

Tip Sheet for Completing Online I-765, Application for Employment Authorization

When completing the online version of the I-765, be prepared to provide the following information (not necessarily in the order shown below). This is not a complete list of the required information. Please refer to the online filing system and the [I-765 Instructions](#).

1) Indicate your reason for applying:

- **Initial EAD:** An EAD issued to an eligible applicant for the first time under a specific eligibility category. This is recommended for pre-completion, post-completion, and STEM Extension OPT.
- **Replacement EAD:** An EAD issued to an eligible applicant when the previously issued EAD was lost, stolen, damaged, or contains errors, such as a misspelled name.

2) Eligibility Category for OPT application

- (c)(3)(A) for pre-completion Optional Practical Training (rare)
- (c)(3)(B) for post-completion Optional Practical Training (most common - for employment following graduation)
- (c)(3)(C) for the 24-month STEM Extension of OPT (for STEM majors)
 - i) STEM Extension OPT applicants must provide additional eligibility information:
 - (1) Degree used to qualify for the STEM OPT (*i.e. M.S. in Biomedical Sciences*)
 - (2) Employer's name as listed in E-Verify
 - (3) Employer's E-Verify number

3) Personal Information

- Current mailing address- **Do not use the International Center's address.**
- SEVIS ID Number (**find it on your Form I-20**)
- Your I-94 Admission Number (retrieve your record at <https://i94.cbp.dhs.gov>)

4) Additional Information as applicable to your situation

- Previous SEVIS ID numbers
- If you have ever applied for CPT or OPT, you must provide the authorization dates and degree level for any previous employment authorization