

## INSTRUCTIONS FOR COMPLETING SOME PARTS OF FORM I-765

- **Name.** Follow the instructions for name order carefully. (Family or Last Name) in all CAPITALS, followed by your first name and then your middle name (if applicable). Please have your family name match what appears in your passport and on your I-20.
- **Alien Registration Number (A-Number) or I-94 Number.** Record your I-94 card number. The I-94 number is the 11-digit number located in the upper left corner of your I-94 card. This is the small white card issued to you when you entered the U.S., and it probably is stapled into your passport. Most F-1 students will not have an A-Number.
- **Have you ever applied for employment authorization from Immigration?**
  - Answer “Yes” to this question if you have ever applied to Immigration for an Employment Authorization Document (EAD or work permit) to engage in Optional Practical Training, employment under the sponsorship of a qualified International Organization, or Off-Campus Economic Hardship employment. If you were issued an EAD, then the results of the application would be “granted,” and you will have to provide a copy of the former EAD (front and back) with this application. The Service Center that issued the EAD will be identified on the card, and the “Dates” to record on the I-765 are the beginning and ending work authorization dates printed on the EAD. If you are uncertain how to proceed, leave this section blank until you meet with your advisor.
  - Answer “No” if you have never worked in the U.S. or if you have worked off campus under the terms of Curricular Practical Training (CPT). You also will answer “No” if you

have worked only on campus. Ask an International Student Advisor if you are uncertain about how to complete this section.

- **Date of Last Entry into the U.S.** Enter the date of your MOST RECENT entry into the U.S. Check your I-94 card for the exact date. If the most recent entry is from Canada or Mexico and your I-94 card was not reissued, then check the passport for a date stamp.
- **Place of Last Entry into the U.S.** Provide the name of the city and state in the U.S. where you MOST RECENTLY arrived. Again, check your I-94 card if you can't remember. The city code should appear near the date.

Certification: Don't forget to sign, print your home telephone number, and record the date on the I-765.