OPT: Sample I-765 for Replacement EAD, Lost, or Stolen EAD Card Application
Complete the Form I-765

Top Portion: leave this entire section blank

PART 1. Reason for Applying, pg. 1

Check the “1.b.” box for “Replacement of lost, stolen, or damaged employment authorization document, or correction of my employment authorization document NOT DUE to USCIS error.”
Complete the Form I-765

PART 2. Information About You, pg. 1

#1.a. – 1.c. Name
Your entire family name should be in CAPITAL letters. Use upper & lower case for the first name. Please write your name exactly as it appears in the Surname/Family name and Given Name fields on your I-20. Note your I-20 DOES NOT use the Middle Name Field!

#2.a. – 4.c. Other Names Used
Enter your previous names, including nicknames you have used in official records or documentation. If your I-20 Preferred Name is different then the names you wrote in #1, include that here. If none, write “N/A”

If you are typing out the I-765 electronically, be aware that the form does not allow you to write the “/” character into these fields. You will need to hand-write the “N/A” wherever this appears in the instructions.
Complete the Form I-765

PART 2. Information About You, pg. 2

U.S. Mailing Address
This is where you would like the Receipt Notice and the EAD card to be mailed. *This is very important!*

The address should be valid for at least 3-5 months, the length of time it will take to process the application. If you have plans to move during this time, use a reliable friend or family member’s address to receive the EAD (indicate this in #5.a.). It is also possible to use a P.O Box for mailing addresses.

#5.a. If the mailing address belongs to someone other than yourself, put their full name (First Name Last Name) here. If this is your address, write “N/A.”

#5.b-5.e Write a valid mailing address in the U.S. It may be a residence, commercial address, or PO Box. You may not use BIO’s address.

#6 If you listed a mailing address that is NOT your current physical living address, select “No” and complete #7.a-7.e with your current physical address. If “Yes,” write “N/A” in #7.a-7.e. Physical address should reflect where you actually live.

*If the you live outside of CA, please pay attention to the special mailing instructions later in the tutorial.*
Complete the Form I-765

PART 2, pg. 2, continued...

Other Information

8. F-1 students do not have an A-Number, leave this blank.

9. F-1 students do not have a USCIS Online Account Number, leave this blank.

10-11. The responses to these questions should be straightforward. Please complete them accurately.

12. Check “Yes” as you have previously applied for an EAD.

Note on 12: This question does not apply to previous on-campus employment or CPT.
Complete the Form I-765

PART 2, pg. 2, continued...

#13.a.-17.b. Social Security Number (SSN)

#13.a.
Check “Yes” if you have been issued an SSN and enter your SSN with one letter in each box in #13.b.

Check “No” if you do not yet have an SSN

#14.
Check “Yes” if you want a new or replacement SSN card and complete

#15-17.b Check “No” if you do not want a new or replacement SSN card

You should receive your Social Security card from SSA about 2 weeks after receiving your approved EAD from USCIS.
Complete the Form I-765

PART 2, pg. 2-3 continued...

The responses to these questions are straightforward. Please complete them accurately.

#18 Countries of Citizenship, pg 2

List all as applicable (use Part 6 of the I-765 if needed) or write “N/A” in 18.b. if you do not have multiple citizenships.

#19-20 Place of Birth, pg 3

List the name of the country as it was named when you were born, even if it’s name has changed

Make sure your Date of Birth is in the correct format of MONTH - DAY - YEAR. (01/31/1998 not 31/01/1998)
Complete the Form I-765

PART 2, pg. 3 continued...

Information About Your Last Arrival

#21.a. I-94 Number
Use your current I-94 number. This is at the number found on the electronic I-94 record or on the top left corner of the paper Form I-94 card (see example). I-94 numbers issued prior to May 2019 are 11 characters long and contain only numbers. Example: 01234567890. I-94 numbers starting in May 2019 have a format of 9 numbers, followed by a letter, then another number. Example: 012345678A1.

#21.b-e. Passport Information
Enter the information directly from your passport. This passport should match the country on your I-20.

In cases where you entered the US on a passport that is now expired, enter the number of your expired passport. (You will provide information on the new passport on pg. 7 of the application.)

#21.c. Travel Document
Write “None” here
Complete the Form I-765

PART 2, pg. 3 continued...

#22 Date of Last Entry into the U.S.
Your most recent entry date can be found on your passport admission stamp, electronic I-94 record, or paper I-94 card.

#23 Place of Last Arrival into the U.S.
Name of the Port of Entry city from your most recent entry. This information can be found on your passport admission stamp, travel history section of your electronic I-94 record, or paper I-94 card (usually as a code, i.e. “SFR” for San Francisco). If you drove across the border, write the name of the city where entered the U.S.

#24 Immigration Status at Last Entry
Status in which you entered the U.S. If you entered with an I-20 as a student, write “F-1 Student.”

#25 Current Immigration Status
Current status should be “F-1 student.” If not, talk to a BIO advisor, and this status should be reflected in your current I-94.

#26 SEVIS ID
Your SEVIS ID appears on the top left side of your I-20 and starts with N00...
Complete the Form I-765

PART 2, pg. 3 continued...

#27 Eligibility Category
Use the code **(c) (3) (B)** for eligibility category *Post-Completion OPT.*
**DO NOT USE** a different code!

Even if you have a STEM degree, you are applying **NOW** for your 12-Month Post-completion OPT, NOT the 24-Month STEM OPT Extension!

#28-31.b. Other Eligibility Categories
Write “N/A” in these fields. N/A means not applicable. These questions are NOT applicable to applying for your 12-month Post Completion OPT. #28 is for STEM OPT Extension applicants only. **Remember**- you are applying NOW for your 12-Month Post-completion OPT, **NOT** the STEM OPT Extension. LATER if you apply to extend your OPT through the **STEM OPT Extension** you will use the (c)(3)(c) code, and answer these questions.
Complete the Form I-765

PART 3. Applicant’s Statement, pg. 4

#1.a. Select 1.a. to indicate that you have read and understood the questions.

#3-6 Provide your information as requested

Applicant's Statement

NOTE: Select the box for either Item Number 1.a. or 1.b. If applicable, select the box for Item Number 2.

1.a. [X] I can read and understand English, and I have read and understand every question and instruction on this application and my answer to every question.

1.b. [ ] The interpreter named in Part 4, read to me every question and instruction on this application and my answer to every question in a language in which I am fluent, and I understood everything.

2. [ ] At my request, the preparer named in Part 5, prepared this application for me based only upon information I provided or authorized.

Applicant's Contact Information

3. Applicant's Daytime Telephone Number
   1234567890

4. Applicant's Mobile Telephone Number (if any)
   1234567890

5. Applicant's Email Address (if any)
   oskibear067@gmail.com

6. [ ] Select this box if you are a Salvadoran or Guatemalan national eligible for benefits under the ABC settlement agreement.
Complete the Form I-765

PART 3, pg. 4 continued...

Applicant’s Declaration and Certification

Read the entire declaration carefully.

Applicant’s Signature

#7.a.-7.b. Hand sign your name and provide the date of the signature

Important!
Your signature will be scanned and must fit within the box. It must NOT touch the box outline. If the signature is too big and crosses a line, your application could be delayed. Be conservative and use a signature smaller than normal. Please see the example.

Troubleshooting Signature Line:
In some cases the “Don’t forget to sign!” automatic reminder will not disappear when you print the form.

You should remove the auto filled “Don’t forget to sign!” We recommend trying:
• To open the form in the most recent version of Adobe Reader.
• To print a blank version of the form’s second page from your web browser.
Complete the Form I-765

PARTS 4 and 5, pgs. 4-6

These sections are not applicable to you, since you’ve completed the form yourself, so write “N/A.” This section is for those who use an interpreter or other paid preparer to complete the form.
Complete the Form I-765

Page 7, Part 6 needs to be completed ONLY if you:

• most recently entered the US on a passport that is no longer valid and you now have a renewed passport
• have previously had other SEVIS IDs
• have ever been authorized for CPT or OPT, or STEM OPT Extension

*If none of these apply to you, leave Page 7, Part 6 blank, but you must include it in your application. You are done with the I-765.*
Complete the Form I-765

How to complete Page 7, Part 6 if you:
• have ever been authorized for CPT, OPT, or STEM OPT

PART 6, Additional Information, pg. 7

#1.a.-1.c. Provide your name again as listed in Part 2, 1.a-1.c.

#2. Leave blank

#3.a.-3.c. Reference Pg. 2, Part 2, Item 12
(If you already used sections 3.a.-3.d. use the next available section, 4a-d, etc.)

#3.d. If you have had previous OPT,
• Write “See attached documentation for OPT application/authorizations”. Attach copy of I-797 receipt notice and copy of original EAD, if applicable.
• Write “OPT Authorization” and list your OPT start & end dates and receipt number.

You may need to contact your previous schools if you are missing any of this information.
Complete the Form I-765

How to complete Page 7, Part 6 if you:
• most recently entered the US on a passport that is no longer valid and you now have a renewed passport

If this does not apply to you, leave Part 6 blank. You are done with the I-765; skip to the next slide.

PART 6, Additional Information, pg. 7

#1.a.-1.c. Provide your name again as listed in Part 2, 1.a-1.c.

#2. Leave blank


#3d. Write an explanation that clarifies that you have two passports: one that you used for entry but is no longer valid, and one that is currently valid.

#3.d. Include copies of both passports and your I-94 with your application.
Complete the Form I-765

Page 7, Part 6 needs to be completed ONLY if:
• you have previously had other SEVIS IDs

PART 6, Additional Information, pg. 7

#1.a.-1.c. Provide your name again as listed in Part 2, 1.a-1.c.
#2. Leave blank
#3.a-3.c. Reference Pg. 3, Part 2, Item 26

#3d. List all previously used SEVIS numbers, including from all previous F-1 /F-2 or J-1/J-2 programs in the U.S., including high school, short stays, language training schools, community colleges, or previous I-20s at UCB

You may need to contact your previous schools if you are missing any of this information.

Previous F-1 SEVIS IDs: N0048798787, N0009898989, Previous J-1 SEVIS ID: N0012345679

(These are examples only- use your own information from your previous I-20s or DS-2019s)
Complete the Form I-765

IF YOU COMPLETED any part of PAGE 7, PART 6

You must add your signature and the date in the blank space at the bottom of Page 7.

Oski Bear  August 1, 2018
Complete the Form I-765

You are done with the I-765!

1. Review all the information on the form for accuracy. You must submit ALL 7 pages of the I-765.

2. Make a copy of your completed I-765 application to keep for your records, in case there is a problem with the application.

3. Next, gather the required documentation and copies ...see following slides
Check Required documents for OPT application

Refer to the [OPT tutorial](https://www.berkeley.edu) for specific instructions on how to prepare these documents.

- 2 U.S. Passport Photos (with name and I-94 number written lightly in pencil on back of each), taken within the past 30 days.
- USCIS Fee of $410. Check, Money Order, or Credit Card payment made payable to: “U.S. Department of Homeland Security.” Write your SEVIS ID in the memo line.
- New original form I-765 with **box 1.b.** checked. [http://www.uscis.gov](http://www.uscis.gov)
- Copy of OPT I-20 (pages 1-3) that was previously issued by BIO for your initial OPT application. It does not have to be issued within the past 30 days.
- Copy of valid passport biographical page and F-1 visa stamp, if applicable.
- Copy of expired passport biographical page if you used that document to enter the U.S. most recently.
- Printout of electronic I-94 record ([https://i94.cbp.dhs.gov/I94/](https://i94.cbp.dhs.gov/I94/)) or copy of paper Form I-94 (both sides)
- Copy of I-797 receipt notice and copy of original EAD, if applicable.
- If it is a replacement request due to an error **not by USCIS**, the original EAD is required.

No documents are required for F-2 dependents.
Office Hours

internationaloffice@berkeley.edu

510-642-2818