Global Education California State University San Marcos Tel: 760.750.4090 Fax: 760.750.3284

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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 hand written. 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 jicon. More guidance and examples of what you will need to include along with types of supporting documentation is provided on Page 8.



Part 6. Additional Information – Employment Authorization

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:

N/A	Enter N/A for fields that do not apply		
N O N E	Enter NONE for numerical boxes that		
	do not apply 1 Page		



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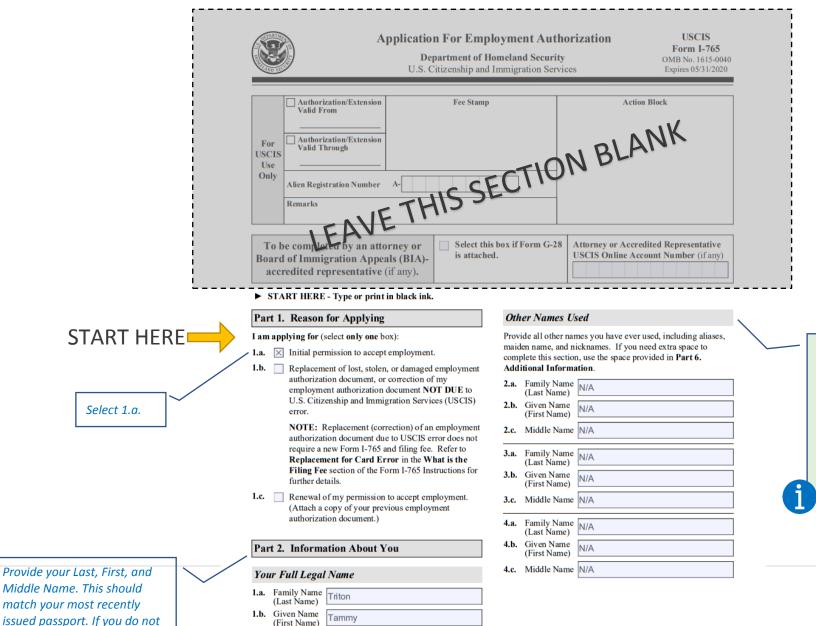
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FINAL NOTE: Thoroughly check after printing to ensure all fields are filled in accurately. It is acceptable to submit a form which is partially typed and hand written. Ensure each section is filled out. Ensure you use black ink and to print legibly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

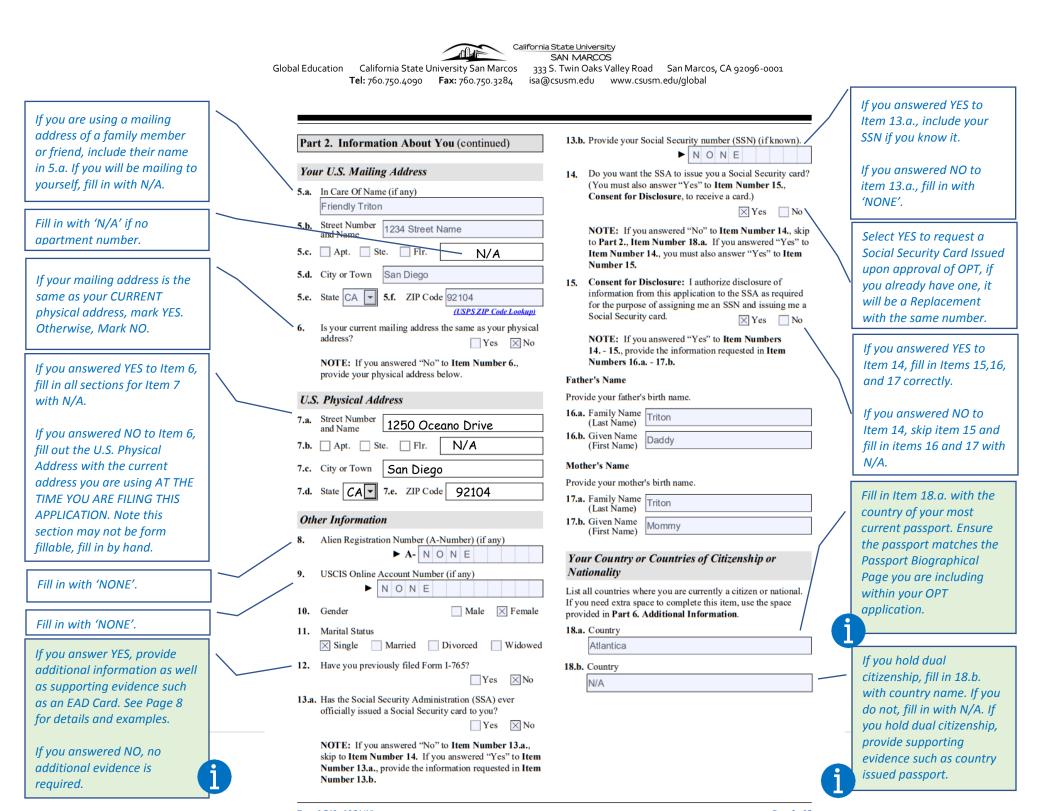
have a middle name, fill in

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1.c. Middle Name N/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.





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Ensure the passport number matches the copy of the Passport Biographical Page you are including within your OPT application. Use the same passport to respond to items 18.a., 21.b., and 21.d. If it does not match, provide additional evidence in Part 6. Additional Information, explaining why.

Fill in with 'N/A'.

Ensure the passport info for items 21.d. and 21.e. matches the Passport Biographical Page you are including within application.

Item 22 and 23 should match Form I-94.

If it does not match because you travelled through a land border, such as Mexico, and I-94 does not reflect entry, include Travel History Page of Form I-94 within additional evidence. If it does not match due to another reason, see a **Global Education Advisor for** assistance.

Status at last entry, should match Form I-94.

Write F-1 Student.

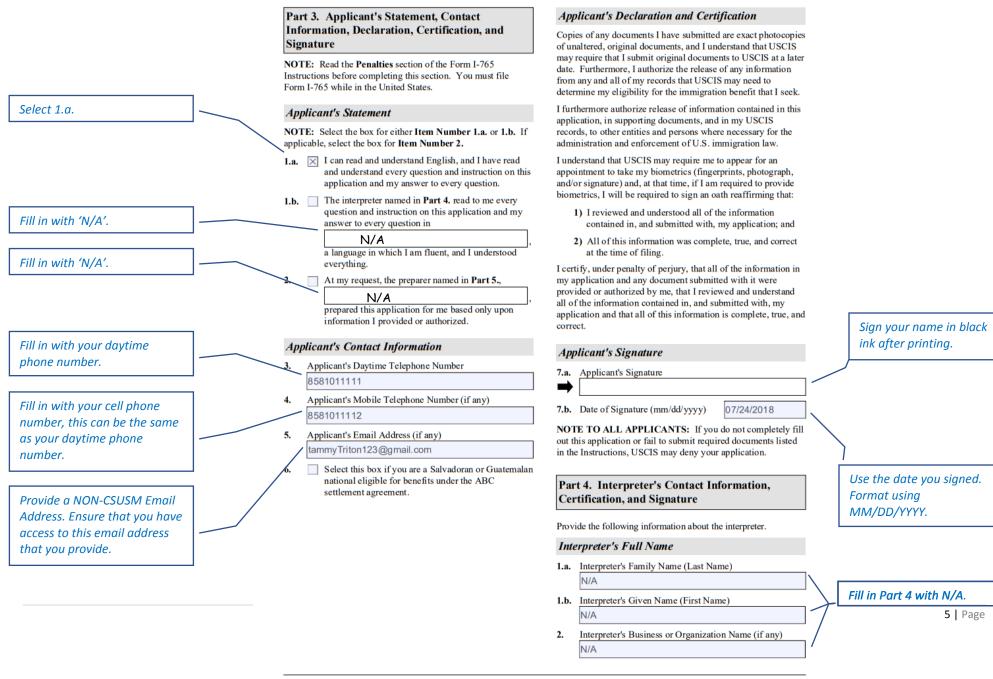
Should match your most recent issued SEVIS ID Number. If you have been issued multiple SEVIS ID Numbers and have not engaged in ANY employment through CPT or OPT, list them in Part 6. Additional Information.

Par	t 2. Information About You (continued)	Information About Your Eligibility Category	Fill in with (C) (3) (B) to
Plac	ce of Birth	27. Eligibility Category. Refer to the Who May File Form I-765 section of the Form I-765 Instructions to determine the concentration of the Form I-765 for this conclusion	<i>indicate post-completion</i> <i>OPT</i> .
	he city/town/village, state/province, and country where vere born.	the appropriate eligibility category for this application. Enter the appropriate letter and number for your eligibility category below (for example, $(a)(8)$, $(c)(17)(iii)$).	- <u>L</u>
19.a.	City/Town/Village of Birth Oceano	category below (b) example, (a)(5) (C)(17)(11)). (C)(3)(C) STEM OPT Eligibility Category. If you	Fill in Item 28.a. through
19.b.	State/Province of Birth Seastate	entered the eligibility category (c)(3)(C) in Item Number 27., provide the information requested in Item Numbers	28.c. with N/A.
19.c.	Country of Birth Atlantica	28.a - 28.c. 28.a. Degree N/A	
20.	Date of Birth (mm/dd/yyyy) 07/24/1980	28.b. Employer's Name as Listed in E-Verify	
•	ormation About Your Last Arrival in the ted States	28.c. Employer's E-Verify Company Identification Number or a Valid E-Verify Client Company Identification Number	
	Form I-94 Arrival-Departure Record Number (if any) 1 2 3 4 5 6 7 8 9 1 0	 (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 	
21.Б.	Passport Number of Your Most Recently Issued Passport T1Z1111	Notice for Form I-129, Petition for a Nonimmigrant Worker.	Fill in Item 29 with NONE.
21.c.	Travel Document Number (if any) N/A	NONE 30. (c)(8) Eligibility Category. If you entered the eligibility	
21.d.	Country That Issued Your Passport or Travel Document Atlantica	category (c)(8) in Item Number 27. , have you EVER been arrested for and/or convicted of any crime?	Do not select an option.
21.e.	Expiration Date for Passport or Travel Document (mm/dd/yyyy) 07/24/2050	NOTE: If you answered "Yes" to Item Number 30. , refer to Special Filing Instructions for Those With	
22.	Date of Your Last Arrival Into the United States, On or About (mm/dd/yyyy) 07/01/2018	Pending Asylum Applications (c)(8) in the Required Documentation section of the Form I-765 Instructions for information about providing court dispositions.	
23.	Place of Your Last Arrival Into the United States	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	
24.	Immigration Status at Your Last Arrival (for example, B-2 visitor, F-1 student, or no status)	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	Fill in Item 31.a. with NONE.
25.	F-1 Your Current Immigration Status or Category (for example, B-2 visitor, F-1 student, parolee, deferred action, or no	parent's Form I-797 Notice for Form I-140. ► N O N E	, , , , , , , , , , , , , , , , , , , ,
-	status or category) F-1 Student	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?	4 Page
26.	Student and Exchange Visitor Information System (SEVIS) Number (if any) ► N- 001111111	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 1-765 section	Do not select an option.

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FILL IN ENTIRE PAGE WITH N/A.

Part 4. Interpreter's Contact Information, Certification, and Signature				
Int	erpreter's Mailing Address			
3.a.	Street Number and Name			
3.b.	Apt. Ste. Flr. 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			
Int	erpreter's Contact Information			
4.	Interpreter's Daytime Telephone Number			
5.	Interpreter's Mobile Telephone Number (if any)			
	N/A			
6.	Interpreter's Email Address (if any)			
	N/A			
Int	erpreter's Certification			
	tify, under penalty of perjury, that:			
i cer	try, under penaity or perjury, that:			

I am fluent in English and N/A

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.

N/A

Interpreter's Signature

- 7.a. Interpreter's Signature N/A
- 7.b. Date of Signature (mm/dd/yyyy)

n t 5. Contact Information, Declaration, and ature of the Person Preparing this olication, If Other Than the Applicant

de the following information about the preparer.

parer's Full Name

1.a.	Preparer's Family Name (Last Name)	
	N/A	

- Preparer's Given Name (First Name) N/A
- Preparer's Business or Organization Name (if any) N/A

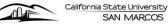
parer's Mailing Address

3.a.	Street Number and Name	N/A
3.b.	Apt.	Ste. Flr. 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



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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)

Tel: 760.750.4090

Preparer's Statement

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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 does not extend beyond the preparation of this application.

> NOTE: If you are an attorney or accredited ay 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 only on information that the applicant provided to me or authorized me to obtain or use.

Preparer's Signature

8.a.	Preparer's Signature		
		N/A	

8.b. Date of Signature (mm/dd/yyyy) N/A



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If y with space to c sheet at th Nut sign	Part 6. Additional Information but need extra space to provide any additional information in this application, use the space below. If you need more be than what is provided, you may make copies of this page omplete and file with this application or attach a separate et of paper. Type or print your name and A-Number (if any) te top of each sheet; indicate the Page Number, Part mber , and Iten Number to which your answer refers; and and date each sheet.		Page Number 5.b. Part Number 5.c. Item Number 3 2 2 26 N0011110111 - Bachelor Level 26 CPT authorized from (MM/DD/YYYY) to MM/DD/YYYY) See CPT I-20 reflecting authorization	EXA	C Reference of the second seco	art 6. Additional Information ote that within this guide, sections that reflect the 1 icon may equire that you provide additional evidence within Part 6. dditional Information. See the checklist below of additional formation required. If any of these apply to you, you must fill in art 6 as indicated within the examples below and also attach upporting documents.
1.b. 1.c. 2. EXAMPLE 3.a.	2 2 12 I-765 Filed on MM/DD/YYYY I did not pursue my I-765 Application because I transferred to another institution before my	6.a. 6.d.	Page Number 6.b. Part Number 6.c. Item Number 3 2 26 N0022222222 Associate Level No CPT or OPT was authorized on this SEVIS Number		ample D	 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. Refers to: Page 2, Part 2, Item 12 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. See Example A
	application was adjudicated. Please see my receipt notice of pending I-765. OR My I-765 Application was denied on MM/DD/YYYY. Please see receipt notice of pending I-765 and my notice of denial.	7 .a .	Page Number 7.b. Part Number 7.c. Item Number 3 2 21.b.	EXA	B. AMPLE	 If you have ever been approved for OPT and received an EAD Card. Refers to: Page 2, Part 2, Item 12 Attach: All copies of EAD Cards See Example B
B 4.d.	Page Number 4.b. Part Number 4.c. Item Number 2 12 12	7. d .	I renewed my passport at an embassy/consulate here in the United States after the date of my last entry. Please see a copy attachd of my new passport.		E c.	 If you have ever been approved for CPT. Refers to: Page 3, Part 2, Item 26 Attach: All copies of CPT I-20 or any other proof of authorized employment See Example C
	OPT authorized from (MM/DD/YYYY) to (MM/DD/YYYY) See EAD Card Attached N0011110111 - Master Level OPT authorized from (MM/DD/YYYY) to (MM/DD/YYYY) See EAD Card Attached				D	 If you have ever been issued a different SEVIS ID Number that <u>did not have any authorized CPT or OPT.</u> Refers to: Page 3, Part 2, Item 26 Attach: A copy of the Form I-20 or DS-2019 showing your SEVIS ID Number See Example D Continue to next page

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Part 6. Additional Information If you need extra space to provide any additional information within this application, use the space below. If you need more space than what is provided, you may make copies of this page to complete and file with this application or attach a separate sheet of paper. Type or print your name and A-Number (if any) 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. 1a. Family Name (Last Name) TAMMY 1b. Given Name (First Name) TRITON 1c. Middle Name N/A 2. A-Number (if any) > A- NONE NONE	5.a. Page Number 5.b. Part Number 5.c. Item Number EXAMPLE 2 2 18.b. H 5.d. Iam a dual ditzen for both the country of Oceano and Pacifica. Please see my passport from Pacifica attached. H H 6.a. Page Number 6.b. Part Number 6.c. Item Number EXAMPLE 6.d. N/A N/A N/A Item Number Item Number Item Number	 E. If your most recently issued passport is not the passport you last used to enter the U.S. Refers to: Page 3, Part 2, Item 21.b. 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
EXAMPLE 3.a. Page Number 3.b. Part Number 3.c. Item Number 3 2 23 3.d. My last port of entry was through Mexico. This is not reflected on my Form I-94 but shows on the Travel History Page. Please see the travel history page attached along with the stamp of entry in my passport.	7.a. Page Number 7.b. Part Number 7.c. Item Number 7.d. N/A N/A N/A	 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
EXAMPLE 4.a. Page Number 4.b. Part Number 4.c. Item Number G 4.d. 1 1 2 Please see the foreign government issued documentation attached which show my previous legal name and or new name change Item Number		For any blank spaces within the rest of Part 6 that do not apply, please fill in with N/A. See Example I.
		21.050