

TIPS FOR FILLING OUT FORM I-765

Part 1, #1a	Check the box for “Initial Permission to Accept Employment.”
Part 2, #2a-4c	Only necessary if you have different name on a legal document.
Part 2, #5a-f	In this section, you will want to list the address of your current personal mailing address.
Part 2, #6	If #5a-f is also your current physical address, check “Yes”, and skip #7a-e. If #5a-f is not your current physical address, check “No”.
Part 2, #7	If you answered, “No” to #6, complete #7 with your current physical address (this should match your LOCAL address in your One.iu.edu Student Center).
Part 2, #8-9	Most of you will leave these blank, only complete either of these if you have an Alien number (A- number) or if you have signed up for a USCIS Online Account Number.
Part 2, #13a - 17	<p>If you already have a SSN, check “Yes” and complete #13b. Answer “No” to question #14 and skip to “Your Country or Countries of Citizenship or Nationality”</p> <p>If you do NOT have an SSN, check “No” to #13a and skip to #14. If you would like to apply for an SSN at the same time as applying for OPT, select “Yes” for #14 and complete the information about your father and mother.</p> <p>If you do NOT have an SSN, check “No” to #13a and skip to #14. If you DO NOT want to apply for an SSN at the same time as applying for OPT, select “No” for #14 and skip to “Your Country or Countries of Citizenship or Nationality”</p>
Part 2, #27	(C)(3)(B) is the regulatory citation for post-completion OPT, skip #28-31b
Part 3	Check the box that indicates you can read/understand English (#1a). Skip and complete #3-5, sign and date #7a and b
Parts 4 & 5	Leave blank

FILLING OUT I-765, PART 6

Part 6 of the I-765 is for adding supporting details to specific responses selected in the form. If you have had CPT, any other OPT, or any other SEVIS record (an I-20 with a different SEVIS number in the upper left corner), then you should complete this section of the form.

Part 6	<ul style="list-style-type: none"> • In #1.a.-c, write your name as it appears on your passport. • You can leave #2 blank if you do not have an Alien (“A-”) number • Fill out a separate section of the form (#3-7) for each instance listed below <p>Any CPT at this Education Level Page Number: 1 Part Number: 1 Item Number: 1.a</p> <p>- Write: “Please see attached SEVIS screen printout”</p>
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Part 6, cont.

Prior OPT or Severe Economic Hardship Work Authorization

Page Number: 2 Part Number: 2 Item Number: 12

- You will need to list any EAD numbers (these usually begin with three letters followed by numbers) and the dates you were approved for, followed by “please see attached EAD copies”

Any Other SEVIS Record

Page Number: 3 Part Number: 2 Item Number: 26

- You will need to list any other SEVIS numbers you have had – you can find this on your old I-20s either above the bar code (I-20s older than July 2016, upper right side) or on the upper left corner (on I-20s issued since July 2016).
 - o Note, if you transferred your I-20 from a different institution to IUPUI, you do not need to complete this section if you have had no other SEVIS records (your SEVIS number should be the same).
 - o If you were ever “out of status” and traveled to regain status you MUST complete this section.
 - o If you departed the U.S. at any time and returned later to complete a degree (either in-progress or new), you likely need to complete this section.

If you have any questions on how to correctly fill out Part 6, please email us at iadvisor@iupui.edu