Guidelines for Completing Form I-765 for STEM OPT Extension

- Under “I am applying for,” check “Renewal of my permission to accept employment”

- Item 3: US Mailing Address
  This should match where you want your EAD card to be sent. If you are using someone else’s address, please use the format below. Enter the authorized person’s name after “c/o.”

- Item 9a-9b: Has the Social Security Administration ever officially issued a Social Security card to you?
  If you were ever issued a Social Security Number (SSN), you must answer “yes” and provide the number

- Item 10: Do you want the SSA to issue you a Social Security Card?
  Answer “no” in this question, because you already have an SSN assigned to you
• Item 15: Have you ever before applied for employment authorization from USCIS?

Check “Yes”

Enter start date of your Post-Completion OPT EAD

Enter “Granted”

Which USCIS Office?
Check the Notice Receipt or your Post-Completion OPT EAD for the first three letters of your receipt number to determine which Service Center processed your previous OPT application:

- WAC = California Service Center
- EAC = Vermont Service Center
- LIN = Nebraska Service Center
- SRC = Texas Service Center
- YSC = Potomac Service Center

• Item 18: Status at Last Entry

Enter “F-1 Student”

• Item 20: Current Immigration Status

Enter “Student”

• Item 20: Eligibility Category

Enter “(c)(3)(C)” (lowercase c, number 3, capital C)
• Item 21: (c)(3)(C) Eligibility Category

21. (c)(3)(C) Eligibility Category. If you entered the eligibility category (c)(3)(C) in Item Number 20, above, list your degree, your employer’s name as listed in E-Verify, and your employer’s E-Verify Company Identification Number or a valid E-Verify Client Company Identification Number in the space below.

Degree

Employer’s Name as listed in E-Verify

Employer’s E-Verify Company Identification Number or a Valid E-Verify Client Company Identification Number

E-Verify Number
• The E-Verify Number a 4-7 digit number.
• This is different from the Employer ID Number (EIN), which is a 9-digit number used for tax purposes (##-#######).
• DO NOT ENTER THE EIN.

• Certification

Certification
I certify, under penalty of perjury, that the foregoing is true and correct. Furthermore, I authorize the release of any information that U.S. Citizenship and Immigration Services needs to determine eligibility for the benefit I am seeking. I have read the “Who May File Form I-765?” section of the instructions and have identified the appropriate eligibility category in Question 16.

Applicant’s Signature

Date of Signature (mm/dd/yyyy)

Telephone Number

Sign in black ink. Signature must not touch lines of the box.

Leave date blank. You will handprint in date in black ink after you receive the STEM OPT I-20 from ISS.