CitizenPath℠
Immigration Forms Made Simple

Dear Rakesh,

Thank you for using CitizenPath to prepare your USCIS paperwork. The following pages include important instructions for completing your form/application and filing it with USCIS.

We want you to have a successful result. Therefore, if you have any additional questions or feel you need further assistance, please contact us.

CONTACT US	SELF HELP
Mon-Fri 8am to 5pm PST	Available online 24 / 7
1-888-777-9102	**Online at**
support@citizenpath.com	http://www.citizenpath.com/help

We will also be emailing you a quick customer satisfaction survey. We would appreciate your honest feedback so that we can continue to improve our service.

Sincerely,

CitizenPath Customer Support Team

ORDER SUMMARY

ORDER #	I765-16090
COMPLETED BY	Rakesh Ghorpade
DATE COMPLETED	04/10/2017

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I-765
Application for Employment Authorization

Filing Check List

- ☐ **Step 1:** Review, sign and date your application
- ☐ **Step 2:** Make a copy of your final application for your records
- ☐ **Step 3:** Prepare your filing fee and gather documents to submit
- ☐ **Step 4:** Mail the completed application to USCIS

Step 1: Review, sign and date your application

Please review your printed form/application carefully. You need to make sure that each response reflects the information that you want to communicate to United States Citizenship and Immigration Services (USCIS). Mistakes and omissions of information will cause delays and may even result in your application to be rejected or denied. Reviewing the completed application is applicant's responsibility. CitizenPath will not accept responsibility for the rejection or denial of an application due to the applicant's failure to review the application.

After you have reviewed the form/application and are comfortable that it is prepared accurately, please sign and date it on page 2 of the application.

- Sign your full name in the box labeled "Signature".
- Write the date in the box labeled "Date (mm/dd/yyyy)" using the month/date/year format.

Your application must contain an original signature in black ink. A photocopy of a signed application or a typewritten name in place of a signature is not acceptable. If you are under 14 years of age, your parent or legal guardian may sign the application on your behalf. If signing for a child under 14 years of age, sign the child's name, then write "By" and sign your name.

Step 2: Make a copy of your final application for your records

CitizenPath recommends that you make a copy of the complete application for your own records.

Step 3: Prepare your filing fee and gather documents to submit

You must send in the following items with your I-765 application:

- ☐ Submit $410 payment for your USCIS fees with this application. The check or money order must be drawn on a bank or other financial institution located in the United States and must be payable in U.S. currency. Make the check or money order payable to U.S. Department of Homeland Security.

- ☐ A copy of Form I-94, Arrival-Departure Record (front and back), if available. If you are filing Form I-765 as an Adjustment of Status or Deferred Action for Childhood Arrivals applicant, Form I-94 is not required. If you are an Adjustment of Status applicant, the code printed in question 16 will be (c)(9). If you are a DACA applicant the code printed in question 16 will be (c)(33).

- ☐ A copy of your last EAD (front and back). If no prior EAD has been issued, you must submit a copy of a government-issued identity document. Include one of the following:
    - A copy of your passport showing your picture, name, and date of birth; or
    - A birth certificate with photo ID; or
    - A visa issued by a foreign consulate; or
    - A national ID document with photo and/or fingerprint.

    The identity document photocopy must clearly show the facial features of the applicant and the biographical information. If you are a Deferred Action for Childhood Arrivals applicant, the EAD copy and government-issued ID are not required.

- ☐ **Two identical passport-style color photographs of yourself taken within 30 days of filing this application.**
    The photos should:
    - Be 2" x 2" in size
    - Have head height of 1" to 1 3/8" from top of hair to bottom of chin
    - Have eye height between 1 1/8" to 1 3/8" from bottom of photo

- Have bare head unless you are wearing a headdress as required by a religious order of which you are a member (face must be visible)
- Have a white to off-white background
- Be printed on thin paper with a glossy finish
- Not be mounted or retouched
- Have your name and Alien Registration Number (A-number) written lightly in pencil on the back of each photo. If you do not have an A-Number, write your birthday.

☐ Because you are filing under the F-1 Student Offered Off-Campus Employment by Qualifying Organization (c)(3)(ii) category, you must submit:
- A letter of certification from the international organization indicating that the proposed employment is within the scope of its sponsorship; and
- A Certificate of Eligibility of Nonimmigrant (F-1) Student Status – For Academic and Language Students (Form I-20 A-B/I-20 ID) endorsed by a Designated School Official within the past 30 days.

Any document containing foreign language submitted to USCIS must be accompanied by a full English language translation which the translator has certified as complete and accurate, and by the translator's certification that he or she is competent to translate from the foreign language into English.

Step 4: Mail the completed application to USCIS

Use a 9" x 12" envelope (or larger if necessary to accommodate documentation)

Write your return address in the upper left corner of the envelope. If there is any problem with the mail, the mail carrier should return it to this address.

Insert your Form I-765 as well as supporting documents and payment (if applicable) in the envelope and mail from a post office by certified mail or a courier service that provides a return receipt.

The mailing address you use depends on several factors. We recommend that you visit the USCIS website at **www.uscis.gov/i-765** or contact the USCIS National Customer Service Center at 1-800-375-5283 for the most current information about where to file this application.

CitizenPath recommends you take your envelope into a post office to mail so that you can ensure that you have included proper postage and use certified mail or a courier service. Keep your return receipt in a safe place (such as with your other immigration-related paperwork).

DO NOT Send This Page to USCIS

What's Next?

1. Once your application has been accepted by USCIS, it will be checked for completeness. Incomplete applications may be denied at this point.
2. Next, if necessary USCIS will inform you in writing when to go to your local USCIS Application Support Center (ASC) for a biometrics services appointment. If necessary, USCIS may also request additional information or evidence.
3. If approved, your EAD will either be mailed to you or you may be required to visit your local USCIS office to pick it up. If your application cannot be granted, you will receive a written notice explaining the basis of your denial.

If you have not received a decision within 90 days of receipt by USCIS of a properly filed EAD application or within 30 days of a properly filed initial EAD application based on an asylum application filed on or after January 4, 1995, you may request interim work authorization by calling the USCIS National Customer Service Center at 1-800-375-5283.

Note: The interim EAD provisions apply to individuals filing Form I-765 based on Consideration of Deferred Action for Childhood Arrivals only after a determination on deferred action is reached.

Good Luck!