

HELP FOR COMPLETING FORM I-765

ITEM IMPORTANT INFORMATION

**** I-765 form should have 08/19/09 (bottom right corner)****

1. **Name:** Enter your name as it appears on your I-20 form and passport
2. **Other names used:** List any other names that you have used on official documents in the United States.
3. **Address:** Print “C/O OISS - 175 University Ave, Room 120, Newark, NJ. 07102” on the form so that OISS will receive communications including your authorization card from USCIS for timely advising and notification. This address also determines which USCIS Service Center you must file the application with. New Jersey is under jurisdiction of USCIS Vermont Service Center.
- 4-8. Self-explanatory(for date of birth use month/day/year format)
9. **Social Security Number:** The number appearing on your social security card. Leave it blank if you don't have a Social Security Number. **DO NOT use** Rutgers school ID.
10. **Alien Registration Number (A-Number) or I-94 Number:** Use the eleven-digit identification number on your I-94 card (in the upper left corner of the card).
11. **Previous employment authorization from USCIS:** Check “yes” if an employment application was submitted directly to USCIS (for example: previous application for OPT, J2 or H1). Check “no” if you only worked on-campus or CPT.
- 12-15 **Last entry and current status:** The stamped date on your most recent I-94 card.
16. **Employment eligibility section:** This is a reference to the regulations for types of OPT: (c) (3) (B) for Post-Completion OPT, (c) (3) (A) for Pre-Completion OPT, and (c) (3) (C) for 17-Month STEM extension OPT (See USCIS original instruction next page)
17. **For STEM extension only.** Leave it blank for initial 12-month OPT application.

SIGN the form within the lines in *BLUE INK* and NOT outside the lines.

COMPLETION DATE OF ACADEMIC PROGRAM:

Your program completion date is the basis for determining the date you are eligible for full-time employment. Completion date is **NOT** the Commencement date or diploma issuing date.

- **Graduate Students:** Your **completion** date is the date when your thesis or dissertation is/will be submitted to the Graduate School; if you choose a non-thesis option, your completion date is the last day of the last semester in which you are enrolled.
- **Undergraduate Students:** Your **completion** date is the last day of the last semester in which you are enrolled.