

LSUHSC/NO
Post-Completion OPT:

I-765 Application Tip Sheet for Common Questions

- **Part 1: Item 1: Reason for Applying**

Applicants requesting authorization for standard 12-month post-completion OPT should select “1.a. Initial permission to accept employment”

- **Part 2: Item 2-4: Other Names Used**

Provide all other names you have ever used, including aliases, maiden name, and nicknames. If you have never used another name, write “NA” or “Not Applicable”

- **Page 2: Part 2: Item 5: U.S. Mailing Address**

Important mail about your OPT application, including your official receipt and Employment Authorization Document (approval card), will be mailed to the address you write here. **Consider that approval and card issuance can take 3-5 months post application. Thus, ensure the address provided will be one you have access to in that time frame.** If your mail is sent to someone other than yourself, please include an “In Care of Name” (Part 2, Item 5.a.—see screenshot below for example) as part of your mailing address. **ISO’s address (433 Bolivar St. New Orleans, LA 70112, Ste 205) can be used for mailing. If you chose to do this, put mail in the care of International Services.**

Warning! Government mail will not be forwarded to a new address by the U.S. Postal Service, even if you ask the U.S. Postal Service to forward your mail. The only way to change the address USCIS uses for your OPT-related mail is to submit an official change of address to USCIS using their website tool (<https://egov.uscis.gov/coa/displayCOAInitForm.do>).

- **Part 2: Item 8: Alien Registration Number (A-Number)**

Only use this field if you have an A-number. It is likely that you will not have this number unless you have previously applied for an immigration benefit with USCIS.

- **Part 2: Item 21.a.: Form I-94 Arrival/Departure Record Number**

Most recent I-94s can be retrieved on the CBP website: <https://i94.cbp.dhs.gov>.

- **Part 2: Item 24-25: Status at Last Entry and Current Immigration Status**

Most OPT applicants will write “F-1 Student” for items 24 and 25.

- **Part 2: Item 27: Information about your Eligibility Category**

Write ‘c 3 B’ if your requested OPT start date is after the end of your final semester (i.e. you are requesting Post-Completion OPT).

- **Part 2: Items 28—31: Further Questions about your Eligibility Category**

These questions do not apply to ‘c 3 B’ applicants—leave checkboxes blank

- **Part 6: Item 1-2: Additional Information**

Complete this section if:

You have been approved for **CPT** in the past

You have been approved for **OPT** in the past (even if at a different degree level)

You have used a different SEVIS ID in F-1 status in the U.S. (for example, you attended school for a while, left the U.S. to take a break from school, and returned with a new I-20, you would have a SEVIS ID from your first period of attendance that is different than your current SEVIS ID). Your SEVIS ID is on the top right corner of your I-20.

If you need to complete this section because one or more of these apply to you, please complete Items 1 and 2 (if applicable)

For each of the items listed above, complete **one** box in Part 6.

This information is required specific to Category (c)(3)(B) (per the I-765 instructions, page 4)

- **Page 3, Part 2, Item 27**

CPT Authorizations (as a title to the section). Employer; Start date – End date; Part-time or Full-time; Degree level (Bachelor's, Master's, or Doctorate). You can find your CPT details on the I-20 that was approved for each period of CPT.

OPT Authorizations (as a title to the section). Start date – End date; Degree level (Bachelor's, Master's, or Doctorate). Make sure to also include a copy (front and back) of any previously issued EADs.

Previous SEVIS IDs (as a title to the section). SEVIS ID: N00...; program start date – program end date; Degree level (Bachelor's, Master's, or Doctorate). (Use **Page 3, Part 2, Item 26** to label your response in Part 6)

Reminder: Include ALL pages of the Form I-765, even pages that do not apply to you, when you submit your application to USCIS for adjudication.