of Your Most Recently Issued Passport</td>
</tr>
<tr>
<td>111123ABC</td>
</tr>
<tr>
<td>21.c. Travel Document Number (if any)</td>
</tr>
<tr>
<td>N/A</td>
</tr>
<tr>
<td>21.d. Country That Issued Your Passport or Travel Document</td>
</tr>
<tr>
<td>South Korea</td>
</tr>
<tr>
<td>21.e. Expiration Date for Passport or Travel Document (mm/dd/yyyy)</td>
</tr>
<tr>
<td>22. Date of Your Last Arrival Into the United States, On or About (mm/dd/yyyy)</td>
</tr>
<tr>
<td>23. Place of Your Last Arrival Into the United States</td>
</tr>
<tr>
<td>Los Angeles LAX</td>
</tr>
<tr>
<td>24. Immigration Status at Your Last Arrival (for example, B-2 visitor, F-1 student, or no status)</td>
</tr>
<tr>
<td>F-1 Student</td>
</tr>
<tr>
<td>25. Your Current Immigration Status or Category (for example, B-2 visitor, F-1 student, parolee, deferred action, or no status or category)</td>
</tr>
<tr>
<td>F-1 Student</td>
</tr>
<tr>
<td>26. Student and Exchange Visitor Information System (SEVIS) Number (if any)</td>
</tr>
<tr>
<td>N-1111111111111111</td>
</tr>
</tbody>
</table>

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

As a post-completion OPT (c)(3)(B) applicant, questions 28-31.b. are not applicable and should be completed accordingly

REMINDER: Answer all questions fully and accurately. In each line for all questions that do not apply to you, type or handwrite neatly in black ink:

- “N/A” – for questions that require a written answer
- “NONE” – for questions that require a numerical answer
- Checkboxes – for questions that require a checkbox response, leave the checkboxes blank

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Select 1.a

Enter your personal contact information for 3-5

In OPT application to USCIS, include copies of:
- All previously issued F-1 I-20s* showing work authorization, including CPT and OPT
- Any previously issued EADs while on F-1 status

Use Part 6 to list your SEVIS number(s) and any associated work authorization.

*Only include previously issued F-1 I-20s that show work authorization – no other F-1 I-20 copies are required or necessary
USC Office of International Services

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

 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 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

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) N/A

1.b. Interpreter’s Given Name (First Name) N/A

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

Do NOT FORGET YOUR SIGNATURE!

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

Read carefully

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.

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Instructions for “Part 6. Additional Information”

Use Part 6 if you need more space to complete or clarify any responses to questions on the I-765.

EXAMPLE 1: Listing previous/current SEVIS numbers and any prior work authorization (CPT and OPT)

Use Part 6 to provide all previously used SEVIS numbers (if applicable) and evidence of any previously authorized CPT or OPT and the academic level at which it was authorized. Applicants with any previously used SEVIS numbers should use the worksheet from Page 2 of this Sample I-765 for assistance with completing Part 6.

For EXAMPLE 1, the explanation is for the eligibility category from Page 3, Part 2, Item Number 27

Part 6 – Write a short explanation; include current and previous SEVIS numbers, degree level, and type of work authorization completed under each SEVIS number

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EXAMPLE 2: Student name does not fit in space provided

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

If you do not have sufficient space in 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; sign and date each sheet.

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