DO NOT LOSE YOUR OPT EMPLOYMENT ELIGIBILITY

The USCIS may reject I-765 applications for any of these reasons:

- I-765 form not signed
- Improper or missing payment
- I-20 not signed by student and/or DSO

The USCIS has accepted applications for processing and then 90 days later denied I-765 applications if the following occurs:

- Received more than 30 days after school or student signature date on I-20

DOUBLE-CHECK SIGNATURES AND DATES

Do not send materials that are out of date.

- Your I-765 should be sent no later than 20 days after ISSC signature.
- Double-check dates on the I-20, and contact ISSC immediately if you need a new updated I-20 form to submit with your application.

If you receive your materials back from USCIS, do not resend.

Double-check dates on the I-20, and contact ISSC immediately if you need a new updated I-20 form to resubmit with your application.

When you have properly filed your application for an Employment Authorization Document (EAD Card), you will receive a Notice of Action from the USCIS with a case number. You can use this case number to track your case online and submit a case inquiry at uscis.gov.

MAINTAINING F-1 STATUS WHILE ON PRE-OPT

- Submit a copy of the EAD card, and report employment status through the links found on https://issc.asu.edu/employment/students-fj/i-1-opt-12-month/pre-opt.
- Report any changes in name, address, employer’s name and address, and updated status or interruption of employment in My ASU within 10 days.
- Update your local address with the USCIS and through My ASU within 10 days of moving.
- Students must check their My ASU account and ASU email on a regular basis for immigration updates.

SUBMITTING THE I-765 APPLICATION FOR PRE-OPT EMPLOYMENT AUTHORIZATION

Make copies of all documents you are sending to USCIS and keep them for future reference.

G-1145: Fill out and submit the G-1145 to receive email notification of application acceptance. Download the G-1145 form and instructions online at uscis.gov/G-1145.

I-765: Fill out and submit the I-765 form following the instructions on the back of this page. Download the I-765 form and instructions online at uscis.gov/I-765.

G-1450 (uscis.gov/g-1450), check (do not close your checking account), cashier’s check, or money order:

- $410.00 payable to "U.S. Department of Homeland Security"
- Write your name and I-94 somewhere on the check or money order.

Two passport style photographs (2" x 2"):

- Taken within the past 30 days.
- Using light pressure and pencil, write name and I-94 number on the back of both.
- Seal pictures in a small envelope with your name and I-94 number on the envelope.

Copy of paper I-94 or electronic record retrieved from https://i94.cbp.dhs.gov.

Copies of any prior EAD cards: Front and back, if applicable.

Copy of signed OPT I-20: Make sure you have signed and dated the I-20 on page 1, under Student Attestation. Use single sided copies.

Copies of all former I-20s you have.

Copy of passport biographical pages: Name, photo, expiration.

Arrange the documents in the order specified in the Pre-OPT Completion Document Checklist (clip them all together - NO STAPLES).

If your U.S. mailing address on the I-765 form is not an Arizona address or if you will be sending by overnight or courier deliveries, please refer to uscis.gov/forms/forms-information/uscis-phoenix-and-dallas-lockbox-facilities for the proper address for the designated lockbox facility.

MAILING YOUR I-765 FORM

Using a large mailing envelope, write "I-765" on the lower left corner and write your return address on the top left corner.

Send it via regular mail to:
USCIS
PO Box 21281
Phoenix, AZ 85036

I-765

Your name
Your address

USCIS
PO Box 21281
Phoenix, AZ 85036
PRE-OPT FORM 1-765
Available to download on the USCIS website: uscis.gov/i-765. Download the most current version.

I am applying for
Check the box “Permission to accept employment”.

Names (#1–2)
Entire family name in capital letters, then use upper and lower case letters for the first name and middle name.

Biographical data (#3–8)
Provide personal biographical data including a mailing address that will be good for at least four months.

Social Security Number (#9a–13)
• 9a, if Yes, answer 9a to 10
• 9a, if No, answer 9a to 13b

Form I-94 number (#14)
Enter the 11-digit number from most recent electronic or paper I-94 record.

Employment authorizations (#15)
If yes, provide info on your last EAD card.
• If your EAD card number starts with YSC, use “Potomac Service Center” for the USCIS office.
• Dates: Use “start date” from EAD card.
If you have no previous EAD, check the box “No” and proceed to #16.

Last entry into the United States (#16–17)
Your last entry date and place (Port of Entry) can be found in two places:
• Passport admission stamp
• Electronic or paper I-94 record

Status of last entry (#18)
Use “F-1 Student”.

Current immigration status (#19)
Use “Student”.

Eligibility category (#20)
Use (c) (3) (A) for Pre-Completion OPT.

Eligibility category (#21–23)
Leave these spaces blank.

Certification
Applicants Signature: Use black ink. (Do not touch the line or letters above.)
Date of Signature: date form is signed
Telephone Number: current U.S. number

Signature of preparer
Leave these spaces blank unless the form is completed by someone other than the student.