



24-Month STEM Extension of Post-Completion Optional Practical Training

(Updated 2018-10-25)

This instruction packet is for University of Oregon international students in F-1 status who have completed a degree in a STEM (science, technology, engineering, or mathematics) field and want to apply for the 24-month extension of post-completion Optional Practical Training (OPT). **Read through this packet carefully** and contact International Student and Scholar Services (ISSS) at intl@uoregon.edu for more information.

Main Application Steps

Step 1: Read through STEM Eligibility Requirements (See Page 2)

- You must meet ALL eligibility requirements for the STEM Extension benefit

Step 2: Prepare Form I-983 Training Plan (Page 3)

- Prepare your I-983 Training Plan with your E-Verify Employer

Step 3: Prepare Form I-765 (Page 3)

- Download Form I-765 from <http://www.uscis.gov/i-765>
- Follow instructions for Form I-765 at the end of this packet.

Step 4: Submit STEM Extension Request to ISSS (Pages 3-4)

- Submit your request no earlier than 90 days and at least 15 days before your the expiration of your Post-completion OPT

Step 5: Submit I-765 Application Packet to USCIS (Page 4)

- Submit your application AFTER you have received a new STEM I-20 from ISSS

Step 6: Wait for and receive new EAD Card from USCIS (Page 4)

- USCIS may take 3+ months to process your new EAD card

Step 7: Follow all STEM reporting and employment rules (Page 5)

- You must verify your employment and address information every six months
- STEM OPT students must also complete an annual and final self-evaluation

Travel and End of STEM Rules (Page 6)

- Read this section for information about travel and end of your STEM OPT

STEP One: Meet All STEM Extension Eligibility Requirements

In order to qualify for the 24-month STEM extension of Optional Practical Training, you must meet ALL of the eligibility requirements listed below. If you have questions about these requirements, contact an international student advisor at intl@uoregon.edu.

A. F-1 Status Eligibility Requirements

- You must currently be in valid F-1 student status
- You must currently be authorized for and engaged in post-completion Optional Practical Training (OPT) – you cannot apply for the STEM extension once your post-completion OPT expires
- You have not exceeded the 90 days of unemployment allowed during your post-completion OPT period

B. STEM Degree Eligibility Requirements

- You must have completed a degree in a science, technology, engineering, or mathematics (STEM) field
 - The STEM field must have been your major field of study (minors / concentrations are not eligible)
 - To qualify, your I-20 major code (printed next to your major) must be included on this list: <https://www.ice.gov/sites/default/files/documents/Document/2016/stem-list.pdf>
- Your STEM degree can be your most recent UO degree, a previous UO degree, or a degree granted within the last ten years by another US college or university currently approved by the Student and Exchange Visitor Program (SEVP) to sponsor F-1 international students
 - The degree may be used to qualify for the STEM extension as long as you have not already used it to obtain an earlier STEM extension
 - If your request for the STEM extension is based on a degree from another college or university other than the UO, you must provide a copy of your most recent I-20 from that college or university
- You have not been granted more than two STEM extensions previously
 - You are limited to a maximum of two STEM extensions across your entire educational career

C. Job Offer and Employer Eligibility Requirements

- You must have a full-time, paid job offer (20 hours per week or more) from a US employer with whom you have a bona fide “employer/employee” relationship
- Your employer must be enrolled in the Department of Homeland Security’s **E-Verify Program** (see <https://www.e-verify.gov/> for more information about the E-Verify Program)
 - Employers who do not have an active E-Verify number do not qualify for the STEM extension and cannot serve as an employer during the STEM extension period
- The job offer must provide you with on-the-job training in your STEM major
 - Volunteer positions and self-employment do not qualify for the STEM extension
 - Employment with a staffing agency qualifies **ONLY** if the staffing agency is the employer directly providing the training opportunity
 - Your employer must have adequate personnel and resources to provide you with the required training in your major field of study
 - Remote or long-distance employment (on-line employment) is not permitted since the employer must provide you with “on-site” training and resources in a STEM field
- Your employer must agree to help complete a Form I-983 Training Plan and comply with all F-1 STEM reporting requirements (see Step Two)

STEP Two: Prepare the Form I-983 Training Plan

Once you have a job offer in your STEM major from an E-Verify employer, you and your employer must complete a **Form I-983 Training Plan**. The I-983 Training Plan describes how your job will provide you with educational and learning experiences and training in your STEM field. Please note: ISSS cannot complete the I-983 Training Plan for you and your employer. However, refer to the tips / suggestions below.

- Download Form I-983 and instructions from <https://studyinthestates.dhs.gov/form-i-983-overview>
- Prepare a separate Form I-983 for each E-verify employer (if you have more than one employer)
- If you add or change employers, you must complete a new I-983 Training Plan before starting employment
- When starting employment, you and your employer must complete sections 1 – 6 (pages 1 – 4) only

Tips for Completing Form I-983	
Section 1 – Completed by Student	
• Name of School Recommending STEM OPT	University of Oregon
• Name of School Where STEM Degree Was Earned	University of Oregon (or other school if basing STEM request on previous degree from another school)
• SEVIS School Code	POO214F00001000
• Designated School Official Contact Information	Becky Megerssa, SEVIS Coordinator 5209 University of Oregon Eugene OR 97403-5209 Tel: 541-346-3206 / Email: sevis@uoregon.edu
• Student SEVIS ID Number	Indicate SEVIS ID number from your I-20 (“N00xxxxxx”)
• STEM Start and End Dates:	Start (“From”) date will be the day after your post-completion OPT expires
• Employment Authorization Number	Indicate USCIS # from your current EAD card
Section 2 – Completed by Student	
Sections 3 & 4 – Completed by Employer	
Section 5 – Completed by Student and Employer	
Section 6 – Completed by Employer	
Evaluation / Final Evaluation on Student Progress (Page 5) – Do not complete for initial STEM application	

STEP Three: Prepare your Form I-765 Application for Employment Authorization

- Download Form I-765 and I-765 instructions from <http://www.uscis.gov/i-765>
- Go to <http://iss.uoregon.edu/optional-practical-training-OPT> for tips on completing Form I-765 or refer to the guide at the back of this packet.
- Type your answers into Form I-765 or print answers clearly in black ink
- Attach a copy of all Employment Authorization Document (EAD) cards previously issued to you

STEP Four: Submit Your STEM Extension Request to ISSS

Once you have completed your Form I-983 Training Plan and your Form I-765, you must submit the following documents to ISSS. ISSS will process a new STEM extension I-20 for you and review your I-765. **NOTE: ISSS requires at least 15 days to process your request, and USCIS must receive your application no later than the last day of your post-completion OPT:**

- Completed and signed **STEM Extension Request Form** (see page 7 of this packet)
- Copy of your completed and signed Form I-983 Training Plan
- Copy of your completed and signed Form I-765
- If you are applying for the STEM extension based on a degree from another US college or university, a copy of your diploma and most recent I-20 from the other college / university

STEP Five: Prepare and Mail your I-765 Application Packet to USCIS

Once you receive your STEM I-20 from ISSS, you can proceed with sending your I-765 application to USCIS. USCIS must receive your complete application packet within 60 days of the STEM I-20 issuance date **BUT NO LATER THAN** the expiration of your post-completion OPT. Your application packet will include the following materials.

- Completed USCIS Form G-1145 (download from <http://www.uscis.gov/g-1145>)
- Two recent color US passport photos taken within the last 30 days
 - Go to <https://travel.state.gov/content/travel/en/passports/requirements/photos.html>
 - Write your name and I-94 number lightly, using a pencil or felt pen, on the back of each photo
- Form I-765 fee payment (currently US \$410.00)
 - Pay by using a US bank check, cashier's check, or money order made payable to the "US Department of Homeland Security"
 - You can also pay using a US credit card (download Form G-1450 from <http://www.uscis.gov/g-1450> - complete and sign and attach to the top of the application)
 - For directions on how to pay USCIS fees, go to <https://www.uscis.gov/forms/paying-uscis-fees>
- Original, signed Form I-765
- Copy of previously-received Employment Authorization (EAD) card(s)
 - You should have at least one EAD card issued to you for post-completion OPT
 - Include any other EAD cards you may have received, such as for previous OPT or economic hardship employment authorizations
- Copy of your STEM extension I-20
 - Make sure your I-20 is signed and dated at the bottom of page 1
 - Include a copy of all three pages
- Copy of your previously-issued UO OPT I-20
- Copy of your UO diploma and/or transcript showing that you received a degree in a STEM major field
 - If your application is based on a previous degree from another college / university, attach a copy of your diploma, transcript, and I-20(s) from your previous school
- Copy of passport ID page
- Copy of I-94 admission record (from <https://i94.cbp.dhs.gov>)
- Copy of F-1 visa and most recent entry stamp

Make a copy of your entire application packet for your own records before sending it to USCIS.

Mail your application to USCIS once you have completed your packet. Use the following address if your I-765 mailing address is in Oregon, Washington, or California. You can mail use either regular mail (US Postal Service) or express mail (Fed Ex, UPS, DHL). Make a copy of your entire application packet before mailing it to USCIS.

Using Regular Mail (US Postal Service)

USCIS
PO Box 21281
Phoenix AZ 85036

Using Express Mail (Fed Ex, UPS, DHL)

USCIS
Attn: AOS
1820 E. Skyharbor Circle S, Suite 100
Phoenix AZ 85034

If you are using a mailing address outside of Oregon, Washington, or California refer to the mailing addresses indicated at <https://www.uscis.gov/i-765-addresses>, under the section "Foreign Students."

Remember that your I-765 application for the STEM extension must be received by USCIS no later than the LAST DAY of your post-completion OPT

STEP Six: Wait for and Receive your new EAD from USCIS

- Once your I-765 application is received by USCIS, you will receive by mail an I-797 Receipt Notice confirming that your application is in process
 - Keep the receipt as it contains important information
 - Show the receipt to your STEM employer – the receipt notice allows you to work for your STEM employer for up to 180 days past the expiration of your post-completion OPT while your STEM application is being processed
- If you receive any mail or communication from USCIS about your application, contact ISSS before responding
- USCIS takes 90-120 days, on average, to process an I-765 application
- Make any address updates or changes while your application is pending to both ISSS (send an email to intl@uoregon.edu with your name and UO ID number) and USCIS (<http://www.uscis.gov>)
- Once USCIS approves your application, you will receive a new Employment Authorization (EAD) card to show to your employer
 - Keep all previously-issued EAD cards – do not throw them away

STEP Seven: Follow all STEM Extension Employment and Reporting Rules – IMPORTANT!

During your STEM extension period, you must agree to follow certain rules and regulations. **It is essential that you follow and comply with all rules listed below. Failure to do so may lead to termination of your STEM extension benefit and loss of F-1 student status.**

1. Unemployment Days

- During your STEM extension period, you are granted an additional 60 days of unemployment (i.e., days in which you have no STEM-related employment with an E-verify employer)
- You can combine these 60 days with any unused number of unemployment days from your post-completion OPT period, for a total of 150 days maximum
- It is up to you to monitor your unemployment time – if you exceed the total number of allowed unemployment your STEM extension will be automatically terminated

2. Change of Address Notification Requirement

- You must notify ISSS within 10 days of any change to your US address.
 - Submit a change of address update at <http://iss.uoregon.edu/opt-update-form>

3. Departure or Change of Job Notification Requirement

- If you leave your STEM job, you must notify ISSS within five days by sending an email to sevis@uoregon.edu
 - Include your name, UO ID number, employer name, and the last day of employment
 - Indicate if you plan to look for a new STEM employer or if you plan to discontinue your STEM employment and depart the United States
 - You must also complete a final self-evaluation of your training experience (see Page 5 of your I-983 Training Plan)
 - Send a copy of the final self-evaluation to sevis@uoregon.edu when it has been completed by you and signed by your employer
- If you plan to change or add a new STEM employer, you must complete an Add / Change Form (see page 7) and submit a new Form I-983 Training Plan for each new employer

4. Six-month Verification Reporting Requirement

- You must submit a verification report every six months confirming your US address and employment information
- You will receive a reminder from ISSS when it is time to complete the on-line verification report
- Keep an updated email address on file with ISSS so that we can send a timely reminder to you

5. Annual and Final Self-Evaluation Requirement

- After the first year of your STEM employment you must submit Evaluation of Student Progress (top portion of Page 5 of your Form I-983 Training Plan) – you will write the evaluation and your employer must sign it
- At the end of your STEM employment, or whenever you leave your STEM employer, submit the Final Self Evaluation (bottom portion of your Form I-983 Training Plan)
- Send the completed evaluation reports to sevis@uoregon.edu - including your name and UO ID number

TRAVEL DURING THE STEM EXTENSION PERIOD

During your STEM extension, you may travel outside of and return to the US with the following documents:

- Unexpired passport valid at least six months into the future on the date of your return
- Valid, unexpired F-1 student visa
 - Exception: Canadian citizens do not require visas in most situations
- STEM extension OPT I-20 with a travel signature no more than six months old on the date of your return
 - If you need an updated travel signature, you will need to request an updated I-20 from ISSS
- Valid, unexpired EAD card issued for STEM extension Optional Practical Training
- STRONGLY RECOMMENDED: Proof of employment from your STEM employer
 - Proof of employment can include a brief letter from your employer confirming that you are working for them under your STEM OPT benefit

ISSS does not recommend that you travel outside of the US if you are not employed by an E-verify employer as required under the STEM extension regulations.

END OF STEM EXTENSION PERIOD

Your STEM extension period ends if any of the following applies to you:

- You choose to discontinue your STEM extension benefit and leave the US
- Your immigration status is changed from F-1 to another visa type, e.g., H-1B
- You exceed the 150 days of allowed unemployment
- You engage in unauthorized employer (e.g., employment with an employer that is not a valid participant in the E-Verify program)
- You reach the end of your STEM extension period as indicated by the expiration date of your EAD card

If any of the above changes apply to you, or if you have questions, contact an international student advisor at intl@uoregon.edu.

Remember that whenever you leave your employer or stop/end your STEM extension period, you must complete a final self-evaluation (bottom portion of your Form I-983 Training Plan) and submit the evaluation to ISSS at sevis@uoregon.edu.

STEM EXTENSION REQUEST FORM (Initial Employment)

For first-time STEM extension requests only. Submit this form and all required attachments to International Student and Scholar Services (ISSS) no earlier than 90 days and no later than 15 days BEFORE the expiration of your current post-completion Optional Practical Training period. Failure to submit required materials in a timely fashion may lead to denial of your STEM extension request.

CURRENT INFORMATION			
Name (Family, Given, MI)		UOID Number	
US Residential Address <i>(Example: 123 Main St., Apt 5, Eugene OR 97401)</i>		Preferred Email	
		Alternate Email	
		Tel / Cell Phone	

Note: Your SEVIS record will be updated to reflect the above US residential address and contact information

STEM EMPLOYMENT INFORMATION			
STEM E-Verify Employer Name		Employer E-Verify Number*	
Employer Business Address <i>(include full street address, suite #, city, state, & ZIP)</i>		Employer ID Number (EIN)**	
Supervisor Name		Supervisor Tel:	
Supervisor Title		Supervisor Email:	
Worksite Address*** <i>(include full street address, suite #, city, state, & ZIP)</i>		Worksite Tel:	

**Obtain your employer's E-Verify Number from your employer – the E-Verify number is usually 5-6 digits long*

***Your employers' Employer Identification Number (EIN) is 9 digits long*

****The worksite address is the address where your work with your STEM employer takes place. In most cases, this should be the same as the STEM employer's business address. During STEM employment, you must work at an address where your E-Verify employer is providing you with on-the-job training – remote or long-distance employment is not permitted (see Page 2)*

QUALIFYING STEM DEGREE INFORMATION			
To qualify for the STEM extension, you must have a qualifying STEM degree. Choose ONE of the following:			
<input type="checkbox"/> I am requesting the STEM extension based on my most recent University of Oregon degree <input type="checkbox"/> I am requesting the STEM extension based on a previous University of Oregon degree, awarded before my most recent UO degree <input type="checkbox"/> I am requesting the STEM extension based on a degree I received from another US college / university within the past ten years (if choosing this option, complete the table below and attach a copy of your I-20 and transcript or diploma from your previous college or university)			
Name of Previous College		Degree Type (e.g., BA, MA)	
Previous College Web Site		STEM Major	
Previous College City / State		Degree Award Year	

PRIOR STEM EXTENSION HISTORY

Have you previously applied for the STEM extension benefit? _____ Yes _____ No

If yes, please indicate dates of the STEM extension and whether the extension was approved. Attach copies of your EAD card(s) if issued. Note: You are allowed a maximum of two STEM extensions throughout your educational career – you cannot request more than two STEM extensions.

STEM Extension #1 (indicate dates)		STEM #1 Status ("approved" or "denied")	
STEM Extension #2 (indicate dates)		STEM #2 Status ("approved" or "denied")	

DELIVERY INFORMATION

Once your request has been reviewed and approved, ISSS will issue a new STEM extension I-20 to you. Please indicate how you would like the I-20 to be delivered to you:

- I will pick up the new I-20 in person at the Office of International Affairs
- Please mail the I-20 to me at my US address indicated on the first page of this form, using regular US postal mail (no charge)
- I am requesting express mail delivery using UEMS e-ship Global Delivery service (see instructions below)
 - Go to <https://study.eshipglobal.com/register/> and complete the Registration form (free)
 - Click on "Receive Documents"
 - Search for "University of Oregon" under University Search. Select "University of Oregon" and click "Continue"
 - Select "Office of International Affairs" and click "Continue"
 - Complete Steps 1 and 2. In Step 2, select Fed Ex or UPS to ensure faster pick-up
 - Complete Step 3: Payment Confirmation

SIGNATURE

I am requesting a 24-month STEM extension of my post-completion Optional Practical Training. I certify that all information I am providing is true and accurate to the best of my knowledge, and that I understand and will comply with all regulations that apply to me as an F-1 student engaged in the STEM extension of post-completion OPT.

Signature: _____ Date: _____

Name (printed): _____

OIA USE ONLY: To be completed by ISSS

- | | |
|--|--|
| _____ STEM-eligible degree verified | _____ SEVIS address, email, phone is up to date |
| _____ I-983 Training Plan complete with signatures | _____ Post-completion OPT information updated in SEVIS |
| _____ Prior STEM extensions: No more than 2 | _____ Has not exceeded 90 days of unemployment |
| _____ Worksite is not remote employment | _____ Post-completion OPT not expired |

_____ If STEM based on previous school, verified degree is within 10 years and school is currently SEVP approved

STEM Extension Expiration Date: _____

Advisor Initials: _____ GOAINTL updated (SEVIS Coordinator)

STEM EXTENSION REQUEST FORM (Adding or Changing Employment)

For students already approved for the 24-month STEM extension OPT benefit. Use this form if you are already approved for the STEM extension and want to either (a) add a new STEM E-verify employer or (b) change from your current STEM employer to your new STEM employer. You must submit all required documents to ISSS BEFORE starting new employment.

CURRENT INFORMATION			
Name (Family, Given, MI)		UOID Number	
US Residential Address <i>(Example: 123 Main St., Apt 5, Eugene OR 97401)</i>		Preferred Email	
		Alternate Email	
		Tel / Cell Phone	

Note: Your SEVIS record will be updated to reflect the above US residential address and contact information

TYPE OF UPDATE REQUESTED (CHECK ONE AND FOLLOW DIRECTIONS)

- I am **ADDING** a second new E-verify Employer to my STEM extension period – I will also continue to work at my current STEM employer
- o Completed “Add New STEM Employer” section below
 - o Attach copy of signed and completed Form I-983 Training Plan for your new employer – to download Form I-983 and Form I-983 instructions, go to <https://studyinthestates.dhs.gov/form-i-983-overview>
 - o Submit Request Form and new I-983 Training Plan to iSSS at intl@uoregon.edu
- I am **CHANGING** my E-verify Employer. I will leave my current E-Verify employer and start working for a new employer.
- o Complete the “Add New STEM Employer” section below
 - o Attach copy of signed and completed Form I-983 Training Plan for your new employer – to download Form I-983 and Form I-983 instructions, go to <https://studyinthestates.dhs.gov/form-i-983-overview>
 - o Complete the “Departing STEM Employer” section (next page) and attach a copy of your Final Self-Evaluation (from Page 5 of your Form I-983 Training Plan)
 - o Submit all documents to ISSS at intl@uoregon.edu

ADD NEW STEM EMPLOYER			
STEM E-Verify Employer Name		Employer E-Verify Number*	
Employer Business Address <i>(include full street address, suite #, city, state, & ZIP)</i>		Employer ID Number (EIN)**	
Supervisor Name		Supervisor Tel:	
Supervisor Title		Supervisor Email:	
Worksite Address*** <i>(include full street address, suite #, city, state, & ZIP)</i>		Worksite Tel:	

*Obtain your employer’s E-Verify Number from your employer – the E-Verify number is usually 5-6 digits long

**Your employers’ Employer Identification Number (EIN) is 9 digits long

***The worksite address is the address where your work with your STEM employer takes place. In most cases, this should be the same as the STEM employer’s business address. During STEM employment, you must work at an address where your E-Verify employer is providing you with on-the-job training – remote or long-distance employment is not permitted (see Page 2)

LEAVING STEM EMPLOYER (COMPLETE ONLY IF LEAVING YOUR STEM EMPLOYMENT)

STEM E-Verify Employer Name	Last Date of Employment	
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Attach a copy of your completed final self-evaluation (Page 5 of your original I-983 Training Plan) whenever you leave or complete employment with an E-Verify employer.

DELIVERY INFORMATION

Once your request has been reviewed and approved, ISSS will issue a new STEM extension I-20 to you. Please indicate how you would like the I-20 to be delivered to you:

- I will pick up the new I-20 in person at the Office of International Affairs
- Please mail the I-20 to me at my US address indicated on the first page of this form, using regular US postal mail (no charge)
- I am requesting express mail delivery using UEMS e-ship Global Delivery service (see instructions below)
 - Go to <https://study.eshipglobal.com/register/> and complete the Registration form (free)
 - Click on "Receive Documents"
 - Search for "University of Oregon" under University Search. Select "University of Oregon" and click "Continue"
 - Select "Office of International Affairs" and click "Continue"
 - Complete Steps 1 and 2. In Step 2, select Fed Ex or UPS to ensure faster pick-up
 - Complete Step 3: Payment Confirmation

ATTACHMENTS

Submit the following to ISSS at least 10 days before any change to your employment:

- This form (completed and signed)
- If adding new STEM employer: Copy of completed and signed Form I-983 Training Plan for each new E-Verify employer you are adding
- If leaving STEM employer; Copy of completed and signed final Self-Evaluation (if you are leaving your current employer)

SIGNATURE

I am requesting an update to my record for my 24-month STEM extension of my post-completion Optional Practical Training. I certify that all information I am providing is true and accurate to the best of my knowledge, and that I understand and will comply with all regulations that apply to me as an F-1 student engaged in the STEM extension of post-completion OPT.

Signature: _____ Date: _____

Name (printed): _____

OIA USE ONLY: To be completed by ISSS

- _____ STEM approval indicated in SEVIS record _____ SEVIS address, email, phone is up to date
- _____ New I-983 Training Plan Complete with signatures _____ New worksite is not remote employment
- _____ Has not exceeded 150 days of unemployment _____ New STEM employment record created in SEVIS
- _____ Final self-evaluation received for any completed employment
- _____ New I-20 issued for new STEM employer

Advisor Initials: _____



USCIS Form I-765 Guide for F-1 Students

Updated 2018-10-22

Ref: USCIS Form Edition: 05/31/18

This Guide is for F-1 students at the University of Oregon applying employment authorization using Form I-765. The information contained in this guide is intended for general information. Students should consult the instructions for Form I-765 available at <http://www.uscis.gov/i-765> and speak to an international student advisor about their specific applications.

General Instructions

- Go to <http://www.uscis.gov/i-765> to download and open Form I-765 (use Chrome to download and complete the form)
- Print out all seven pages of the form
- Type in your answers and/or use black ink
- If printing, write clearly and neatly
- If you make a mistake, start again
- Be sure to sign the form on Page 3, #7a

For More Information

International Student and Scholar Services

Office of International Affairs
3rd Floor, Oregon Hall

Tel (541) 346-3206

Email intl@uoregon.edu

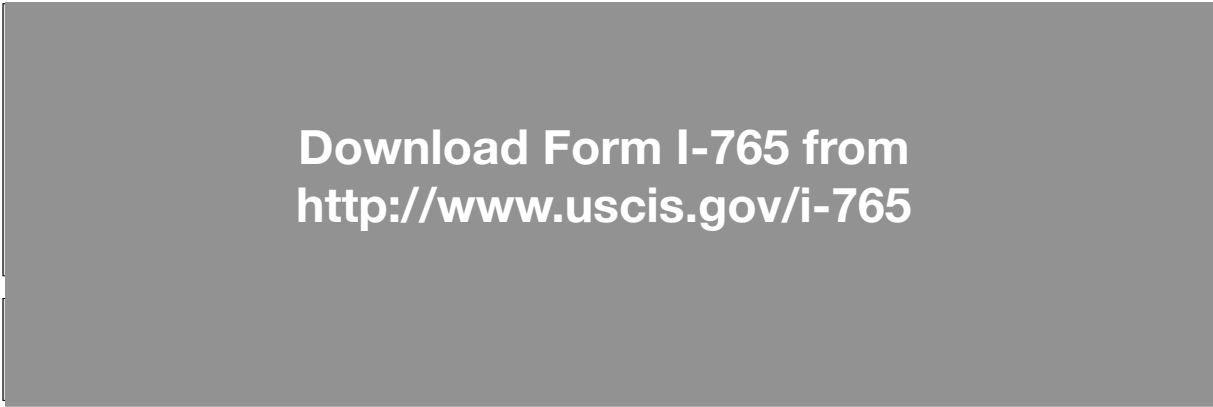
Web <http://iss.uoregon.edu>



Application For Employment Authorization

Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-765
OMB No. 1615-0040
Expires 05/31/2020



▶ **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)
- 1.b. Given Name (First Name)
- 1.c. Middle Name

Other Names Used

Provide all other names you have ever used, including aliases, maiden names, 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



Application For Employment Authorization

Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-765
OMB No. 1615-0040
Expires 05/31/2020



▶ **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.)

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- 1.a. Family Name (Last Name)
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- 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 Box 1a only.

#1a - 1c: Enter your full name (this should be your passport name).

#2a - 4c: Enter any other legal names used, such as a maiden name or nickname. If you do not have other names, write "N/A" in each box.

#5a: If you are using the mailing address of a friend or relative, enter their name.

#5b: Enter the mailing address you want to use. Note: ALL USCIS mail will go to this address.

#6: If your physical address is the same as your mailing address, answer "Yes"; otherwise, answer "No" and provide your mailing address in items #7a - 7e.

#7a - 7e: Fill in your physical address ONLY if your answer to #6 was "No".

#8 & 9: Your answers are most likely "N O N E".

#10 & 11: Indicate your gender and marital status.

#12: Indicate "Yes" ONLY if you have ever applied for an Employment Authorization (EAD) Card in the past; otherwise, answer "No".

#13a: Answer "Yes" if you have a Social Security Number, and provide your SSN in #13b; otherwise, answer "No" and go to Item #14.

Part 2. Information About You (continued)

Your U.S. Mailing Address

5.a. In Care Of Name (if any)
Jane Smith

5.b. Street Number and Name
123 Downtown Lane

5.c. Apt. Ste. Flr. 999

5.d. City or Town
Eugene

5.e. State OR 5.f. ZIP Code 97405
(USPS ZIP Code Lookup)

6. Is your current mailing address the same as your physical address?
 Yes No

NOTE: If you answered "No" to Item Number 6., provide your physical address below.

U.S. Physical Address

7.a. Street Number and Name
2250 Patterson Street

7.b. Apt. Ste. Flr. 234

7.c. City or Town
Eugene

7.d. State OR 7.e. ZIP Code 97401

Other Information

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

9. USCIS Online Account Number (if any)
NONE

10. Gender Male Female

11. Marital Status Single Married Divorced Widowed

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

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

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

13.b. Provide your Social Security number (SSN) (if known).
▶

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.)
 Yes No

NOTE: If you answered "No" to Item Number 14., skip to Part 2., Item Number 18.a. If you answered "Yes" to Item Number 14., you must also answer "Yes" to Item Number 15.

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.
 Yes No

NOTE: If you answered "Yes" to Item Numbers 14. - 15., provide the information requested in Item Numbers 16.a. - 17.b.

Father's Name

Provide your father's birth name.

16.a. Family Name (Last Name)
Student

16.b. Given Name (First Name)
Father

Mother's Name

Provide your mother's birth name.

17.a. Family Name (Last Name)
Student

17.b. Given Name (First Name)
Mother

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.

18.a. Country
United Kingdom

18.b. Country
N/A

#14: If you do not have a Social Security Number (SSN) and want to apply for one, answer "Yes" to items #14 and #15 and complete items #16a-16b and #17a-17b.

If you do NOT need or want to apply for a SSN, answer "No" to Item #14 and skip to Item #18a.

#16a-b; #17a-b: Provide your parents' names ONLY if you answered "YES" to #14 and #15; otherwise leave blank.

#18a-18b: Enter your country of citizenship or nationality in #18a. If you have more than one country of citizenship or nationality, enter it in #18b; otherwise, write "N/A".

Part 2. Information About You (continued)

Place of Birth

List the city/town/village, state/province, and country where you were born.

- 19.a. City/Town/Village of Birth
- 19.b. State/Province of Birth
- 19.c. Country of Birth
- 20. Date of Birth (mm/dd/yyyy)

Information About Your Last Arrival in the United States

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

Information About Your Eligibility Category

- 27. **Eligibility Category.** Refer to the **Who May File Form I-765** section of the Form I-765 Instructions to determine 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)).
- 28. **(c)(3)(C) STEM OPT Eligibility Category.** If you entered the eligibility category (c)(3)(C) in **Item Number 27.**, provide the information requested in **Item Numbers 28.a - 28.c.**
 - 28.a. Degree
 - 28.b. Employer's Name as Listed in E-Verify
 - 28.c. Employer's E-Verify Company Identification Number or a Valid E-Verify Client Company Identification Number
- 29. **(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 Notice for Form I-129, Petition for a Nonimmigrant Worker.
▶
- 30. **(c)(8) Eligibility Category.** If you entered the eligibility category (c)(8) in **Item Number 27.**, have you **EVER** been arrested for and/or convicted of any crime?
 Yes No

NOTE: If you answered "Yes" to **Item Number 30.**, refer to **Special Filing Instructions for Those With Pending Asylum Applications (c)(8)** in the **Required Documentation** section of the Form I-765 Instructions for information about providing court dispositions.

- 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 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 parent's Form I-797 Notice for Form I-140.
▶
- 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?
 Yes No

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 I-765** section of the Form I-765 Instructions for information about providing court dispositions.

#19a-19c; #20: Enter your city, province and country of birth and your date of birth.

#21a: Enter your I-94 number (you can print out your I-94 record from <https://i94.cbp.dhs.gov>).

#21b-e: Enter your passport information; for #21c, your answer will likely be "N/A".

#22 - 23: Enter date of last arrival into US and place of last arrival into US.

#24 - 25: Enter the status you had when you last came to the US and your current status ('F-1 Student').

#26: Enter your SEVIS ID number, which you can find at the top of your I-20; only type in the numbers.

#27: Enter (c)(3)(b) if you are applying for the 12-month Post-Completion Optional Practical Training benefit.

STEM OPT Extension applicants ONLY: If you are applying for the 24-month STEM extension of OPT, enter (c)(3)(c) in Item #27 AND answer items #28a - 28c. For #28a, enter your degree and major, e.g. "PhD, Chemistry".

#29 - 31: These do not apply to F-1 students and should be left blank.

Part 3. Applicant's Statement, Contact Information, Declaration, Certification, and Signature

NOTE: Read the **Penalties** section of the Form I-765 Instructions before completing this section. You must file Form I-765 while in the United States.

Applicant's Statement

NOTE: Select the box for either **Item Number 1.a.** or **1.b.** If applicable, select the box for **Item Number 2.**

- 1.a. I can read and understand English, and I have read and understand every question and instruction on this application and my answer to every question.
- 1.b. The interpreter named in **Part 4.** read to me every question and instruction on this application and my answer to every question in , a language in which I am fluent, and I understood everything.
- 2. At my request, the preparer named in **Part 5.**, , prepared this application for me based only upon information I provided or authorized.

Applicant's Contact Information

- 3. Applicant's Daytime Telephone Number
- 4. Applicant's Mobile Telephone Number (if any)
- 5. Applicant's Email Address (if any)
- 6. Select this box if you are a Salvadoran or Guatemalan national eligible for benefits under the ABC settlement agreement.

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)

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)
- 1.b. Interpreter's Given Name (First Name)
- 2. Interpreter's Business or Organization Name (if any)

Check Box #1a

Write "N/A" in Box 2

#3 - 5: Enter your daytime telephone number, your mobile telephone number, and your email address

#7a - 7b: IMPORTANT! Sign your form in black ink and date it - the application is not valid without your signature

Part 4. Interpreter's Contact Information, Certification, and Signature

Interpreter's Mailing Address

- 3.a. Street Number and Name
- 3.b. Apt. Ste. Flr.
- 3.c. City or Town
- 3.d. State 3.e. ZIP Code
- 3.f. Province
- 3.g. Postal Code
- 3.h. Country

Interpreter's Contact Information

4. Interpreter's Daytime Telephone Number
5. Interpreter's Mobile Telephone Number (if any)
6. Interpreter's Email Address (if any)

Interpreter's Certification

I certify, under penalty of perjury, that:

I am fluent in English and , 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.

Interpreter's Signature

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

Part 5. Contact Information, Declaration, and Signature of the Person Preparing this Application, If Other Than the Applicant

Provide the following information about the preparer.

Preparer's Full Name

- 1.a. Preparer's Family Name (Last Name)
- 1.b. Preparer's Given Name (First Name)
2. Preparer's Business or Organization Name (if any)

Preparer's Mailing Address

- 3.a. Street Number and Name
- 3.b. Apt. Ste. Flr.
- 3.c. City or Town
- 3.d. State 3.e. ZIP Code
- 3.f. Province
- 3.g. Postal Code
- 3.h. Country

Preparer's Contact Information

4. Preparer's Daytime Telephone Number
5. Preparer's Mobile Telephone Number (if any)
6. Preparer's Email Address (if any)

Pages 5 and 6 do not apply.

Part 5. Contact Information, Declaration, and Signature of the Person Preparing this Application, If Other Than the Applicant (continued)

Preparer's Statement

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

