



U.S. Citizenship and Immigration Services

CSC Open House
June 11, 2015

I-765 General Filing Tips



U.S. Citizenship
and Immigration
Services

General Filing Tips

- Complete the “I am applying for” section of the form

OMB No. 1615-0040; Expires 02/28/2018

Department of Homeland Security
U.S. Citizenship and Immigration Services

I-765, Application For Employment Authorization

For USCIS Use Only	Fee Stamp	Action Block	Initial Receipt	Resubmitted	
				Relocated	
				Received	Sent
				Completed	
	<input type="checkbox"/> Application Approved <input type="checkbox"/> Employment Authorized Until _____ <input type="checkbox"/> Employment Extended Until _____ Subject to the following conditions: _____	<input type="checkbox"/> Application Denied - Failed to establish: <input type="checkbox"/> Eligibility under 8 CFR 274a.12 (a) or (c) <input type="checkbox"/> Economic necessity under 8 CFR 274a.12(c)(14), (18) and 8 CFR 214.2(f)	Approved	Denied	
			Denied		
			<input type="checkbox"/> Applicant is filing under section 274a.12 _____		

I am applying for: Permission to accept employment. Replacement (of lost employment authorization document).
 Renewal of my permission to accept employment (attach a copy of your previous employment authorization document).

1. Full Name
(Family Name) (First Name) (Middle Name)

2. Other Names Used (include Maiden Name)

15. Current Immigration Status (Visitor, Student, etc.)

16. Eligibility Category. Go to the “Who May File Form I-765?” section of the Instructions. In the space below, place the letter and number of the eligibility category you selected from the instructions. For example, (a)(8), (c)(17)(iii), etc.



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General Filing Tips Cont'd

- Full legal name

I am applying for: Permission to accept employment. Replacement (of lost employment authorization) Renewal of my permission to accept employment (attach a copy of your previous employment authorization)

1. Full Name
(Family Name) (First Name) (Middle Name)
Last First Middle

2. Other Names Used (include Maiden Name)

3. U.S. Mailing Address
(Street Number and Name) (Apt. Number)
(Town or City) (State) (ZIP Code)

4. Country of Citizenship or Nationality

15. Current Immigration Status (Visa)

16. Eligibility Category. Go to the “Eligibility” section of the Instructions. In the “Eligibility” section, select the category and number of the eligibility category instructions. For example, (a)(8), (b)(1), (c)(3)(C).

17. (c)(3)(C) Eligibility Category. If you are applying for a category (c)(3)(C) in Question 16, enter the employer's name as listed in E-Verify, the E-Verify Company Identification Number, the Client Company Identification Number, the Degree, and the Employment Status.



General Filing Tips Cont'd

■ Mailing address in the United States

I am applying for: Permission to accept employment. Replacement (of lost employment authorization)
 Renewal of my permission to accept employment (attach a copy of your previous employment authorization)

1. Full Name
(Family Name) (First Name) (Middle Name)

2. Other Names Used (include Maiden Name)

3. U.S. Mailing Address
(Street Number and Name) (Apt. Number)

(Town or City) (State) (ZIP Code)

4. Country of Citizenship or Nationality

15. Current Immigration Status (Visa)

16. Eligibility Category. Go to the "Eligibility" section of the Instructions. In the "Eligibility" section, select the number and number of the eligibility category instructions. For example, (a)(8), (b)(1), (c)(3)(C)

17. (c)(3)(C) Eligibility Category. If you are applying for a category (c)(3)(C) in Question 16, you must provide the employer's name as listed in E-Verify, the E-Verify Company Identification Number, and the Client Company Identification Number.

Degree () Employment Authorization ()



General Filing Tips Cont'd



- Correct eligibility category (item #16 on Form I-765)

(Middle Name) _____ _____ e) _____ (Apt. Number) _____ e) (ZIP Code) _____ _____ _____	<p>15. Current Immigration Status (Visitor, Student, etc.) _____</p> <p>16. Eligibility Category. Go to the “Who May File Form I-765?” section of the Instructions. In the space below, place the letter and number of the eligibility category you selected from the instructions. For example, (a)(8), (c)(17)(iii), etc. () () ()</p> <p>17. (c)(3)(C) Eligibility Category. If you entered the eligibility category (c)(3)(C) in Question 16 above, list your degree, your employer's name as listed in E-Verify, and your employer's E-Verify Company Identification Number or a valid E-Verify Client Company Identification Number in the space below.</p> <table><tr><td>Degree</td><td>Employer's Name as listed in E-Verify</td></tr><tr><td>_____</td><td>_____</td></tr></table>	Degree	Employer's Name as listed in E-Verify	_____	_____
Degree	Employer's Name as listed in E-Verify				
_____	_____				



General Filing Tips Cont'd

- EAD acceptable signature

<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>Applicant's Signature</p> <p>I certify, under penalty of perjury, that the foregoing is true and correct. Furthermore, I authorize the release of any information that U.S. Citizenship and Immigration Services needs to determine eligibility for the benefit I am seeking. I have read the "Who May File Form I-765?" section of the instructions and have identified the appropriate eligibility category in Question 16.</p> <p>Signature _____ </p> <p>Date of Signature (mm/dd/yyyy) _____</p> <p>Telephone Number _____</p>
<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>Applicant's Signature</p> <p>I certify, under penalty of perjury, that the foregoing is true and correct. Furthermore, I authorize the release of any information that U.S. Citizenship and Immigration Services needs to determine eligibility for the benefit I am seeking. I have read the "Who May File Form I-765?" section of the instructions and have identified the appropriate eligibility category in Question 16.</p> <p>Signature _____ </p> <p>Date of Signature (mm/dd/yyyy) _____</p> <p>Telephone Number _____</p>



Common RFE

- Two identical passport photos with name and SEVIS ID number written on the back
- I-20s and EADs for previous CPT or OPT
- Copy of a government-issued identity document if no EAD has been issued
- Form I-94 or print out from www.cbp.gov/i94
- Student's status is cancelled in SEVIS



E-Filed I-765s

- Send evidence to address shown on receipt notice within 7 business days of filing
- Appear at ASC for biometrics. Failure to attend the biometrics services appointment may result in denial of the application
- Request to correct data due to USCIS administrative error **cannot be e-filed**



STEM Extensions

- File before previous EAD expires
- Correct Classification of Instructional Program (CIP) codes on the student's SEVIS record
- Evidence of having completed course requirements or degree awarded including dissertation if it is required for the degree
- E-Verify ID number and employer name

17. If you entered the eligibility category, (c)(3)(C), in Question 16 above, list your degree, your employer's name as listed in E-Verify, and your employer's E-Verify Company Identification Number or a valid E-Verify Client Company Identification Number in the space below.

Degree:

Employer's Name as listed in E-Verify:

Employer's E-Verify Company Identification Number or a valid E-Verify Client Company Identification Number



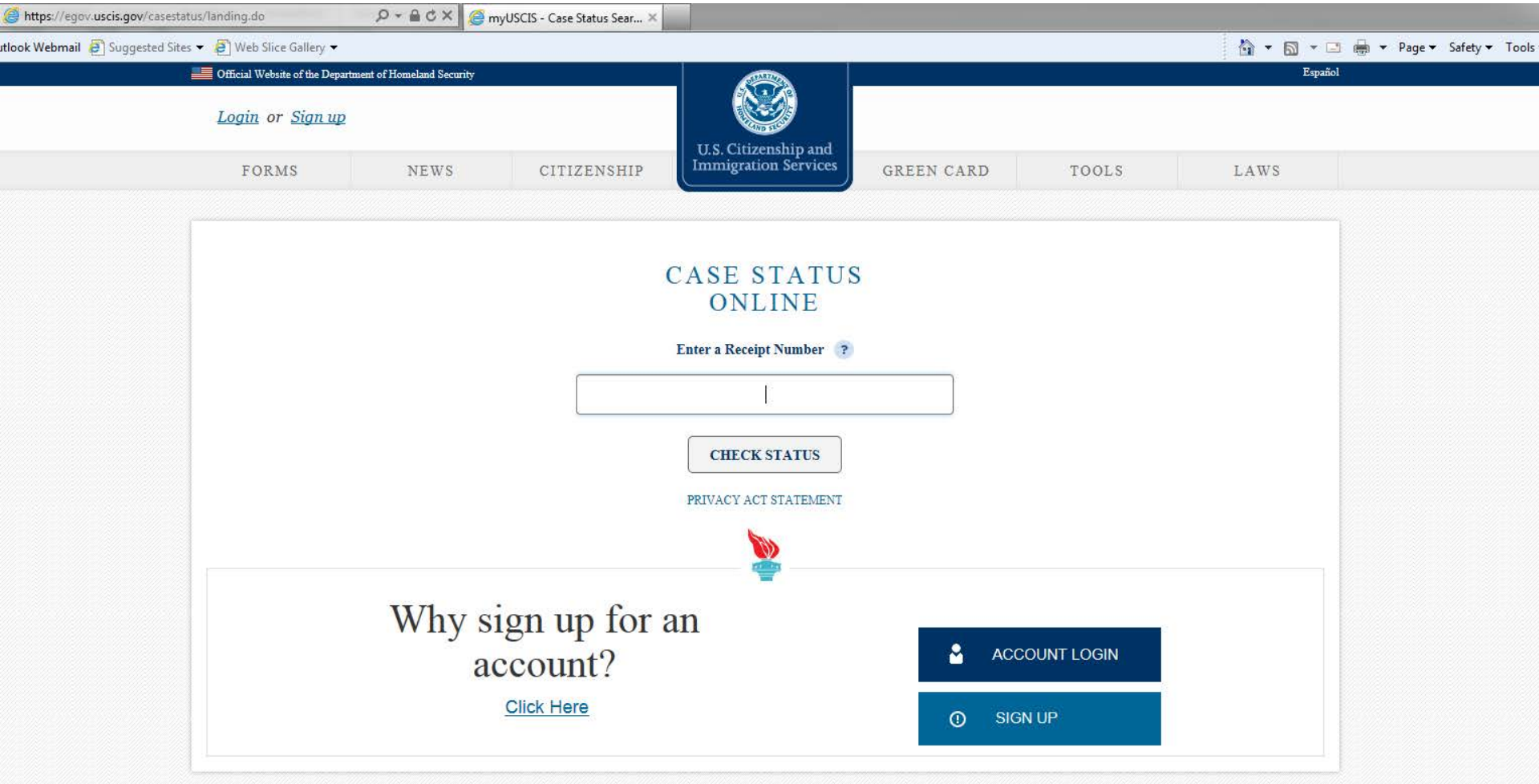
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Common DSO Inquiries

- CSC.StudentEAD@uscis.dhs.gov (for DSO use only)
 - Provide the student's receipt number
- EAD errors
- EADs not received
 - Check EAD delivery status at <https://egov.uscis.gov/casestatus/mycasestatus.do>



Where is my EAD?



The screenshot shows the USCIS Case Status Online page. At the top, there is a browser address bar with the URL <https://egov.uscis.gov/casestatus/landing.do>. Below the browser bar is a dark blue navigation bar with the text "Official Website of the Department of Homeland Security" and a "Español" link. The main navigation menu includes "FORMS", "NEWS", "CITIZENSHIP", "U.S. Citizenship and Immigration Services" (with the USCIS logo), "GREEN CARD", "TOOLS", and "LAWS". The central content area is titled "CASE STATUS ONLINE" and features a form to "Enter a Receipt Number" with a search icon. Below the input field is a "CHECK STATUS" button and a link to the "PRIVACY ACT STATEMENT". At the bottom of the page, there is a section titled "Why sign up for an account?" with a "Click Here" link and two buttons: "ACCOUNT LOGIN" and "SIGN UP".



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EAD Delivered!

The screenshot shows a web browser window with the URL <https://egov.uscis.gov/casestatus/mycasestatus.do>. The page header includes the text "Official Website of the Department of Homeland Security" and "Español". A navigation bar contains links for "FORMS", "NEWS", "CITIZENSHIP", "GREEN CARD", "TOOLS", and "LAWS". The main content area features a "my" logo and the heading "Card Was Delivered To Me By The Post Office". The text below states: "On April 29, 2015, the Post Office delivered your new card for Receipt Number WAC [REDACTED], to the address that you gave us. The tracking number assigned is [REDACTED] 329. You can use your tracking number at www.USPS.com in the Quick Tools Tracking section. If you move, go to www.uscis.gov/addresschange to give us your new mailing address." At the bottom of the message box, there is a "Enter Another Receipt Number" label with a question mark icon and an empty input field.



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EAD Returned Undeliverable

The screenshot shows a web browser window with the URL <https://egov.uscis.gov/casestatus/mycasestatus.do>. The page header includes the text "Official Website of the Department of Homeland Security" and "Español". A navigation bar contains links for "FORMS", "NEWS", "CITIZENSHIP", "GREEN CARD", "TOOLS", and "LAWS". The main content area features a "my" logo and the heading "Card Returned Undeliverable". The message text reads: "On July 9, 2014, the Post Office returned your new card for Receipt Number WAC [REDACTED], to us as undeliverable. We mailed your card to the address you provide to us, but the Post Office could not deliver it. Please go to www.uscis.gov/e-request to request that we resend the card to you. If you move, go to www.uscis.gov/addresschange to give us your new mailing address." Below the text is a form with the label "Enter Another Receipt Number" and a question mark icon, followed by an empty input field and a "CHECK STATUS" button.



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Common DSO Inquiries (continued)

- Address changes: notify DSO within 10 days and submit AR11
- Changes in requested validity period (pending applications only)
- Withdrawal requests, dated and signed by student (pending applications only)



I-539 General Filing Tips



U.S. Citizenship
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General Filing Tips

- Principal aliens
- Complete application
- Full legal name (name changes)
- Current mailing address in the United States
- Signature



Common RFE

- I-20s for all applicants
- Valid passport
- Form I-94 or printout from www.cbp.gov/i94
- Proof of relationship
- Finances
- Translations



M-1 Extensions

- Timely filing
- Evidence of maintenance of status
- Reason for extension
- SEVIS I-20 issued for extension and all previous I-20s
- Do not create a new SEVIS ID
- Financials as required on the SEVIS I-20



M-1 Transfers

- Six-month filing window
- Evidence of maintenance of status
- SEVIS I-20 issued for transfer purposes and all previous I-20s
- Do not create a new SEVIS ID
- Financials as required on the SEVIS I-20



Points of Contact

National Customer Service Center: 1-800-375-5283 or 1-800-767-1833 (TDD)

SEVIS Help Desk: 703-603-3400 or SEVP@ice.dhs.gov

Vermont Service Center: VSC.Schools@uscis.dhs.gov

VSC.StudentEAD@uscis.dhs.gov (EAD issues only)

Nebraska Service Center: NSC.Schools@uscis.dhs.gov

Texas Service Center: TSC.Schools@uscis.dhs.gov

California Service Center: CSC.Schools@uscis.dhs.gov

CSC.StudentEAD@uscis.dhs.gov (EAD issues only)

Service Center Operations: SCOPSSCATA@uscis.dhs.gov

Office of Public Engagement: Public.Engagement@uscis.dhs.gov

SAVE: SAVE.HELP@uscis.dhs.gov

E-Verify: E-Verify@uscis.dhs.gov



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QUESTIONS?



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