

Initial 12-month Post-Completion OPT I-765* (08/03/2023 edition)

**do not follow this guidance if you are applying for the 24-month STEM OPT Extension*

Download, save, and complete Form I-765 using these instructions as a guide. The [USCIS Form I-765](#) page includes access to the latest edition of the form and instructions. This form should be typed and printed on 7 sheets of paper. DO NOT print double-sided. Some students report difficulty in entering information in some fields. If this occurs, it's fine to use a black ink pen to record information you were not able to type in.

Part 1. Reason for Applying

- Select box 1.a, Initial permission to accept employment.

Part 2. Information About You

Your Full Legal Name

- 1.a. Type your family name(s) as recorded in your passport. (Note: the EAD card will allow a maximum of 30 characters in this field.)
- 1.b. Type your given name(s) as recorded in your passport. (Note: the EAD card will allow a maximum of 18 characters in this field.)
- 1.c. Use this field if you truly have a middle name or if all of your given names will not fit in the given name field. (Note: names in this field will most likely be abbreviated on the EAD card.)

Other Names Used

- Only complete fields 2.a - 4.c if you have used names other than the ones listed in 1.a - 1.c.

Your U.S. Mailing Address (See Note 1 at the end of this document)

- 5.a. Wichita State University
- 5.b. 1845 Fairmount
- 5.c. Select "Ste." and type: "122"
- 5.d. Wichita
- 5.e. KS
- 5.f. 67260-0122 (some browsers may not allow the last 4 digits, which is OK)
- 6. Select "No"

U.S. Physical Address

- If you chose to use your own mailing address and your mailing and physical addresses are the same, select “Yes.”

Other Information

- 8. Leave blank unless you have previously been issued an EAD from USCIS. If you have previously received an EAD, the A# may be listed on your card as the USCIS #.
- 9. Leave blank unless you already have a USCIS online account.
- 10 - 11. Complete fields with your information
- 12. Indicate if you have previously filed a Form I-765 with USCIS
- Items 13.a - 17.b refer to your Social Security Number (SSN)

If you've already been issued an SSN, answer as follows:

- 13.a. Select “Yes”
- 13.b. Provide your SSN
- 14. Select “No”
- 15 - 17.b. Leave blank

If you have NOT already been issued an SSN and want the Social Security Administration to issue you one upon approval of your OPT (instead of applying in person at a Social Security Administration office), answer as follows:

- 13.a. Select “No”
- 13.b. Leave blank
- 14. Select “Yes”
- 15. Select “Yes”
- 16.a.-17.b. Provide the full names of your Father and Mother (*See Note 2 at the end of this document*)

If you have NOT already been issued an SSN and prefer to apply in-person at a Social Security Administration office upon approval of your OPT (instead of having the SSA issue you one automatically), answer as follows:

- 13.a. Select “No”
- 13.b. Leave blank
- 14. Select “No”

- 15 - 17.b. Leave blank

Your Country or Countries of Citizenship or Nationality

- 18.a. Indicate your country of citizenship
- 18.b. If you are a citizen or national of another country, indicate this information here. Otherwise, leave blank.

Place of Birth

- Complete fields 19.a - 20 with your personal information. Please note that if the name of the place you were born has changed, you should use the name as it was at the time of your birth.

Information About Your Last Arrival in the United States

- 21.a. Enter the 11-digit admission number from your most recent [I-94 arrival record](#).
- 21.b. Enter your most recent passport number
- 21.c. Leave blank
- 21.d - 26 - Complete fields with your personal information *(See Note 3 at the end of this document)*

Information About Your Eligibility Category

- 27. Enter exactly as shown: (c) (3) (B)
- Items 28 - 31.b should be left blank.

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

Applicant's Statement

- Select 1.a, "I can read and understand English...."

Applicant's Contact Information

- 3 - 5. Complete with your information
- 6. Leave blank

Applicant Signature

- 7.a. - 7.b. Sign and Date. Per the I-765 instructions, "a stamped or typewritten name in place of a signature is not acceptable."

Parts 4 and 5

Leave blank.

Part 6. Additional Information

Complete this section only if you have additional information to provide. Typical examples of this include:

1. You have been approved for CPT in the past
2. You have submitted a Form I-765 to USCIS (for OPT, Severe Economic Hardship, etc) in the past (even if the application was later withdrawn or denied)
3. You have used a different SEVIS ID in F-1 status in the US (for example, if you attended school for a while, left the US to take a break from school, and returned with a new I-20, you would have a SEVIS ID from your first period of attendance that is different than your current SEVIS ID).

If you need to complete Part 6, please see the instructions below:

- 1.a - 1.c. Complete these fields exactly the same way you did on Page 1, Part 2. These fields may populate automatically.
- 2. Complete this field the same way you did on Page 2, Item 8. If you left it blank on Page 2, leave it blank here.
- For each of the items for which you need to provide additional information (previous CPT, previous OPT, etc), complete one number (#3.a. - 3.d., #4.a. - 4.d. etc) in Part 6.

Please see below examples for various scenarios that may apply to you:

Previous CPT Authorization(s)

You can find your CPT details on the I-20 that was approved for each period of CPT. Please see the following example:

3.a. Page Number 3.b. Part Number 3.c. Item Number
3 2 27

3.d. CPT Authorizations
 06/01/16-07/31/16 Full-time Bachelor.
 08/01/16-12/15/16 Part-time Bachelor.
 01/01/17-05/31/17 Part-time Master.
 08/01/18-12/15/18 Full-time PhD.
 Please see attached evidence

If your CPT occurred while you were a student at Wichita State, your evidence will be a printout of the SEVIS Employment Information screen (provided by us at the time of your appointment).

If your CPT occurred while you were a student at another University, your evidence will be copies of the I-20s issued by that school authorizing you for each period of CPT (provided by you).

Previous OPT

Approved OPT:

3.a. Page Number 3.b. Part Number 3.c. Item Number
2 2 12

3.d. Approved OPT:
 08/01/14-07/31/15 Bachelor post-completion;
 08/01/15-07/31/17 Bachelor STEM OPT
 Please see attached evidence.

If your OPT occurred while you were a student at Wichita State, your evidence will be a copy of the front and back of your OPT EAD (provided by you) and a printout of the SEVIS Employment Information screen (provided by us at the time of your appointment).

If your OPT occurred while you were a student at another university, your evidence will be a copy of the front and back of your OPT EAD (provided by you) and a copy of the I-20 issued by that school showing the OPT recommendation or approval (provided by you).

Withdrawn OPT:

3.a. Page Number 3.b. Part Number 3.c. Item Number
2 2 12

3.d. Withdrawn OPT:
 Application submitted for post-completion OPT at Master's level in June 2016, withdrawn July 2016.
 Please see attached evidence.

If you withdrew an OPT application while you were a student at Wichita State, your evidence will be a copy of the official USCIS Withdrawal Notice (if available) and a printout of the SEVIS Employment Information screen (provided by us at the time of your appointment).

If you withdrew an OPT application while you were a student at another university, your evidence will be a copy of the official USCIS Withdrawal Notice (if available) and a copy of the I-20 issued by that school showing the OPT recommendation (provided by you).

(Note 1) For current U.S. mailing address, you have the option of entering the OIE mailing address as shown or if you would prefer you can use your own mailing address. If using your own address, be sure you will remain at that address for at least the next 3 months to ensure your documents can be delivered successfully. If your OPT card is lost or undeliverable, you will have to submit a new application and filing fee to USCIS to request a replacement. Once you receive your OPT card email a copy to iss@wicihta.edu .

(Note 2) Note the application asks for the **birth** name of each parent. If either parent has changed their name since birth, enter their birth name not their current name. For example, if your mother changed her name after marrying, do not list her married name. List her name **at birth**.

(Note 3) Question 21d. This question is asking what country issued your passport. It is not asking about your physical presence at the time the passport was issued. Do not list “United States” in this field if you had your passport renewed while in the U.S.

Question 23. Enter the Port of Entry for your last arrival. It is not asking for your final destination. Do not answer “Wichita” because there isn’t an international airport in Wichita.