STEM 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 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 have the Middle Name field!

#2-4 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 for #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 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” since you have previously applied for an EAD. You will need to provide copies of your previous EADs.

You will need to provide copy(s) of your previous EAD(s)
Complete the Form I-765

PART 2, pg. 2, continued...

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

#13.a.-13.b.
You will already have an SSN from your previous OPT. Check “Yes” and enter your SSN with one letter in each box.

#14.
Since you probably already have an SSN, you will not need to apply for one. Check “No” and leave questions #15-17 blank.
Check “Yes” if you need a replacement SSN card and complete #15-17.b

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; use the information of the passport you last used to enter the U.S. (this should match the country on your I-20)

#21.c. Travel Document
Write “N/A” here
#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...

Information about your Eligibility Category

#27 Eligibility Category
Use the code (c) (3) (C) for STEM OPT.

#28.a. Degree: Indicate here the name of your UC Berkeley STEM-qualifying major.

Note that for some programs, the name of your Major differs from the way it appears on your I-20. This will be addressed in section 6 of the I-765.

• You cannot qualify based on a minor.

#28.b. Employer’s Name: Your employer should be able to provide you with this information.

#28.c. E-Verify Number: Your employer should be able to provide you with this information.

• For more information about the E-Verify program, see http://www.uscis.gov/e-verify

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Berkeley International Office

Step 2: Prepare and Mail the OPT Application

Degree level and Major
(Example: Masters, Chemical Engineering)

Employer Name as listed in e-Verify

Employer’s E-Verify Number
Complete the Form I-765

PART 2, pg. 3 continued...

#29-31.b Other Eligibility Categories
Write “N/A” in these fields or leave check boxes blank as they are not applicable to applying for STEM OPT

29. (c)(26) Eligibility Category. If you entered the eligibility category (c)(26) in Item Number 27., provide the receipt number of your H-1B spouse’s most recent Form I-797 Notice for Form I-129, Petition for a Nonimmigrant Worker.

30. (c)(8) Eligibility Category. If you entered the eligibility category (c)(8) in Item Number 27., have you EVER been arrested for and/or convicted of any crime?

31.a. (c)(35) and (c)(36) Eligibility Category. If you entered the eligibility category (c)(35) in Item Number 27., please provide the receipt number of your Form I-797 Notice for Form I-140, Immigrant Petition for Alien Worker. If you entered the eligibility category (c)(36) in Item Number 27., please provide the receipt number of your spouse’s or parent’s Form I-797 Notice for Form I-140.

31.b. If you entered the eligibility category (c)(35) or (c)(36) in Item Number 27., have you EVER been arrested for and/or convicted of any crime?

NOTE: If you answered “Yes” to Item Number 30., refer to Special Filing Instructions for Those With Pending Asylum Applications (c)(8) in the Required Documentation section of the Form I-765 Instructions for information about providing court dispositions.

NOTE: If you answered “Yes” to Item Number 31.b., refer to Employment-Based Nonimmigrant Categories, Items 8.- 9., in the Who May File Form I-765 section of the Form I-765 Instructions for information about providing court dispositions.
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

1.a. 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

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

5. Applicant's Email Address (if any)

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.

Part 4 pg. 4

Part 4. Interpreter’s Contact Information, Certification, and Signature

Provide the following information about the interpreter.

Interpreter’s Full Name

Part 1a. Interpreter’s Family Name (Last Name)
N/A

Part 1b. Interpreter’s Given Name (First Name)
N/A

Part 2. Interpreter’s Business or Organization Name (if any)
N/A

Interpreter’s Certification

I certify, under penalty of perjury, that

1. I am fluent in English and
2. I have read to the applicant in the applicant’s language,

which is the same language specified in Part 3, Item Number 9.b., and I have asked the applicant in that language, every question and instruction on this application and he or she answered every question. The applicant informed me that he or she understands every instruction, question, and answer on the application, including the Applicant’s Declaration and Certification, and has verified the accuracy of every answer.

Interpreter’s Signature

7a. Interpreter’s Signature
N/A

7b. Date of Signature (mm/dd/yyyy)
N/A

Part 5 pg. 5

Part 5. Contact Information, Declaration, and Signature of the Person Preparing this Application, If Other Than the Applicant

Preparer’s Statement

7a. I am not an attorney or accredited representative but have prepared this application on behalf of the applicant and with the applicant’s consent.

7b. I am an attorney or accredited representative and my representation of the applicant in this case extends does not extend beyond the preparation of this application.

NOTE: If you are an attorney or accredited agent who needs to submit a completed Form G-28, Notice of Entry of Appearance as Attorney or Accredited Representative, with this application.

Preparer’s Certification

By my signature, I certify, under penalty of perjury, that I prepared this application at the request of the applicant. The applicant then reviewed this completed application and informed me that he or she understands all of the information contained in, and submitted with, his or her application, including the Applicant’s Declaration and Certification, and that all of this information is complete, true, and correct. I completed this application based on only information that the applicant provided to me or authorized me to obtain or use.

Preparer’s Signature

8a. Preparer’s Signature
N/A

8b. Date of Signature (mm/dd/yyyy)
N/A
Complete the Form I-765

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 12

#3.d.

- Write “Previous OPT/STEM Authorizations” and list your previous OPT and STEM OPT start & end dates and receipt numbers
- Write “See attached documentation for previous OPT/STEM authorizations”
- Include copies of all previous and OPT/STEM I-20s and EAD cards with your application.

Previous OPT/STEM Authorizations:
OPT 1/8/2015-1/7/2016; WAC4565250057
OPT 8/8/2017-8/7/2018; SRC45985652500

(These are examples only)

See attached documentation for previous OPT/STEM authorizations.
Complete the Form I-765

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 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

#3.a-3.c. Reference Pg. 3, Part 2, Item 21.d. (If you already used sections 3.a-3d use the next available section, 4a-d, etc)

#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

PART 6, pg. 7, continued...

#4.a-4.c. Reference Pg. 3, Part 2, Item 28

(If you already used sections 4.a-d use the next available section, 5a-d, etc)

#4.d. Academic Info

- Write “Name of major in SEVIS:” and list your major as written on your I-20
- Write “University of California, Berkeley Approved CIP Code for Major:” and list the CIP Code as written on I-20
- Write “See attached I-20 and diploma or transcript”
- Include copies of your I-20 and diploma or transcript

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Name of major in SEVIS: Civil and Environmental Engineering

University of California, Berkeley Approved CIP Code for Major: 45.9595

See attached I-20 and diploma or transcript
Complete the Form I-765

**SINCE YOU COMPLETED PAGE 7, PART 6**

You must add your signature and the date to Page 7.

Simply sign and 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
Required documents for STEM OPT application

Refer to the STEM OPT tutorial 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.
- Copy of STEM 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 your previous OPT and/ or previous STEM OPT I-20s.
- Copy of any previous OPT EAD or STEM EAD. If you still have the approval notice (form I-797), attach a copy as well.
- Copy of passport biographical page and F-1 visa stamp, if applicable.
- Copy of expired passport biographical page if you used that document to enter the US most recently.
- Print out of electronic I-94 record (or photocopy of both sides of paper Form I-94)
- Proof of final STEM degree: Final Transcript and/or copy of your diploma showing the major and degree level that makes you eligible for the STEM extension.
- If the OPT STEM extension is based on a prior degree, include the I-20 from your previous school. If the I-20 is not available, request a screenshot of your SEVIS record
- Additional documents – check the BIO STEM Webpage to see if you should submit additional support letters with your STEM application for concurrent H1-b filing or for certain specific majors.

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

internationaloffice@berkeley.edu

510-642-2818