

I-765

INSTRUCTIONS FOR COMPLETING SOME PARTS OF FORM I-765

NOTE: This set of instructions is designed especially for **F-1 students**. You may fill out this form on-line and then print out a final copy to sign. J-2 dependents may consult the handout entitled, “J-2 Work Authorization” for detailed instructions on completing the I-765.

- #10. **Alien Registration Number (A-Number) or I-94 Number.** Record your I-94 card number. The I-94 number is the 11-digit number located in the upper left corner of your I-94 card. This is the small white card issued to you when you entered the U.S., and it probably is stapled into your passport. Most F-1 students will *not* have an A-Number.
- #11. **Have you ever applied for employment authorization from Immigration?**
Answer “Yes” to this question if you have ever applied to Immigration for an Employment Authorization Document (EAD or work permit) to engage in Optional Practical Training, employment under the sponsorship of a qualified International Organization, or Off-Campus Economic Hardship employment. If you ever were a J-2 dependent with a work permit, you also would answer “yes.”
Answer “No” if you have never worked in the U.S. or if you have worked off campus under the terms of Curricular Practical Training (CPT). You also will answer “No” if you have worked only on-campus or if you previously have held a visa status that automatically granted you permission to work, such as an H-1B or a J-1 scholar. Ask an International Student Advisor if you are uncertain about how to complete this section.
- #12. **Date of Last Entry into the U.S.** Enter the date of your MOST RECENT entry into the U.S. Check your I-94 card for the exact date. If the most recent entry is from Canada or Mexico and your I-94 card was not reissued, then check the passport for a date stamp.
- #13. **Place of Last Entry into the U.S.** Provide the name of the city and state in the U.S. where you MOST RECENTLY arrived. Again, check your I-94 card if you can’t remember. The city code should appear near the date.
- #14. **Manner of Last Entry.** If you entered the U.S. as an F-1 student, then write “F-1 Student.” If you entered in a different visa category, then consult with an International Student Advisor to be sure.
- #15. **Current Immigration Status.** Write “F-1 student.”
- #16. **Eligibility under 8 CFR 274a.12:**
If you are applying for Optional Practical Training, write: **(c) (3) (i)**;
If you are applying for Employment under the sponsorship of a Qualifying International Organization, write: **(c) (3) (ii)**;
If you are applying for Off-Campus Employment due to Severe Economic Hardship, write: **(c) (3) (iii)**.

Certification: Don’t forget to sign, print your home telephone number, and record the date on the I-765.

