

## Form I-765 Instructions

Students can find the most current I-765 form at [www.uscis.gov](http://www.uscis.gov) Click on “Forms”, scroll down and click on “Application of Employment Authorization” form I-765. Students must submit the most current I-765 form.

### Instructions to Complete the I-765 Form

Numbers on this sheet correspond with the numbers found on the I-765 form. Students can review a real example of the below information on the “I-765 Form Example”.

You may type or write your information in pen.

**First Thing:** In the section “I am applying for:” fill in the square that best fits your situation.

Example: *Most students will fill in the square marked “Permission to accept employment”.*

1. Please list in this order you: Family Name (in capital letters), first name (given name), and middle name.

Example: *MITCHELL Samuel Lloyd*

2. If you have additional names, you may include them in this space. If not, leave it blank or put a “N/A” in the space.

Example: *N/A*

3. Provide the address you would like your EAD card and/or relevant issues regarding your status mailed to. Note that part 3 has two lines. The first line is for your street address and apartment number if applicable. The second line below is for the town or city, the state and country, and the zip code.

If you move to a new address while your application is pending, you can have difficulty changing your address with the Service Center and it can delay the card being sent to you.

Example: *4444 Laurey Lane Apt 3  
Cookeville, TN 38505*

4. Put your country of citizenship and nationality.

Example: *France/ French*

5. Put your place of birth (town or city, state or province, and the country).

Example: *Paris, NA, France*

6. Date of Birth. Please put in exact format (MM/DD/YYYY).

Example: *04/12/1986*

7. Fill in the box that corresponds with your gender.

8. Please fill in the box that best corresponds with your marital status.

9. Your Social Security number is optional. If you do not have one, put “N/A” in this space.

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*Example: N/A*

10. Put the number found on the top of your I-94 card on this line. All 11 numbers must be placed.

*Example: 123456789 12*

11. Please fill in the box that best corresponds with your situation. If you applied for previous authorized employment through a service center at any time (OPT, economic hardship) please mark “yes” and fill out the remainder of the spaces for #11. If you did not have any previous employment, please put “NA” in each space.

In the example under “Results” it is marked “*granted- undergraduate OPT*”. This is to help USCIS know that a previous OPT was issued and for what reason.

Please list the specific dates (*Example: 06/30/2008-06/30/2009*). If you have more than one period of employment authorization, please include it all (*Example: 05/30/2001-08/30/2001 and 08/30/2001-12/30/2001*).

12. Place your date of last entry in the US. This can be found on the stamp on your I-94 card that you are submitting with this application.

*Example: 05/02/2011*

13. Place the city you first landed inside the US (the port of entry will be on the stamp on your I-94 card that you are submitting with this application. It is usually a code.

*Example: WAS (which is for Washington D.C)*

14. Place the manor of your last entry. It is the status in which you entered the United States.

*Example: Student*

15. Your current status should be “Student” when applying for Optional Practical Training.

*Example: Student*

16. Mark the type of OPT you are applying for.

- *Pre-Completion OPT your code is ( C ) ( 3 ) ( A )*

- *Post-Completion OPT your code is ( C ) ( 3 ) ( B )*

- *For STEM Extension your code is ( C ) ( 3 ) ( C )*

17. Please fill out this information if you are applying for STEM Extension (codes ( C ) ( 3 ) ( C ))

18. Please make sure you sign your name, put your valid telephone number, and date in the space designated for “Your Certification”. Please do not sign the very bottom part with your name, address, signature, and date. This is only for a person who is filling the application on behalf of the applicant.