Filling Out the I-765

Step-by Step Instructions

http://www.uscis.gov/i-765

**If possible, type all information directly into the .pdf before printing. The USCIS uses a machine to read the information entered on this form. Handwritten forms may cause the machine to make errors when converting the information into electronic form.

*Do not write anything at the top of the page in the block surrounded by dark black lines.

*Check the box "Permission to accept employment"

- located under the block, next to the words "I am applying for:"

For questions 1 - 17, write on the line underneath the question.

- 1. Name
 - Use the name as it is written on your H-4 approval notice and passport.
 - Write your family (last) name first in all capital (uppercase) letters.
 - Leave a space, and then write your first name with only the first letter capitalized. If you have two first names, leave a space in between but write them close together.
 - If you have a middle name, leave a space and write it last.

2. Other Names Used

- If you live at the address you are using in #3, leave this space blank.
- If you do not live at the address you are using in #3, write the abbreviation "C/O" and then the name of the person who lives there. C/O is an abbreviation for "Care Of," meaning this person will be responsible for getting your mail to you.

3. Address in the United States

- If you live in an apartment, write the abbreviation "Apt" plus the apartment letter/number next to the street address. Example: 123 Main St., Apt. 4B.
- You can double-check the zip code at www.usps.com
- <u>Remember</u>:
 - \circ $\;$ This address determines the Lockbox to which you send the I-765 application.
 - This address must be valid from the time you send the I-765 until the time you receive the EAD.
 - Mail from USCIS cannot be forwarded.

4. Country of Citizenship/Nationality

• If you are a dual citizen, write the country noted on your H-4 approval, which should match the passport you use.

- 5. Place of Birth Write the information in the relevant spaces.
- 6. Date of Birth Use the U.S. style month/day/year
- 7. Gender Check the relevant box
- 8. Marital Status Check the relevant box
- 9. Social Security Number
 - If you have a Social Security Number, write it here
 - If you do not have a Social Security Number, write "none"
- 10. Alien Registration Number (A-Number) or I-94- Arrival, Departure Number
 - Write your I-94 number from your I-94 arrival/departure record.

11. Have you ever before applied for employment authorization from USCIS?

- If you have never applied for an EAD before, mark "No" and move on to question #12.
- If you have applied for an EAD in the past, mark "Yes" finish the questions at the top of the next column
 - o Which USCIS Office? -write the USCIS office that adjudicated the I-765 application
 - Date(s) -Write the start and end date of the EAD card, using U.S. date style (mm/dd/yyyy)
 - o **Results** (Granted or Denied attach all documentation)
 - If your EAD was *granted*, attach a copy of the previous EAD. If this EAD is for a
 previous OPT, write the degree level on the copy (e.g. bachelor's, master's, doctoral)
 - If your EAD was *denied*, attach a copy of the denial notice

12. Date of Last Entry into the U.S. (*mm/dd/yyyy*)

- Use the U.S. style, month first, day of week, and year
- If you used automatic revalidation the last time you entered and your I-94 record was not updated with the most recent date of entry, use that date and not the last entry date on the I-94 record

13. Place of Last Entry into the U.S.

- If your I-94 record was updated the last time you entered the U.S., write the city where the border officer inspected your immigration documents and gave you the new card.
- If your I-94 record was not updated the last time you entered the U.S. because you came in from Canada or Mexico, you must remember the city *on the U.S. side of the border* where you entered and write that city.

14. Manner of Last Entry (Visitor, Student, etc.)

- If you were an H-4 dependent the last time you came into the U.S., write "H-4 dependent"
- If you were *not* an H-4 dependent the last time you came into the U.S. because you entered in another status and then applied for change of status to H-4, write your status at the time of your last entry.

15. Current Immigration Status

• Write "H-4 dependent"

16. Eligibility Category

• Write "(c)(26)()" here (last parenthesis will be empty).

17. Eligibility category

• write "N/A".

18. (c)(26) Eligibility category

• Write your spouse's most recent receipt or approval number from the I-797, H-1B approval notice (begins with WAC).

19. Applicant's signature

• This must be an *original signature,* in blue ink.

• Date, U.S. style (the date of signature must be within 30 days of the day USCIS receives your application) **Read the certification paragraph and sign your name (making sure to sign within the lines)**. This signature will appear on your EAD card.

• Write your home phone number or cellular number.

20. Signature of Person Preparing Form, if Other than Applicant:

• If another person completed this form in, have that person complete this section (with original signature)

Do not write anything below the dark line at the bottom of the page. Go to this site to determine where to send

your application: http://www.uscis.gov/i-765-addresses