TIPS FOR COMPLETING FORM I-765

TYPE YOUR RESPONSES VERSUS HANDWRITING THEM

Below the box at the top of the page, “I am applying for:”
Checkmark the box: “Permission to accept employment.”

Fill out items 1 & 2 (your name must be the same as it appears in your passport)

Item 3: Address in the United States:
We ask you to use the return address of the Cultural Center (do not write “c/o”). It is very important that you use this format:

Your First & Last Name
893 West St., Cultural Center
Hampshire College, Amherst, MA 01002

Fill out items 4-8.

Item 9: Social Security Number
Fill in only U.S. social security numbers (do not list Canadian social insurance numbers.)

Item 10: I-94 card
The 11-digit number at the top of your I-94 card.

Item 11: “Have you ever before applied for employment authorization from USCIS?”
Checkmark NO (unless you have previously used form I-765 to apply to USCIS for OPT or other work authorization.)

Item 12: Date of Last Entry into the U.S.
Write the date you most recently entered the U.S. (For most students, this will be the date stamped on your most recent I-94 card. However, students who changed to F-1 status while in the U.S. and did not subsequently depart and reenter the country in F-1 status should write the date stamped on their original I-94 card.)

Item 13: Place of Last Entry
Write the name of the U.S. city or border point where you most recently entered the U.S.

Item 14: Manner of Last Entry
Write the status you held at the time of your most recent entry to the U.S. For most, this will be “F1 Student.” (Students who changed to F-1 status while in the U.S. and who did not subsequently depart and reenter the country in F1 status should write the status they held on first entering the U.S., e.g., B2, F2).

Item 15: Current Immigration Status
Write “F1.”

Item 16:
For post-completion OPT, write (C) (3) (B).

Your Certification:
Sign and write your telephone number and date in BLUE INK.
*NOTE: If you are completing form I-765 to apply for the 17-month OPT extension for those in the STEM fields, tips on how to fill out the form can be found at http://www.hampshire.edu/culturalcenter/2243.htm. Click on “17-Mont Extension.”