I-765 Instructions for OPT Application

Complete the I-765 Form

Once I-765 Form is completed, save and email form to Marnie at mkohl@fhsu.edu

PART 1 REASON FOR APPLYING:
Chose 1a

PART 2 INFORMATION ABOUT YOU:
Full legal name
1a-c. Family Name ALL Caps / First Name / Middle Name
Other names used
2, 3, 4 a-c. Other names used
Your US mailing address
5a. FHSU International Office
5b. 700 College Dr.
5c. LEAVE BLANK
5d. Hays
5e. KS (Kansas)
5f. 67601
6. Check YES
7. Leave 7a-d BLANK
Other Information
8. LEAVE BLANK
9. LEAVE BLANK
10. Gender
11. Martial status
12. If you have applied for any previous employment authorization (CPT, OPT) you must check YES. Then, you must indicate which USCIS office processed your work authorization request and whether your request was approved or denied, attaching documentation regarding this result.
13a. Check what applies to you
NOTE: If you answered 'no' to Item 13a, skip to Item number 14. If you answered 'yes' to Item 13a, provide the information requested in Item Number 13b.
13b. Complete if this applies to you
14. Check NO
15. Check NO
16a-b. LEAVE BLANK
17a-b. LEAVE BLANK

Your Country or Countries of Citizenship or Nationality
18a-b Enter Country(s)

PART 2 INFORMATION ABOUT YOU (Cont)
Place of Birth
19a-c. Enter your information
20. Enter your date of birth
Information about your last arrival in the US
21a. You can find this number on the printed I-94 document using the instructions provided to print this document. https://i94.cbp.dhs.gov/I94/#/home
21b. Enter passport number
21c. LEAVE BLANK
21d. Country that issued passport
21e. Enter passport expiration date
22. Enter date of your LAST arrival to the US
23. Enter place of your LAST arrival to the US
24. Enter F1 student
25. Enter F1 student
26. Enter SEVIS number from your I-20
27. (C) (03) (A) for pre-completion or (B) post completion
28a. Enter the degree you will receive
28b. LEAVE BLANK
28c. LEAVE BLANK
29. LEAVE BLANK
30. Check which applies to you
31a-b. LEAVE BLANK

PART 3 APPLICANTS STATEMENT, CONTRACT, INFORMATION, DECLARATION, CERTIFICATION, SIGNATURE
Applicant's Statement
1a. Check Box
1b. Do not check
2. Do not check
Applicant's Contact Information
3. Enter your phone number
4. Enter your mobile phone number
5. Enter your email address
6. Check if this applies to you
Applicant's Signature
7a. LEAVE BLANK—you will come in to sign once processed
7b. LEAVE BLANK—you will come in to date once processed

Parts 4,5,6 LEAVE BLANK

CERTIFICATION - You will sign and date the form after Carol Solko-Olliff processes the OPT application and prints the new I-20. An email will be sent to notify you to come in to the office for signatures.