

Fax: 216.687.3965 Email: intlcenter@csuohio.edu

Website: www.csuohio.edu/international

I-765 Form Completion Guide: 24-Month STEM OPT Extension

Important Advice:

1. Type your I-765

- Use the fillable PDF I-765 on the USCIS website to type in your answers.
- Typing helps prevent unclear handwriting from causing errors on your OPT card and helps avoid mail delivery problems or delay.

2. Sign your I-765 in black ink

 Typed signatures are not acceptable. The government will reject and return 1765s that are not signed.

3. Carefully prepare the I-765 fee

- Do not mail cash.
- Paying by check or money order:
 - The government will **reject, and return** OPT application if there is not enough money to pay the fee when the application arrives at the government center. DO not send a check and plan to add money to your bank account later. Have 100% of the fee money in the bank when you mail your application to the government.
 - The check or money order must be issued by a financial institution in the U.S. and must be in U.S. currency:
 - Do not use a check or money order from a foreign bank online U.S. account.
 This is most common for Canadian students with U.S. dollar Canadian bank
 accounts
 - Make the check or money order payable to the U.S. Department of Homeland Security.
 - NOTE: Spell out U.S. Department of Homeland Security; do not use initials like "dhs"
 - Dates on a check or money order are critical! Write the current date on the check or money order; do not write a future date.
 - Use standard U.S. date style of Month Day Year (examples: June 1 2018, 6/1/2018)



Paying by Credit Card

- Type in black ink
- Complete the entire form and sign the Form G-1450
- Don't forget to sign your form! USCIS will reject and return any unsigned form.
- Place the Form G-1450 **ON TOP** of your STEM OPT application
- Print and save a copy of your complete G-1450 to review in the future and for your records.



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4. Get Fresh Passport-style Photos

- OPT application photos must meet the government specification for U.S. passport photos.
- Photos must be 2"x2". Photos where the head size is too big or small frequently cause problems.
 Your eyes must also be the correct distance from the bottom of the 2"x2" square photo.
- Photo background must be white
- Photos must be taken within the past 30 days
- Do not reuse old photos- if the government sees that the same photos were used in prior immigration document (passport, visa, old EAD) your application may be denied.

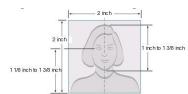
your application may be denied 5. Assemble Your STEM OPT Application

- We recommend assembling your package in the following order:
 - o Check, Money order, or G-1450 Form
 - o G-1145 Request for e-Notification (optional)
 - o I-765 From
 - Supporting documentation:
 - Submit the documents or evidence listed in the form instructions.
 - Supporting documents must be in English or accompanied by a complete English translation.
 - Submit copies unless we request original documents. If you send an original document with your form, it may become part of the record and we will not return it to you automatically.
 - If you have any attachments, make sure each attached page has your name and A-Number (if any). You may also number the pages and include the total amount of pages being attached (for example, "page 1 of 11"
- Mark the envelope and the cover letter with the nature of the submission. For example: STEM
 OPT Application Original Submission, STEM OPT Response to Request for Additional Information.
- Mark the envelope and the cover letter with the form number. For example, I-129, I-130, I-690 or I-698.

• In preparing your packet, remember:

- Do not use binders or folders that we cannot easily disassemble.
- Use fasteners to hold together thick or bulky applications or petitions. Two-hole punching the top of the material for easy placement in the file is appreciated.
- Sticky tabs assist in locating items listed as attachments. For easy filing, place the tabs on the bottom of the page, not the side.
- o Do not use heavy-duty staples; instead use fasteners or heavy clips.
- o Do not submit originals unless specifically required.
- Do not submit oversized documentation unless it is necessary.
- If you are resubmitting the packet in response to a Request for Evidence (RFE), please place the notice requesting the additional evidence/information on the top of the packet. Also, please use the special mailing envelope provided.

6. Mail Your Application





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• Mail your forms to the address listed on that form's <u>webpage</u>. You may submit your forms through USPS, FedEx, DHL, or UPS.

I-765 Form Completion: 24-Month STEM OPT Extension

Definitions:

Employment Authorization Document (EAD): The EAD is the card (also known as Form I-688A, Form I-766, or any successor document) issued as evidence that the holder is authorized to work in the United States.

Initial EAD: An EAD issued to an eligible applicant for the first time under a specific eligibility category.

Renewal EAD: An EAD issued to an eligible applicant after the expiration of a previous EAD issued under the same category.

Replacement EAD: An EAD issued to an eligible applicant when the previously issued EAD was lost, stolen, damaged, or contains errors, such as a misspelled name.

NOTE: If you are an F-1 student filing for initial or extension of OPT, please note that your OPT and your employment authorization will be automatically terminated if you change educational program levels or transfer to another school. Working in the United States without authorization may result in your removal from the United States or denial of re-entry. Consult your Designated School Official (DSO) for additional details.

F-1 Student Seeking Optional Practical Training (OPT) in a Position Directly Related to Major Area of Study:

24-Month Extension for STEM Students (Students With a Degree in Science, Technology, Engineering, or Mathematics)--(c)(3)(C).

- File Form I-765 up to 90 days before the expiration of your current OPT, if you are requesting a 24-month STEM extension.
- Include evidence the degree that is the basis for the STEM OPT extension is in one of the degree programs currently listed on the STEM Designated Degree Program List.
- Additionally, submit the employer's name as listed in E-Verify, along with the E-Verify Company Identification Number, or a valid E-Verify Client Company Identification Number for the employer with whom you are seeking the 24-month STEM OPT extension. You must provide this information in Part 2., Item Numbers 28.a. 28.c., of Form I-765.
- You must include a copy of the Form I-20 endorsed by the DSO within 60 days before filing Form I-765.

General Instructions:

Signature. Each application must be properly signed and filed. For all signatures on this application, USCIS will not accept a stamped or typewritten name in place of a signature

Validity of Signatures. USCIS will consider original, handwritten signature valid for filing purposes.



2121 Euclid Ave MC 412 Cleveland, Ohio 44115 Telephone: 216.687.3910 Fax: 216.687.3965

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Specific Instructions:

Part 1. Reason for Applying.

You must select one Item Number that best describes your reason for applying:

Item Number 1.a. Initial permission to accept employment.

Item Number 1.b. Replacement of a lost, stolen, or damaged EAD, or correction of your EAD not due to USCIS error. NOTE: Replacement (correction) of an employment authorization document due to USCIS error does not require a new Form I-765 and filing fee. Refer to Replacement for Card Error in the What Is the Filing Fee section of these Instructions for further details.

Item Number 1.c. Renewal of your permission to accept employment. If you select Item Number 1.c., attach a copy of your previous EAD.

Part 1. Reason for Applying

I am applying for (select only one box):

- Initial permission to accept employment.
- 1.b. Replacement of lost, stolen, or damaged employment authorization document, or correction of my employment authorization document NOT DUE to U.S. Citizenship and Immigration Services (USCIS) error.

NOTE: Replacement (correction) of an employment authorization document due to USCIS error does not require a new Form I-765 and filing fee. Refer to Replacement for Card Error in the What is the Filing Fee section of the Form I-765 Instructions for further details.

STEM OPT Applications are a RENEWAL for your permission to accept employment.

Part 2. Information About You

Item Numbers 1.a. - 1.c. Your Full Legal Name. Provide your full legal name as shown on your birth certificate or legal change of name document in the spaces provided.

Item Numbers 2.a. - 4.c. Other Names Used. Provide all other names you have ever used, including aliases, maiden name, and nicknames. If you need extra space to complete this section, use the space provided in Part 6. Additional Information. **LEAVE BLANK if you have not changed your name.**

Item Numbers 5.a. - 5.f. Your U.S. Mailing Address. You must provide a valid mailing address in the United States. You may list a valid U.S. residence, APO, or commercial address. You may also list a U.S. Post Office address (PO Box) if that is how you receive your mail. If your mail is sent to someone other than yourself, please include an "In Care of Name" as part of your mailing address. If your U.S. mailing address is in a U.S. territory and it contains an urbanization name, list the urbanization name in the "In Care of Name" space provided. We will send your EAD to this address. Do not use the attorney's or other legal representative's address. If your safe mailing address is not the same as the address where you currently reside, provide your U.S. physical address in Item Numbers 6.a. - 6.e.

Item Numbers 6. - 7.e. U.S. Physical Address. Type or print your physical address in the spaces provided.

Part 2. Information About You				
Your Full Legal Name				
101	ii Fuu Legui	Nume		
1.a.	Family Name (Last Name)	Smith		
1.b.	Given Name (First Name)	Jane		
1.c.	Middle Name			
Prov	ide all other names you have e den name, and nicknames. If y plete this section, use the space	ou need extra space to		
Prov	ide all other names you have o len name, and nicknames. If y	ou need extra space to		
Prov mais corn Add 2.a.	ide all other names you have e len name, and nicknames. If y plete this section, use the space litional Information. Family Name (Last Name) Given Name	ou need extra space to		
Pron mais com Add 2.a. 2.b.	ide all other names you have e len name, and nicknames. If y slete this section, use the space litional Information. Family Name (Last Name)	ou need extra space to		
Province mais command Add 2.a. 2.b. 2.c.	ide all other names you have e ken name, and nicknames. If y plete this section, use the space itional lafermation. Family Name (Last Name) Given Name (First Name)	ou need extra space to		
Province main communication Add 2 a. 2 b. 2 c. 3 a.	side all other names you have e en name, and nishnames. If y plete this section, use the space itional Information. Family Name (Jast Name) Given Name (First Name) Middle Name Family Name	ou need extra space to		
Province main communication Add 2 m. 2 b. 2 c. 3 m. 3 b.	side all other names you have een rame, and nichannes. If you let this section, use the space idea in a continuous of the section of the sect	ou need extra space to		
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Proor main command Add 2.a. 2.b. 2.e. 3.a. 3.b. 3.e. 4.a.	side all other names you have een name, and nichnames. If you be name, and nichnames. If you be the section, use the space this and Inferentation. Family Name (Jast Name) Given Name Firmily Name (Jast Name) Given Name Given Name (Hest Name) Middle Name Middle Name	ou need extra space to		

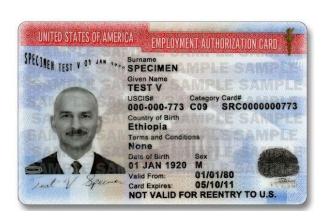
In Care Of Nan	ne (if any)
CISP CSU	
Street Number and Name	2121 Euclid Ave
Apt. 🗙 S	te. Tr. MC 412
City or Town	Cleveland
State OH -	5.f. ZIP Code 44095 (USPS ZIP Code Lookup)
address?	mailing address the same as your physica Yes XNo answered "No" to Item Number 6., aysical address below.
address? NOTE: If you	Yes No answered "No" to Item Number 6., aysical address below.
address? NOTE: If you provide your pl Physical Ad	Yes No answered "No" to Item Number 6., aysical address below.
address? NOTE: If you provide your pl Physical Ad Street Number	Yes [X]No answered "No" to Item Number 6 answered "No" to Item Number 6 answered address below. dress
address? NOTE: If you provide your pl Physical Ad Street Number and Name	answered "No" to Irem Number 6., systeal address below. dress 12345 Any St te. Flr.



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Item Number 8. Alien Registration Number (A-Number) (if any). An Alien Registration Number, otherwise known as an "A-Number," is typically issued to people who apply for, or are granted, certain immigration benefits. If you were issued an A-Number, type or print it in the spaces provided. If you are renewing your EAD, this number may be listed as the USCIS Number on the front of the card. If you have more than one A-Number, use the space provided in Part 6. Additional Information to provide the information. If you do not have an A-Number or if you cannot remember it, leave this space blank.



Item Number 9. USCIS Online Account Number (if any). If you have previously filed an application or petition using the USCIS online filing system (previously called USCIS Electronic Immigration System (USCIS ELIS)), provide the USCIS Online Account Number you were issued by the system. You can find your USCIS Online Account Number by logging in to your account and going to the profile page. If you previously filed certain applications or petitions on a paper form through a USCIS Lockbox facility, you may have received a USCIS Online Account Access Notice issuing you a USCIS Online Account Number. You may find your USCIS Online Account Number at the top of the notice. The USCIS Online Account Number is not the same as an A-Number. If you were issued a USCIS Online Account Number, enter it in the space provided. LEAVE BLANK is this does not apply to you.

Item Number 10. Gender. Select the box that indicates whether you are male or female.

Item Number 11. Marital Status. Select the box that describes the marital status you have on the date you file Form I-765. Item Numbers 12. Previous Application for Employment Authorization from USCIS. If you have applied for employment authorization in the past, select "Yes" for Item Number 12. Provide copies of your previous EADs, if available.

Item Numbers 13.a. - 17.b. Questions regarding Social Security Number (SSN).

Item Number 13.a. asks you if the Social Security Administration (SSA) has ever officially issued you a Social Security card. If the SSA ever issued a Social Security card to you in your name or a previously used name such as your maiden name, then you must enter the SSN from your card in Item Number 13.b. If your request for employment authorization is approved, the SSA may assign you an SSN and issue you a Social Security card or issue you a replacement card. If you want the SSA to assign you a Social Security number and issue you a Social Security card or issue you a new or replacement Social Security card, then answer "Yes" to both.

Oth	her Information
8.	Alien Registration Number (A-Number) (if any)
	► A- 0 0 0 0 0 0 0 0 0 0
9.	USCIS Online Account Number (if any)
	►
10.	Gender Male 🔀 Female
11.	Marital Status Single Married Divorced Widowed
12.	Have you previously filed Form I-765? ▼ Yes No
13.a	. Has the Social Security Administration (SSA) ever officially issued a Social Security card to you? X Yes No
	NOTE: If you answered "No" to Item Number 13.a., skip to Item Number 14. If you answered "Yes" to Item Number 13.a., provide the information requested in Item Number 13.b.

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	•	0	0	0	0	0	0	0	0	0
14.	Do you want the SSA to is (You must also answer "Y Consent for Disclosure, t	es'	to '	Iter	n N	um rd.)	ber		,	
	NOTE: If you answered to Part 2., Item Number Item Number 14., you my Number 15.	18.	a. I	f yo	u a	nsw	ere	d "Y	es'	to
15.	Consent for Disclosure: information from this appl for the purpose of assignin Social Security card.	ica	tion	to	the SN	SSA and	iss	req	g me	e a
	NOTE: If you answered	"Ye	es" t	o It	em	Nu	mb	ers		

14. - 15., provide the information requested in Item



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Father's Name

Provide your father's birth name.

18.a. Country

China

Item Number 14. and **Item Number 15**. You must also provide your father's and mother's family and given names at birth in Item Numbers 16.a. - 17.b. SSA will use

Item Numbers 16.a. -17. b. in issuing you a Social Security card. You are not required to request an SSN using this application. Completing Item Numbers 14. - 17.b. is optional. However, you must have an SSN properly assigned in your name to work in the United States.

NOTE: If your employer uses E-Verify to confirm new employees' eligibility to legally work in the United States, the information you provide on Form I-9, Employment Eligibility Verification, will be compared to data in SSA and DHS databases. Employees must have an SSN for E-Verify to confirm their eligibility to legally work in the United States.

Item Number 18.a. - **18.b.** Country or Countries of Citizenship or **Nationality.** Type or print the name of the country or countries where you are currently a citizen or national. 1. If you are stateless, type or print the name of the country where you were last a citizen or national. 2. If you are a citizen or national of more than one country, type or print the name of the foreign country that issued your last passport.

Item Numbers 19.a. - 19.c. Place of Birth. Enter the name of the city, town, or village; state or province; and country where you were born. Type or print the name of the country as it was named when you were born, even if the country's name has changed or the country no longer exists.

Item Number 20. Date of Birth. Enter your date of birth in mm/dd/yyyy format in the space provided. For example, type or print October 5, 1967 as 10/05/1967.

Item Numbers 21.a. - 21.e. Form I-94 Arrival-Departure Record. If CBP or USCIS issued you a Form I-94, Arrival Departure Record, provide your Form I-94 number. The Form I-94 number also is known as the Departure Number on some versions of Form I-94.

16.a. Family Name (Last Name)	
16.b. Given Name (First Name)	
Mother's Name	
Provide your mother	's birth name.
17.a. Family Name (Last Name)	
(2000)	

Your Country or	Countries of Citizenship or
Nationality	

List all countries where you are currently a citizen or national. If you need extra space to complete this item, use the space provided in **Part 6. Additional Information**.

. Coı	untry	
Ch	ina	
Pla	ce of Birth	
	the city/town/village, state/province, and cowere born.	untry where
19.a.	City/Town/Village of Birth	
	Lanzhou	
19.b.	State/Province of Birth	
	Gansu	
19.c.	Country of Birth	
	China	
20	Date of Birth (mm/dd/man)	12/1996

Information About Your Last Arrival in the United States

21.a. Form I-94 Arrival-Departure Record Number (if any)



NOTE: If you were admitted to the United States by CBP at an airport or seaport after April 30, 2013, CBP may have issued you an electronic Form I-94 instead of a paper Form I-94. You may visit the CBP website at http://www.cbp.gov/i94 www.cbp.gov/i94 to obtain a paper version of an electronic Form I-94. CBP does not charge a fee for this service. If your Form I-94 cannot be obtained from the CBP website, it may be obtained by filing Form I-102, Application for Replacement/Initial Nonimmigrant Arrival-Departure Record, with USCIS. USCIS does charge a fee for this service.



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Passport and Travel Document Numbers. If you used a passport or travel document to travel to the United States, enter either the passport or travel document information in the appropriate space on the application, even if the passport or travel document is currently expired.

Item Number 22. Date of Your Last Arrival into the United States, On or About. Provide the date on which you last entered the United States in mm/dd/yyyy format.

Item Number 23. Place of Your Last Arrival into the United States. Provide the location where you last entered the United States.

21.b. Passport Number of Your Most Recently Issued Passport
A1234567

21.c. Travel Document Number (if any)

21.d. Country That Issued Your Passport or Travel Document China

21.e. Expiration Date for Passport or Travel Document (mm/dd/yyyy) 10/12/2022

22. Date of Your Last Arrival Into the United States, On or About (mm/dd/yyyy) 08/13/2015

23. Place of Your Last Arrival Into the United States

Chicago Illinois

Item Number 24. Immigration Status at Your Last Arrival. Provide the letter and number that correlates with your status when you last entered the United States. For example, if you last entered the United

States as a temporary visitor for pleasure, B-2, type or print "B-2 visitor" in the space provided.

Item Number 25. Your Current Immigration Status or Category. Provide your current immigration status. For example, if your status is student academic, F-1, type or print "F-1 student" in the space provided.

Item Number 26. Student and Exchange Visitor Information System (SEVIS) Number (if any). If you were issued a SEVIS number, enter it in the space provided.

 Immigration Status at Your Last Arrival (for example, B-2 visitor, F-1 student, or no status)

F-1 Student

25. Your Current Immigration Status or Category (for example, B-2 visitor, F-1 student, parolee, deferred action, or no status or category)

F-1 Student

 Student and Exchange Visitor Information System (SEVIS) Number (if any)

► N- 0001234567

Item Number 27. Eligibility Category. Refer to the list of the eligibility categories in the Who May File Form I-765 section of these Instructions. Find your eligibility category and enter it in the space provided.

Item Numbers 28. - 28.c. (c)(3)(C) STEM OPT Eligibility Category. If you entered eligibility category (c)(3)(C) in Item Number 27., provide your degree level and major (for example, Bachelor's degree in English), your employer's name as listed in E-Verify, your employer's E-Verify Company Identification Number, or a valid E-Verify Client Company Identification Number in the spaces provided.

Item Number 29. (c)(26) Eligibility Category. If you entered eligibility category (c)(26) in Item Number 27., provide the receipt number of your spouse's most recent Form I-797 Notice for Form I-129, Petition for a Nonimmigrant Worker, in the space provided. **LEAVE BLANK does not apply to you.**

Information About Your Eligibility Category

- Eligibility Category. Refer to the Who May File Form
 1-765 section of the Form 1-765 Instructions to determine
 the appropriate eligibility category for this application.
 Enter the appropriate letter and number for your eligibility
 category below (for example, (a)(8), (c)(17)(iii)).
 | (a) | (a) | (b) | (b) | (c) | (
- (c)(3)(C) STEM OPT Eligibility Category. If you
 entered the eligibility category (c)(3)(C) in Item Number
 27., provide the information requested in Item Numbers
 28.a 28.c.
- 28.a. Degree Master Civil Eng
- 28.b. Employer's Name as Listed in E-Verify

Any Company USA

- Employer's E-Verify Company Identification Number or a Valid E-Verify Client Company Identification Number
 1234567
- (x)(26) Eligibility Category. If you entered the eligibility category (c)(26) in Item Number 27., provide the receipt number of your H-1B spouse's most recent Form 1-797 Notice for Form I-129, Petition for a Nonimmigrant Worker.

→

Item Number 30. (c)(8) Eligibility Category. If you entered the eligibility category (c)(8) in Item Number 27., provide an answer to the question "Have you have EVER been arrested for and/or convicted of any crime?" If you answered "Yes" to Item Number 30., refer to Special Filing Instructions for Those With



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Pending Asylum Applications (c)(8) in the Required Documentation section of the Instructions for information about providing court dispositions. . **LEAVE BLANK does not apply to you.**

Item Number 31.a. - 31.b. (c)(35) and (c)(36) Eligibility Category. If you entered the eligibility category (c)(35) or (c)(36) in Item Number 27., please provide the receipt number of your Form I-797 Notice for Form I-140 or the receipt number of your spouse's or parent's Form I-797 Notice for Form I-140. Provide an answer to the question "Have you EVER been arrested for and/or convicted of any crime?" NOTE: If you answered "Yes" to Item Number 31.b., refer to Employment-Based Nonimmigrant Categories, Items 8. - 9. in the Who May File Form I-765 section of the Instructions for information about providing court dispositions. **LEAVE BLANK does not apply to you.**

Part 3. Applicant's Statement, Contact Information, Declaration, Certification, and Signature Item Numbers 1.a. - 7.b. Select the appropriate box to indicate whether you read this application yourself or whether you had an interpreter assist you. If someone assisted you in completing the application, select the box indicating that you used a preparer. Further, you must sign and date your application and provide your daytime telephone number, mobile telephone number (if any), and email address (if any). Every application MUST contain the signature of the applicant (or parent or legal guardian, if applicable). A stamped or typewritten name in place of a signature is not acceptable.



Part 4. Interpreter's Contact Information, Certification, and Signature

Item Numbers 1.a. - 7.b. If you used anyone as an interpreter to read the Instructions and questions on this application to you in a language in which you are fluent, the interpreter must fill out this section; provide his or her name, the name and address of his or her business or organization (if any), his or her daytime telephone number, his or her mobile telephone number (if any), and his or her email address (if any). The interpreter must sign and date the application. **LEAVE BLANK if you filled out the 1765.**



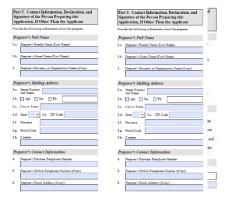


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Part 5. Contact Information, Declaration, and Signature of the Person Preparing this Application, if Other Than the Applicant

Item Numbers 1.a. - 8.b. This section must contain the signature of the person who completed your application, if other than you, the applicant. If the same individual acted as your interpreter and your preparer, that person should complete both Part 4. and Part 5. If the person who completed this application is associated with a business or organization, that person should complete the business or organization name and address information. Anyone who helped you complete this application MUST sign and date the application. A stamped or typewritten name in place of a signature is not acceptable. If the person who helped you prepare your application is an attorney or accredited



representative, he or she may also need to submit a completed Form G-28, Notice of Entry of Appearance as Attorney or Accredited Representative, along with your application. **LEAVE BLANK if you filled out the 1765.**

Part 6. Additional Information

Item Numbers 1.a. - 7.d. If you need extra space to provide any additional information within this application, use the space provided in Part 6. Additional Information. If you need more space than what is provided in Part 6., you may make copies of Part 6. to complete and file with your application or attach a separate sheet of paper. Type or print your name and A-Number (if any) at the top of each sheet; indicate the Page Number, Part Number, and Item Number to which your answer refers; and sign and date each sheet. Only USE if NECESSARY!



We recommend that you print or save a copy of your completed application to review in the future and for your records.