



Pre-Completion Optional Practical Training

F-1 Status

What is Optional Practical Training?

OPT (short for Optional Practical Training) is a type of employment opportunity which allows F-1 students to obtain work experience in areas related to their academic major. Total of 12 months of OPT available per education level (e.g. Bachelor's, Master's, Doctorate). This is full time and may occur anywhere in the United States. In order to be on OPT you need to obtain an Employment Authorization Document (EAD card). While on Optional Practical Training, individuals are still considered F-1 students at Lewis University, even though they may be working elsewhere in the United States.

Am I Eligible for Pre-Completion Optional Practical Training?

- You have valid F-1 visa and enrolled full-time.
- You have been enrolled in a full course of study for one academic year
- You have not exceeded 12 months of full time CPT and CPT is not a valid option.
- You are a full-time student during the employment.
- You do not need a job offer to apply for pre-completion OPT.
- The employment must be directly related to your major field of study and it must be appropriate for someone having your level of education.

Is Pre-Completion OPT a good option?

There are three kinds of Practical Training for International students. Please check the main differences of these three kinds Practical Training on page 6.

Types of Employment

- **Multiple employers:** You may work for more than one employer, but all jobs must be related to your field.

- **Work for hire:** Commonly referred to as 1099 or Independent Contractor Employment; keep evidence of the duration of contract periods and the name and address of the contracting company.
- **Self-employed business owner:** You can start a business or be self-employed while on OPT. You should be able to prove that you have the proper business licenses and that it is related to your degree program.
- Employment through an agency or consulting firm is also allowed.
- **Unpaid Employment:** You may work as a volunteer or unpaid intern, where this practice does not violate any labor laws.

When can I apply for Pre-completion OPT?

If you don't graduate during your work, you can apply for Pre-completion OPT **90 days before** your requested job start date. If you are going to graduate, please apply for Post-Completion OPT.

How to calculate the deduction from Post-completion OPT?

Formula as follow:

12 months of OPT = Half of months of pre-completion OPT + Post-completion OPT

Total of 12 months of OPT is available per education level (e.g. Bachelor's, Master's, Doctorate). Students, who do part-time pre-completion OPT, will deduct days at half the rate from the total of 12 months of OPT. The remaining months of OPT can be used for Post-Completion OPT. For example, before graduation, if you do part-time pre-completion OPT for two months, it's considered that you use one month of the total of 12 months of OPT. When you graduate and apply for Post-completion OPT, you can only do it for the remaining months, which is 11 months.

How to apply for OPT?

Step 1: Prepare the following documents before coming to ISS.

- **Academic Advisor Recommendation Form.** Fill out the form with your academic advisor. Find the Form on page 8.
- **I-765 form.** Please fill out the form online or by handwriting in black pen within the box. Find the tips on page 9 to 12.
Download the form via: <https://www.uscis.gov/sites/default/files/files/form/i-765.pdf>

- **A copy of your ID page and visa page on your passport.** Both of these pages must be readable.
- **A copy of your previous I-20s.** A copy of all of the I-20s that you have ever had.
- **A copy of your I-94.** If your last entry is before April 2013, please make a copy of your I-94 that you have got when you entered the U.S. from Immigration. If your last entry is after April 2013. Please print your I-94 via: <https://i94.cbp.dhs.gov/I94/#/home>
- **A cashier's check or money order of \$410 and pay to "U.S. Department of Homeland Security.**

The filing fee for Form I-765 is \$410, effective 12 a.m. Eastern U.S. time, December 23, 2016. You must also pay an \$85 biometric services fee, for a total of \$495, if you are:

- Requesting consideration of Deferred Action for Childhood Arrivals (DACA);
- A beneficiary of an approved employment-based immigrant petition and you are facing compelling circumstances; or
- A spouse or unmarried dependent child of a beneficiary of an employment-based immigrant petition who is facing compelling circumstances.

There is no biometric services fee for any other eligibility category.

- **Two passport style photos.** No older than 30 days.
- **(Additional) EAD card.** If you have an EAD card before, please include a copy of your EAD card both front of back.
- **(Additional) G-1145 form.** Use this form to request an electronic notification when USCIS accepts your immigration application. Complete the information below and clip this form to the first page of your application package. Download the form via: <https://www.uscis.gov/sites/default/files/files/form/g-1145.pdf>

Step 2: Make an appointment with ISS.

At this time, please think about what date you would like to set for your **OPT start date**. OPT start date should be within 60 days after your graduation. Please Note: Once you confirm the date during the appointment, you cannot change any more. Please think about it carefully.

Step 3: During the appointment, we will:

- Ask you for your OPT start Date.
- DOS's Recommendation Letter.
- Issue you a new I-20.

Step 4: Mail all of the documents to USCIS by the applicant.

Mail all the document that requested above **within 30 days** by Certified Mail and Courier Service with return receipt requested to:

For U.S. Postal Service (USPS):

**USCIS
PO Box 805373
Chicago, IL 60680**

For FedEx, UPS, and DHL deliveries:

**USCIS
Attn: I-765 C03
131 South Dearborn - 3rd Floor
Chicago, IL 60603-5517**

In about 2-3 weeks, you should receive a receipt notice (I-797) in the mail.

Note: If your mailing address on your I-765 form (Question#3) is not in Illinois, please find your filing address via: <https://www.uscis.gov/forms/forms-information/uscis-phoenix-and-dallas-lockbox-facilities>

Step 5: Report to the ISS when you get your EAD card and job Offer.

It's very important and your responsibility to report to our office, especially when you get a job offer, in order to start your job. Please remember you are still a F-1 student even though you are doing OPT.

How do I receive my EAD card?

USCIS began the use of the U.S. Postal Service's (USPS) Signature Confirmation Restricted Delivery service to mail the secure documents, like EAD card and green card, beginning April 30, 2018. As part of the new delivery method, **applicants must present identification to sign for their documents upon delivery.**

- **Receive by applicants:** ID and signature are required upon delivery.
- **Receive by others:** Applicants also have the option to designate an agent to sign on their behalf by completing the Postal Service's PS 3801 form, Standing Delivery Order. PS 3801 form can be download through : <https://about.usps.com/forms/ps3801.pdf>

- **Receive by an Authorized Representative of a Hotel, Apartment House, or the Like.** Applicants also have the option to designate an agent to sign on their behalf by completing the Postal Service's PS 3801-A form, PS Form 3801-A, Agreement by a Hotel, Apartment House, or the Like. PS 3801-A form can be download through : <https://about.usps.com/forms/ps3801a.pdf>

What do I need to provide to the ISS when I find a job?

It's very important to provide the following documents to get updated in the SEVIS system. All the documents can be emailed to ISS. If you have any changes on your employer or even job title, please report it to ISS.

- **An offer letter from your employer**
Offer Letter needs to include the following information:
 - Student's full name
 - Student's job title and brief description
 - Start and end date of the employment and work hours
 - Employer's name, title, address, email, phone number and signature
 - Employer Identification Number (EIN)
 - Company's name and logo
- **A copies of your EAD card (Front and Back)**
- **An address that you can receive your new updated I-20.** This is the I-20 with your employer information. Please double check the information when you receive the I-20.

Additional Information – Traveling outside of the U.S.

While OPT is pending, it is **not advisable** to travel outside the U.S. prior to receiving your EAD card and securing employment. You may travel outside of the U.S. However, there will be a risk that you may not be able to re-entering the U.S. without EAD card.

Once Pre-completion OPT is approved and you have a job offer: please prepare following documents for re-entry:

- Valid passport and visa.
- Valid I-20 with travel signature.
- Valid EAD card
- Job offer letter or letter of employment verification from your current employer.

Please Note:

- Without your EAD card and proof of employment/job offer, you assume a risk in re-entering the U.S. while on OPT.
- You can remain in the U.S. if your F-1 visa has expired. If you travel in and out of the US while on OPT, you must have a **valid F-1 visa**. If your F-1 visa expires before you re-enter to the United State, you must apply for a new visa at a U.S. Consulate or Embassy abroad PRIOR to your return.

F-2 Dependents - Travel Outside the U.S.: In addition to their own Form I-20 --- with updated travel signature, passport and valid F-2 visa, F-2 dependents should keep copies of the F-1 documents listed above.

CPT vs. Pre-Completion OPT vs. Post-Completion OPT

The following table is the main differences between three kinds of training. To know more details, please go to ISS website and check each document.

	CPT	Pre-Completion OPT	Post-Completion OPT
Work time?	Part-time or full-time Before Graduation	Part-time Before Graduation	Full-time After Graduation
Approval by?	Approved by ISS	Approved by ISS and USCIS (EAD card required), up to 90 days for approval	Approved by ISS and USCIS (EAD card required), up to 90 days for approval
Fee?	No	Yes, \$410 to USCIS	Yes, \$410 to USCIS
When to apply?	when you have a job and approved by ISS	90 days prior to Pre- Completion OPT start date	90 days prior to Graduation
Class registration?	Yes, enrolled as a full- time student	Yes, enrolled as a full- time student	No
Job offer before application?	Yes	No, but recommend to have one	No
Job Type Requirement?	Integral part of an established curriculum	Directly related to course of study	Directly related to course of study
Start date?	Once approved by ISS and meet the start date	Once approved by USCIS (Received EAD card) and meet the start date on the EAD card	Once approved by USCIS (Received EAD card) and meet the start date on the EAD card
Affect other Eligibility?	No if doing full-time CPT for less than 365 days or unlimited part-time CPT	Deducted days at half of the rate from Post- Completion OPT period	
STEM Major Extension?	NO, should apply for post-completion OPT first	No, should apply for post-completion OPT first	Yes, if meet qualifications
Limited Unemployment	No	No	Yes, up to 90 days

Note: I-20 program end date cannot be extended for the purpose of approving CPT or pre-completion OPT. If a student is eligible to graduate/complete coursework, they should apply for post-completion OPT.

Frequently Asked Questions

What is the difference between Curricular Practical Training (CPT) and Optional Practical Training (OPT)?

CPT is employment that is an integral part of your major curriculum and allows you to participate in an internship, practicum or cooperative education program. CPT must be required or, if not required, you must receive course credit. CPT is employer specific and must be done before you graduate. OPT is optional for any student who meets the eligibility requirements and you do not need to earn credit. OPT is not employer specific and may be done before or after you graduate. Please refer to our handout regarding the differences.

Does CPT usage affect OPT eligibility?

You may use as much CPT as is required for your degree program. However, if you use a total of 12 months or more of full-time CPT, you are not eligible for OPT. Part-time CPT does not affect OPT in any way.

Can I apply for OPT if I am part-time student in my last semester?

Yes, as long as you have petitioned OISS to become a part-time student.

Can I request OPT if my I-20 is not current?

No

Do I need a Social Security number?

Yes, you will need a Social Security number in order to receive payment from your employer.

Will I be required to pay Social Security and other taxes?

In general, as an F-1 student you will be exempt from Social Security (FICA) taxes for your first five years in the U.S. as long as you continue to declare nonresident status for tax purposes.

Unless you qualify under a tax treaty between the U.S. and your home government, your earnings as an F-1 student will be subject to applicable federal, state and local taxes, and employers are required to withhold those taxes from your paychecks. For more information on taxes, consult the Internal Revenue Service.



**ACADEMIC ADVISOR'S RECOMMENDATION
FORM FOR F-1 PRE-COMPLETION
OPTIONAL PRACTICAL TRAINING**

This form provides the information required by the United States Citizenship and Immigration Services (formerly the USCIS) for the granting of employment for practical training to an international student. The student's academic adviser must complete and sign this entire form. Questions can be directed to the ISS Assistant Director. Thank you for your assistance.

Part I to be completed by the student

Last Name: _____ First Name: _____ Middle Initial: _____
ID Number: _____ DOB (mm/dd/yyyy): _____

Part II to be completed by the Academic Advisor

Advisor's Name: _____ Title: _____
Department: _____ College/School: _____
E-mail: _____ Phone: _____

1. When do you anticipate this student completing his or her studies at Lewis University?
(Please fill in the date and check on of the following)

- Date: _____/_____/_____
- Other: _____

Please Note: An international student must be registered full time to maintain legal F-1 visa status.

2. It is required that the adviser describe the type of employment the student is seeking.

3. To the best of your knowledge, is the employment experience the student seeking related to the student's field of study and appropriate to the student's educational level?

- Yes
- No

4. Letter from student explaining the reasons and goals of employment as it relates to academic plan and studies.

5. Advisor's signature, Date.

_____/_____/_____

Return to: Michael Fekete, Director of International Student Services Office, Lewis University Parkway, Unit #280, Romeoville, IL 60446-2200

Tips for Filling Out the Form I-765



Application For Employment Authorization

Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-765
OMB No. 1615-0040
Expires 05/31/2020

For USCIS Use Only	<input type="checkbox"/> Authorization/Extension Valid From _____	Fee Stamp	Action Block
	<input type="checkbox"/> Authorization/Extension Valid Through _____		
	Alien Registration Number A- <input type="text"/>		
	Remarks		

To be completed by an attorney or Board of Immigration Appeals (BIA)-accredited representative (if any).	<input type="checkbox"/> Select this box if Form G-28 is attached.	Attorney or Accredited Representative USCIS Online Account Number (if any) <input type="text"/>
--	--	--

► **START HERE - Type or print in black ink.**

Part 1. Reason for Applying

I am applying for (select only one box):

- I.a. Initial permission to accept employment.
- I.b. Replacement of lost, stolen, or damaged employment authorization document, or correction of my employment authorization document **NOT DUE** to U.S. Citizenship and Immigration Services (USCIS) error.
- NOTE:** Replacement (correction) of an employment authorization document due to USCIS error does not require a new Form I-765 and filing fee. Refer to **Replacement for Card Error** in the **What is the Filing Fee** section of the Form I-765 Instructions for further details.
- I.c. Renewal of my permission to accept employment. (Attach a copy of your previous employment authorization document.)

↑ Do not write anything above.

← For part 1,

Check 1.a. when you are the first time applying for Pre-Completion OPT.

Part 2. Information About You

Your Full Legal Name

- I.a. Family Name (Last Name)
- I.b. Given Name (First Name)
- I.c. Middle Name

← For part 2 Question 1,

Write your last name in capital letters. Your first and middle names must be capitalized.



Application For Employment Authorization

Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-765
OMB No. 1615-0040
Expires 05/31/2020

For USCIS Use Only	<input type="checkbox"/> Authorization/Extension Valid From _____	Fee Stamp	Action Block
	<input type="checkbox"/> Authorization/Extension Valid Through _____		
	Alien Registration Number A- <input type="text"/>		
	Remarks		

To be completed by an attorney or Board of Immigration Appeals (BIA)-accredited representative (if any).	<input type="checkbox"/> Select this box if Form G-28 is attached.	Attorney or Accredited Representative USCIS Online Account Number (if any) <input type="text"/>
---	---	---

Other Names Used

Provide all other names you have ever used, including aliases, maiden name, and nicknames. If you need extra space to complete this section, use the space provided in Part 6.

Additional Information

Other Names Used →

If you have changed your name, Please mention here all the names you have used in the past.

If not, Skip question 2-4 and go to question 5.

2.a.	Family Name (Last Name)	<input type="text"/>
2.b.	Given Name (First Name)	<input type="text"/>
2.c.	Middle Name	<input type="text"/>
3.a.	Family Name (Last Name)	<input type="text"/>
3.b.	Given Name (First Name)	<input type="text"/>
3.c.	Middle Name	<input type="text"/>
4.a.	Family Name (Last Name)	<input type="text"/>
4.b.	Given Name (First Name)	<input type="text"/>
4.c.	Middle Name	<input type="text"/>

Part 2. Information About You (continued)

Your U.S. Mailing Address

5.a. In Care Of Name (if any)

5.b. Street Number and Name

5.c. Apt. Ste. Fir.

5.d. City or Town

5.e. State 5.f. ZIP Code

[\(USPS ZIP Code Lookup\)](#)

6. Is your current mailing address the same as your physical address?
 Yes No

NOTE: If you answered "No" to Item Number 6., provide your physical address below.

U.S. Physical Address

7.a. Street Number and Name

7.b. Apt. Ste. Fir.

7.c. City or Town

7.d. State 7.e. ZIP Code

Other Information

8. Alien Registration Number (A-Number) (if any)
▶ A-

9. USCIS Online Account Number (if any)
▶

10. Gender Male Female

11. Marital Status
 Single Married Divorced Widowed

12. Have you previously filed Form I-765?
 Yes No

13.a. Has the Social Security Administration (SSA) ever officially issued a Social Security card to you?
 Yes No

NOTE: If you answered "No" to Item Number 13.a., skip to Item Number 14. If you answered "Yes" to Item Number 13.a., provide the information requested in Item Number 13.b.

← For Question 5.a.,

Write the name that will receive the mail. For example, if this address is your friend house, please write his name here.

← For Question 6-7,

If the physical address is different from mailing address, check No to question 6 and fill out question 7.

← For Question 13:

Check "No" if you do not have Social Security Number. If you have SSN, check "Yes" to Q13.a. and write down your SSN to Q13.b.

For Question 14-17 Issuing SSN →

You don't need a social security number when you apply for Opt but you will need one before you start employment.

Q14-17: Fill out the information if you check "No" to Q13.a. Skip these parts if you already have SSN.

13.b. Provide your Social Security number (SSN) (if known).

▶

14. Do you want the SSA to issue you a Social Security card? (You must also answer "Yes" to Item Number 15., Consent for Disclosure, to receive a card.)

Yes No

NOTE: If you answered "No" to Item Number 14., skip to Part 2., Item Number 18.a. If you answered "Yes" to Item Number 14., you must also answer "Yes" to Item Number 15.

15. **Consent for Disclosure:** I authorize disclosure of information from this application to the SSA as required for the purpose of assigning me an SSN and issuing me a Social Security card.

Yes No

NOTE: If you answered "Yes" to Item Numbers 14. - 15., provide the information requested in Item Numbers 16.a. - 17.b.

Father's Name

Provide your father's birth name.

16.a. Family Name (Last Name)

16.b. Given Name (First Name)

Mother's Name

Provide your mother's birth name.

17.a. Family Name (Last Name)

17.b. Given Name (First Name)

Your Country or Countries of Citizenship or Nationality

List all countries where you are currently a citizen or national. If you need extra space to complete this item, use the space provided in Part 6. **Additional Information.**

18.a. Country

18.b. Country

For Question 18 →

Write down all the citizenship or nationality that you are. You should have one at least where your passport issues.

Part 2. Information About You (continued)

Place of Birth

List the city/town/village, state/province, and country where you were born.

19.a. City/Town/Village of Birth

19.b. State/Province of Birth

19.c. Country of Birth

20. Date of Birth (mm/dd/yyyy)

← For Question 19-20,

Write down your place of birth and date of birth.

Information About Your Last Arrival in the United States

21.a. Form I-94 Arrival-Departure Record Number (if any)
▶

21.b. Passport Number of Your Most Recently Issued Passport

21.c. Travel Document Number (if any)

21.d. Country That Issued Your Passport or Travel Document

21.e. Expiration Date for Passport or Travel Document (mm/dd/yyyy)

22. Date of Your Last Arrival Into the United States, On or About (mm/dd/yyyy)

23. Place of Your Last Arrival Into the United States

24. Immigration Status at Your Last Arrival (for example, B-2 visitor, F-1 student, or no status)

25. Your Current Immigration Status or Category (for example, B-2 visitor, F-1 student, parolee, deferred action, or no status or category)

26. Student and Exchange Visitor Information System (SEVIS) Number (if any)
▶ N-

← For Question 21-24,

These can be answered with the information found on your latest I-94

← For Question 25, Write "F-1 student".

← For Question 26, this can be found on your I-20.

For Question 27 →

The category code for pre – completion Training (OPT) is (c) (3) (A)

For Question 28-31 →

Since the eligibility category code is (c)(3)(A), there is no need to write anything in sections 28-31.

Information About Your Eligibility Category

27. **Eligibility Category.** Refer to the **Who May File Form I-765** section of the Form I-765 Instructions to determine the appropriate eligibility category for this application. Enter the appropriate letter and number for your eligibility category below (for example, (a)(8), (c)(17)(iii)).

() () ()

28. **(c)(3)(C) STEM OPT Eligibility Category.** If you entered the eligibility category (c)(3)(C) in **Item Number 27.**, provide the information requested in **Item Numbers 28.a - 28.c.**

28.a. Degree

28.b. Employer's Name as Listed in E-Verify

28.c. Employer's E-Verify Company Identification Number or a Valid E-Verify Client Company Identification Number

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? Yes No

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.

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? Yes No

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.

Part 3. Applicant's Statement, Contact Information, Declaration, Certification, and Signature

NOTE: Read the **Penalties** section of the Form I-765 Instructions before completing this section. You must file Form I-765 while in the United States.

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. 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.

← For Part 3 Question 1-2,

Check 1.a. if you can read and understand English.

Check 1.b. if you need an interpreter and write down the language you need. And fill out Part 4 about the interpreter.

Check 2 if your application is prepared by someone else. And fill out Part 5 about the preparer.

← For Part 3 Question 3-6,

Write down your personal contact information.

Applicant's Declaration and Certification

Copies of any documents I have submitted are exact photocopies of unaltered, original documents, and I understand that USCIS may require that I submit original documents to USCIS at a later date. Furthermore, I authorize the release of any information from any and all of my records that USCIS may need to determine my eligibility for the immigration benefit that I seek.

I furthermore authorize release of information contained in this application, in supporting documents, and in my USCIS records, to other entities and persons where necessary for the administration and enforcement of U.S. immigration law.

I understand that USCIS may require me to appear for an appointment to take my biometrics (fingerprints, photograph, and/or signature) and, at that time, if I am required to provide biometrics, I will be required to sign an oath reaffirming that:

- 1) I reviewed and understood all of the information contained in, and submitted with, my application; and
- 2) All of this information was complete, true, and correct at the time of filing.

I certify, under penalty of perjury, that all of the information in my application and any document submitted with it were provided or authorized by me, that I reviewed and understand all of the information contained in, and submitted with, my application and that all of this information is complete, true, and correct.

Applicant's Signature

7.a. Applicant's Signature

➡

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

NOTE TO ALL APPLICANTS: If you do not completely fill out this application or fail to submit required documents listed in the Instructions, USCIS may deny your application.

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

Provide the following information about the interpreter:

Interpreter's Full Name

1.a. Interpreter's Family Name (Last Name)

1.b. Interpreter's Given Name (First Name)

2. Interpreter's Business or Organization Name (if any)

For Part 3 Question 7 →

Do not forget to sign your form I-765. Try to sign within the box since they will use this signature for your EAD card.

If you don't need an interpreter or preparer, I-765 is finished for you. **Make sure to double check all the information you write on this form as a small mistake can cause serious delays and monetary penalties.**

↓ Fill out Part 4 about the interpreter if you request one to Part 3 question 1.b.

↓ Fill out Part 5 about the preparer if you request one to Part 3 question 2.

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

Interpreter's Mailing Address

3.a. Street Number and Name

3.b. Apt. Ste. Fir.

3.c. City or Town

3.d. State 3.e. ZIP Code

3.f. Province

3.g. Postal Code

3.h. Country

Interpreter's Contact Information

4. Interpreter's Daytime Telephone Number

5. Interpreter's Mobile Telephone Number (if any)

6. Interpreter's Email Address (if any)

Interpreter's Certification

I certify, under penalty of perjury, that:
I am fluent in English and which is the same language specified in Part 3., Item Number 1.b., and I have read to this applicant in the identified language every question and instruction on this application and his or her answer to 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

7.a. Interpreter's Signature

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

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

Provide the following information about the preparer.

Preparer's Full Name

1.a. Preparer's Family Name (Last Name)

1.b. Preparer's Given Name (First Name)

2. Preparer's Business or Organization Name (if any)

Preparer's Mailing Address

3.a. Street Number and Name

3.b. Apt. Ste. Fir.

3.c. City or Town

3.d. State 3.e. ZIP Code

3.f. Province

3.g. Postal Code

3.h. Country

Preparer's Contact Information

4. Preparer's Daytime Telephone Number

5. Preparer's Mobile Telephone Number (if any)

6. Preparer's Email Address (if any)

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

Preparer's Statement

- 7.a. I am not an attorney or accredited representative but have prepared this application on behalf of the applicant and with the applicant's consent.
- 7.b. 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 representative, you need 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 only on information that the applicant provided to me or authorized me to obtain or use.

Preparer's Signature

8.a. Preparer's Signature

8.b. Date of Signature (mm/dd/yyyy)

Part 6. Additional Information

If you need extra space to provide any additional information within this application, use the space below. If you need more space than what is provided, you may make copies of this page to complete and file with this application or attach a separate sheet of paper. Type or print your surname and A-Number (if any) at the top of each sheet; indicate the Page Number, Part Number, and Item Number for to which your answer refers; and sign and date each sheet.

1.a. Family Name _____
 (Last Name) _____
 1.b. Given Name _____
 (First Name)

1.c. Middle Name _____
 L - - - - -
 2. A-Number (if any) _____

3.a. Page Number _____ 3.b. Part Number _____ 3.c. Item Number _____
 3.d. _____

4.a. Page Number _____ 4.b. Part Number _____ 4.c. Item Number _____
 4.d. _____

5.a. Page Number _____ 5.b. Part Number _____ 5.c. Item Number _____

5.d. _____

6.a. Page Number _____ 6.b. Part Number _____ 6.c. Item Number _____

6.d. _____

7.a. Page Number _____ 7.b. Part Number _____ 7.c. Item Number _____

7.d. _____

