

Student Guide for completing the Form I-765 as an F-1 student seeking Off-campus Employment due to Severe Economic Hardship Eligibility code: (c)(3)(iii)

IMPORTANT:

The guidance provided below is based on common questions and is based on the Form I-765 edition 08/25/20. Specific "Part" or "Item" numbers may change if USCIS updates the form.

Use the most current edition of the Form I-765 which is [directly available on the USCIS website](#). The specific Edition Date in use is available on the USCIS website. The edition date of the form is at the bottom of the I-765 page and in the instructions.

Complete the form ELECTRONICALLY to minimize handwriting discrepancies.

Do not leave any questions blank unless the form specifically says you do not need to answer the question. Review each Part, each Item. If a question does not apply to you, write "N/A" or "NONE."

Completing the Form I-765:

- Mark "Initial permission to accept employment" as the reason for completing the form
- Item 1: Enter your full legal name in the applicable boxes. See Part 6 if you require more space to enter your name. If you do not have a middle name, write "N/A"
- Items 2-4: Enter other names used
- Item 5: Utilize an address you will be able to receive mail for at least 4-6 months; do not use the ISS office address. If you move while your application is pending, update your address via the [USCIS Online Change of Address System](#)
 - 5.a: If your name is not on the lease or you do not live at the mailing address you are providing, enter the name of the official person living at this address
- Item 6: Answer accordingly
- Item 7: If your mailing address differs from your physical address, complete item 7.
- Item 8: If you have had an Employment Authorization Document before, your A# is the same as the USCIS # on the EAD card.
- Item 9: Write "N/A" if you do not have a USCIS online account
- Items 13-17: Item 13.a: Enter "Yes" if you have been issued a SSN and include it in 13.b. Enter "No" if you need to apply for a SSN and complete 14-17.b.
- Item 21.a: Enter your complete [Form I-94](#) Admission Record Number
- Item 21.b: Enter your passport number in 21.b, leave 21.c blank.
- Item 21.c: If you entered your passport number in 21.b, leave 21.c blank.
- Item 22: Enter the date of your most recent entry to the U.S., found on the [Form I-94](#). If you traveled to Canada, Mexico, or an adjacent island for less than 30 days, there is no need for the I-94 to reflect that trip.
- Item 23: Enter the city and state where you last passed through U.S. Customs; it should be the port of entry indicated in your electronic I-94 [Travel History](#).
- Items 24-25: Answer accordingly; if you have not been in valid F-1 status for at least one academic year, you are not eligible.
- Item 26: Enter your SEVIS number; it is located on the top of your Form I-20
- Item 27: **(c) (3) (iii)** is the eligibility code for an F-1 student seeking off-campus employment due to Severe Economic Hardship. Items 28 – 31.b do not apply in this case.
- Part 3: Complete as applicable. In 7.a: Sign (original black ink signature) in the box and date in 7.b.
- Part 4: Write N/A in all blanks unless you used an interpreter to complete the I-765
- Part 5: Write N/A in all blanks unless someone else prepared your I-765 (e.g. immigration attorney)
- Part 6: Fill out your name if you needed extra space than what was available on page 1, item 1.