

## OIA's Notes on the Instructions for Form I-765

The most up-to-date information on the application process can be found on the USCIS website. *Please note: UNA OIA is able to provide you with general guidance. However, any advice provided to you by our office, as well as the information in this packet, does not constitute legal advice. Additionally, due to the fluid nature of governmental interpretation, the USCIS may change its interpretation of the immigration policies, procedures, regulations, and eligibility requirements for benefits at any time. OIA will do its best to provide you with the most current guidance, but each case is unique and fact-specific. It is advised that you contact an experienced immigration attorney if you have questions regarding your situation. The student bears the ultimate responsibility to submit a complete and accurate application.*

Before you begin, download Form I-765 and Form I-765 instructions. Print out both for easy reference. Read the whole instructions document and use our notes below to guide you through answering questions in the Form I-765.

1. On pages 7-8 of the Instructions, find the Foreign Students Categories.
2. Number 1 is entitled F-1 Students Seeking Optional Practical Training (OPT) in a Position Directly Related to Major Area of Study. On page 7, notice the code for Post-completion Optional Practical Training: **(c)(3)(B)**. This code is the answer to Part 2, Question 27 on page 3 of the Form I-765. **Please see the note at the bottom of these instructions.**
3. Go to page 19. Read General Instructions.
4. On page 20, read How To Fill Out Form I-765. Notice the instruction to "type or print legibly in **black ink**". Do not use any other color. We strongly recommend that you type into the downloaded form and print it out.

*Save Form I-765 to your desktop. Open Adobe Reader or Adobe Acrobat. Select File, then select Open. Find the document you just saved. Now type your answers.*

*Do NOT use a web browser (example Firefox or Chrome). Using the browser to fill in the PDF will give you errors when typing, printing or saving.*

5. Also on Page 20, notice #3. You must answer every question on the I-765. If a question does not apply to you, use the responses "N/A" or "None" as instructed.
6. Pages 21-25 give specific comments on each question on the Form I-765.
7. On Page 22, read the comments in regarding the Social Security Number (SSN).
  - If you do not have an SSN, you can request one by answering questions 14-17 on the I-765 application form.
  - If you already have a SSN, select No for question 14 and leave 15-17 blank..
8. On Pages 25-26, read Required Documentation. Determine what copies you need to include.

*Pay special attention to the correct dimensions required in Paragraph C. Photographs. There are 3 measurements that must match or your application will be rejected.*

9. On Page 26-28, read What is the Filing Fee? Notice the fee is \$410. There are exceptions for certain categories but not for code (c)(3)(B) applicants.
10. On Page 28, read the top paragraph. If there is an error on your card and it is due to you providing incorrect information, you must refile and you must pay again. We strongly encourage you to type your I-765.

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