Please be advised that United States Citizenship and Immigration Services (USCIS) has their own set of instructions on completing the I-765 form for Employment Authorization for F-1 students seeking Optional Practical Training. Please note that we have not provided guidance on all of the questions asked on the Form I-765, only the questions that we are aware of that commonly cause issues for students. It is recommended that you read the instructions for each part/item and write the information on the form. If you are unable to type the answer, please make sure you hand write the answer legibly after printing out the form. You must sign the form with your original signature - electronic signatures will not be permitted. Make sure you answer all questions, even if they are not applicable to you (where you can write “N/A” if the item is not applicable to you).

This supplemental guide provides some guidance to the I-765 form.

**Page 1 of 7:**

**Part 1: Reason for Applying:**

Unless you are applying for a replacement of a lost EAD card, you will be selecting that you are applying for “Initial permission to accept employment.”

**Part 2: Information About You**

Please enter your name as stated on your passport.

If you have another name that you use, such as an alias, nickname, and/or your maiden name (name used prior to marriage - typically applies to women who are married and have changed their last name) - please list them in the “Other Names Used” section.

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**Mailing Address:**

The address you are listing here should be valid within the next 3-5 months - USCIS will send mailing correspondences to this address. If you are using a friend's mailing address where you do not reside at, be sure to list their name in the “In Care of Name (if any)” line.

If the address you provide is not the same as your physical address, make sure you select the “No” choice and then proceed to provide your current physical U.S. Address.

We request that you not use the Brandeis University ISSO mailing address unless you have first spoken with your ISSO adviser.

**Other Information:**
Please answer these questions pertaining to you.

If the Social Security Administration has not issued you a social security number on a card, please answer the questions and follow the instructions. You will only need to provide your parent’s names if you want to request a Social Security card. You will need to also list all countries of which you have citizenship. If you need to input additional information, you may utilize Part 6.

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Please answer all questions. If the question does not apply to you, please write “N/A”.

For question number 27.

For Pre-Completion OPT (work authorization before you graduate), you will need to answer (c) (3) (A)
For Post-Completion OPT (work authorization after graduation), you will need to answer (c) (3) (B)
For the STEM OPT Extension, you will need to answer (c) (3) (C)

Page 4 of 7:

Please make sure you check off the appropriate box in the Application Statement.

You will need to provide your contact information.

Please sign the application by hand. Electronic signatures will not be accepted by USCIS.

You will also need to provide the date.

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Complete this page only if you had an interpreter or agent complete this form on your behalf.

Page 6 of 7:

Complete this page only if you had an interpreter or agent complete this form on your behalf.
Complete this page if you have additional information to provide, such as additional countries of citizenship, employment authorization you received in the form of Curricular Practical Training (CPT) or Optional Practical Training, and/or previous SEVIS ID numbers you held.

An example of reporting a previous SEVIS ID number is answering questions 1 - 4:

1 is based on your name.
2, answer if you have an A-number
3, Page Number 3, Part Number 2, Question 26,

Previous SEVIS ID N0009999111

An example of reporting past work authorization is indicating:

Page Number 3, Part Number 2, Question 27,


Previous SEVIS ID N0009999111, Bachelor's Degree Previous CPT: Part-time 1/15/2013-5/15/2013
Previous OPT: Post-Completion 05/21/2015-05/20/2016