

## How to fill out an I-765 form

Download I-765 form at <http://www.uscis.gov/files/form/I-765.pdf>

Check “Permission to accept employment”

Q1. Your name as it appears on your passport and I-20. (Family Name in Capital Letters.)

Q2. Leave blank and inform the International Student Office (ISS) if you have any other names.

Q3. Write/type VIU’s address. Do NOT write your own address.

**11200 Waples Mill Road #360**

**Fairfax, VA 22030**

Q4-8. (self explanatory)

Q9. Type your social security number. If you don’t have one, type “NONE.”

Q10. Your I-94 card number (11 digits) found in the top left side of the small white card attached to your passport. If there is a hand-written number on the card, use this number, not the pre-printed one.

Q11. (self explanatory)

Q12-13. If you entered the U.S. with an F-1 visa, see your I-94 card. If you changed your status from B-2 or J-1 to F-1, see your passport.

Q14. If your I-94 card says “F-1”, write “student.” If not, leave blank until you meet with the International Student Officer.

Q15. Type “student”

Q16. (Pre-completed with the OPT category code.) ( c ) ( 3 ) ( B )