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.”

<table>
<thead>
<tr>
<th>Street Number and Name</th>
<th>Apt. Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>c/o J. Smith, 123 Main St</td>
<td>45</td>
</tr>
</tbody>
</table>

- Item 11: 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 14: Status at Last Entry

  14. Status at Last Entry (B-2 Visitor, F-1 Student, No Lawful Status, etc.)

  Enter “F-1 Student”

• Item 15: Current Immigration Status

  15. Current Immigration Status (Visitor, Student, etc.)

  Enter “Student”

• Item 16: Eligibility Category

  16. Eligibility Category. Go to the "Who May File Form I-765?" section of the Instructions. In the space below, place the letter and number of the eligibility category you selected from the instructions. For example, (a)(8), (c)(17)(iii), etc.

  Enter “( c ) ( 3 ) ( C )“ (lowercase c, number 3, capital C)

• Item 17: (c)(3)(C) Eligibility Category

  17. (c)(3)(C) Eligibility Category. If you entered the eligibility category (c)(3)(C) in Question 16 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

  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

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.