

# Answers to common I-765 questions

## ***I am applying for...***

- Check "Permission to accept..." if you are applying for the standard 12-month OPT
- Check "Renewal of my permission..." if you are applying for the 24-month STEM OPT extension.

## **#1**

- Your Family Name should be in all capital letters (e.g. ZHANG). The other names can be written/typed normally (e.g. Jack)
- Make sure the Family Name and First Name are clearly separate, under the correct categories.

## **#2**

- Do not fill in this space unless you have other names which do not fit the Family, First, or Middle Name categories.

## **#3**

- Put a residential address where you know you will be able to receive all mailings from USCIS (including your EAD card 3 months from now). You may use your friend/family's address, but put "C/O" and the friend's name before the address.
- You may not use the Office of International Programs address or other university address.
- **You may not use a P.O. box address. Also, the Post Office will not forward your mail from USCIS to a new address. They will send it back to USCIS.**

## **#10**

- Answer "YES" if you DO NOT have an SSN number yet, and if you would like one. You are not required to have an SSN to apply for OPT, but you will be required to have an SSN to begin working once you get OPT authorization.

## **#14**

- Make sure you use your most recent I-94 number, from the last time you entered the U.S.

## **#15**

- If you answer “YES”, put the USCIS office which processed your last OPT; it will be found on the I-797 receipt notice from your last OPT application. It should be one of the offices listed below:
  - o Receipt numbers starting with YSC – Potomac Service Center
  - o Receipt numbers starting with EAC – Vermont Service Center
  - o Receipt numbers starting with LIN – Nebraska Service Center
  - o Receipt numbers starting with SRC – Texas Service Center
  - o Receipt numbers starting with WAC – California Service Center

## **#16**

- This should be the place where you actually entered the U.S. the last time. For example, if you were traveling to Valpo but entered the U.S. in Chicago, you should put “Chicago” in #13.

## **#20**

- If you are applying for the normal 12-month OPT, you should put “**c 3 B**” in the 3 spaces.
- If you are applying for the 24-month STEM OPT extension, you should put “**c 3 C**”.
- If you are applying for pre-completion OPT (very rare for Valpo students), put “**c 3 A**”.

## **#21**

- Fill out this number **ONLY** if you are applying for STEM OPT.
- You should put your degree, (e.g. MS in Information Technology), then the company’s name, then the company’s e-verify number.

## **#22 and 23**

- You **SHOULD NOT** fill out these numbers.

## ***Certification***

- Put today’s date and your telephone number, and then sign your name after printing the form.

## ***Signature of Person Preparing...***

- This space **DOES NOT** need to be filled in, unless someone is preparing the form for you.