

how to fill out form i 765 worksheet

How to fill out Form I-765 worksheet is a crucial skill for individuals seeking employment authorization in the United States. The Form I-765, Application for Employment Authorization, is issued by the U.S. Citizenship and Immigration Services (USCIS) and allows eligible non-citizens to request permission to work legally in the U.S. Whether you are a student on an F-1 visa, an asylum seeker, or someone applying for adjustment of status, understanding how to properly fill out this form is essential. This article will guide you step-by-step through the process of completing the Form I-765 worksheet, ensuring that you provide accurate information to avoid delays or denials in your application.

Understanding Form I-765

Before diving into the specifics of how to fill out Form I-765, it's important to understand its purpose and the types of applicants who can use it.

What is Form I-765?

Form I-765 is an application that allows certain foreign nationals to request employment authorization in the United States. This form is typically used by:

- F-1 students seeking Optional Practical Training (OPT) or Curricular Practical Training (CPT)
- Asylum seekers
- Individuals with Temporary Protected Status (TPS)
- Applicants for adjustment of status (Green Card applicants)
- Certain individuals under Deferred Action for Childhood Arrivals (DACA)

Why is it important to fill out the form correctly?

Filling out the Form I-765 accurately is crucial because:

- Errors can lead to delays in processing times.
- Incorrect information may result in denial of your application.
- Providing the wrong documents can complicate or invalidate your request for employment authorization.

Gathering Necessary Documents

Before you start filling out the Form I-765, it's essential to gather all necessary documentation. Here's a list of documents you may need:

1. Completed Form I-765: Ensure you have the latest version of the form.
2. Filing Fee: Check if you need to submit a fee with your application.
3. Photocopies of Supporting Documents: This may include:
 - Your passport
 - Visa
 - Form I-94 (Arrival/Departure Record)
 - Previous Employment Authorization Documents (EADs), if applicable
 - Any other documents relevant to your eligibility

Step-by-Step Guide to Filling Out Form I-765

Now, let's break down the process of filling out the Form I-765 worksheet step-by-step.

Section 1: Reason for Applying

1. Select the appropriate box: Indicate whether you are applying for a new EAD, renewing an existing EAD, or replacing a lost or stolen EAD.
2. Eligibility Category: Enter the eligibility category that applies to you. This is typically a code that corresponds to your immigration status. Refer to the USCIS instructions for a complete list of categories.

Section 2: Information About You

1. Full Name: Fill out your full name as it appears on your legal documents. Make sure to include:
 - Last Name (Family Name)
 - First Name (Given Name)
 - Middle Name (if applicable)
2. Other Names Used: If you have used any other names, such as a maiden name or alias, list them here.
3. Mailing Address: Provide your current mailing address where USCIS can contact you. Ensure that it is accurate and complete.
4. Date of Birth: Enter your date of birth in the format MM/DD/YYYY.
5. Country of Birth: Indicate your country of birth.
6. U.S. Social Security Number: If you have a Social Security Number, provide it here. If you do not have one, check the box indicating that you do not have a Social Security Number.
7. Alien Registration Number (A-Number): If applicable, provide your A-Number. This number is usually found on your immigration documents.

8. Gender: Check the appropriate box for your gender.

9. Phone Number and Email Address: Provide a phone number and an email address where you can be reached.

Section 3: Information About Your Immigration Status

1. Current Immigration Status: Indicate your current immigration status, such as F-1 student, asylum seeker, etc.

2. Form I-20 or DS-2019 Information: If you are an F-1 or J-1 student, fill in the relevant details from your Form I-20 or DS-2019.

Section 4: Additional Information

1. Have you ever been arrested or convicted?: Answer truthfully. If yes, provide details in the spaces provided.

2. Have you ever been denied an EAD?: Indicate if you have previously been denied employment authorization and provide the details.

Section 5: Signature and Date

1. Signature: Sign the form using your legal signature.

2. Date: Enter the date you are signing the form.

Submitting Your Application

After filling out the Form I-765 worksheet, it's time to submit your application. Here are the steps to follow:

1. Review Your Application: Carefully review the entire application for any errors or omissions.

2. Compile Your Documents: Gather your completed Form I-765 and all required supporting documents.

3. Prepare Your Payment: Include the appropriate filing fee, if applicable. Check the USCIS website for the current fee amount.

4. Mail Your Application: Send your application to the address specified in the I-765 instructions. Use a secure mailing method, such as certified mail, to ensure it arrives safely.

After Submission: What to Expect

Once you submit your Form I-765 application, you will receive a receipt notice from USCIS. Here's what to expect next:

- Processing Times: Employment authorization applications can take several months to process. Check the USCIS website for current processing times.
- Request for Evidence (RFE): If USCIS requires additional information, they may issue an RFE. Respond promptly with the requested information.
- Approval or Denial: You will receive a notice of approval or denial by mail. If approved, you will receive your Employment Authorization Document (EAD).

Common Mistakes to Avoid

When filling out the Form I-765, keep in mind these common mistakes to avoid:

1. Incomplete Information: Ensure all sections are filled out completely.
2. Incorrect Eligibility Category: Double-check that you have selected the correct eligibility category.
3. Missing Signature: Always sign your application; an unsigned form will be rejected.
4. Incorrect Fees: Verify the current filing fee and include the correct amount.

Conclusion

Filling out the Form I-765 worksheet is a vital step for individuals seeking employment authorization in the United States. By following this detailed guide, you can ensure that you complete the form accurately and efficiently. Remember to gather all required documents, double-check your application, and be prepared for what comes next. With careful attention to detail, you can navigate the application process successfully and obtain the work authorization you need to pursue your career goals in the U.S.

Frequently Asked Questions

What is Form I-765 and why do I need to fill it out?

Form I-765 is an application for employment authorization in the United States. You need to fill it out to request work authorization if you are eligible based on your immigration status.

What information do I need to provide on the I-765

worksheet?

You will need to provide personal information such as your name, address, date of birth, and information regarding your immigration status. Additionally, you may need to include the category under which you are applying for work authorization.

Are there any specific instructions for filling out Part 2 of Form I-765?

Yes, Part 2 of Form I-765 requires you to select the eligibility category that applies to your situation. It's important to read the instructions carefully to choose the correct category, as this affects your application.

What should I do if I make a mistake while filling out the I-765 worksheet?

If you make a mistake, it's best to correct it neatly. Cross out the error and write the correct information next to it. However, if there are many errors, consider starting a new form to ensure clarity.

How do I submit the completed Form I-765?

You can submit the completed Form I-765 by mailing it to the appropriate address listed in the form instructions, or if eligible, you may also file it online through the USCIS website.

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