Tips for I-765 Completion for 12 Month Post-Completion OPT Application Mailed to USCIS

The instructions below are intended to act as a guide for you when applying for your 12 months Post-Completion OPT application by mail and to assist with the more difficult aspects of the paper I-765. Most of the questions you need to answer will be about your personal information and your immigration documents, but a few are specific to your situation.

These instructions are not intended for students applying for STEM OPT. Please review these instructions on the IPO’s STEM OPT website.

**DON’T FORGET!!! You must first follow the IPO’s OPT I-20 request process to get the new OPT I-20 to mail to USCIS. If you do not have the OPT I-20 from the IPO, STOP. Return to the IPO’s OPT I-20 Request Process to follow the process listed there. If you apply online with USCIS without the OPT I-20, your OPT will likely be denied.

If you already submitted the OPT application to USCIS without the new OPT I-20, contact your IPO advisor immediately.

Tips for completing the I-765:

- #1a: select ‘initial permission to accept employment’
- #5: The mailing address on the I-765 should be valid and able to receive your mail for 3-5 months after submitting your application. If you are using a friend’s or relative’s address, add your name to their mailbox. If you choose to use IPO as a mailing address, use the following address:
#5.a: IPO, UMass Amherst
#5.b: 70 Butterfield Terrace
#5.d: Amherst #5.e: MA #5.f: 01003

- NOTE: If you use the IPO’s address to receive your I-797’s and EAD, we will request permission to open your mail in the OPT Application E-Form. The IPO is not responsible for lost or damaged mail. Nor is the IPO responsible for postage errors or undeliverable mail. The IPO will contact you when your documents are received.
- NOTE: “In care of name (if any):” you need only put a name here if someone else is accepting mail on your behalf. If you live at the address where you are receiving the mail, you can leave this blank.

- #6: if you are using the IPO as the mailing address, select ‘no’ and add your physical address to #7
  - If you move while your OPT application is still pending, you must update SPIRE. If you are potentially close to being approved, remember that if you update USCIS, they might not update the address in time and your card may not be delivered correctly. Consider using the IPO’s address if you might move prior to or near your approval. See our OPT FAQs below for more information.

- #8/#9: you likely do not have an Alien Number or USCIS Online Account Number yet. Leave blank if you don’t know.

- #14 if you select ‘no’ you do not need to complete #15-17. If you select ‘yes’ since you need an SSN or a replacement SSN card, answer #15-17.

- #21a Find your I-94 number here. (Go to “Get My I-94” at the top and input your personal details). Confirm the information is correct and print the I-94 to include as part of your application

- #26 Find your SEVIS number on the top left of your I-20; starts with N00...

...continue to next page...
• #27: write (C) (3) (B). If you put a different code, you are applying for the wrong type of work authorization. Post-Completion OPT students need to put (c)(3)(B).

• #28-31 Students applying for Post Completion OPT do not need to complete #28-31.

• Complete Part 3 and use a real pen (not digital, etc.) to put a wet signature on the mailed I-765.

• You should not need to complete Part 4-5. Part 6 is only if you have additional information to add—this is your decision on what to put here. Additional information to add would be if your name didn’t fit into the application fields or there is something else to explain.

Submission

Make a copy of your entire OPT application that will be mailed. This ensures you have this for your own records going forward.

Review the OPT USCIS Application Submission Online section of our website to mail your application to USCIS.

Good luck!