Guide to Filing Your Completed Work Permit (Form I-765) Application

Application for Employment Authorization (Work Permit) — PTAP Wizard

After generating the PDF: what comes next

Follow these steps to assemble and mail your application package.

1. Print and review your application — Print the complete Form I-765 PDF on letter-size paper, single-sided. Review every page before filing.

2. Sign the application — Sign the applicant signature section in blue or black ink before mailing.

3. Assemble your complete application package

YOUR PERSONALIZED APPLICATION PACKAGE CHECKLIST
PTAP separates your primary USCIS application from your supporting documents. Before mailing your package, confirm each section below.

A. YOUR COMPLETED USCIS APPLICATION
☐ Completed Form I-765 — Print the PDF generated by PTAP. Review every page, then sign where required.

B. YOUR REQUIRED SUPPORTING DOCUMENTS
Based on your PTAP Wizard answers, this section will show only the documents that apply to your eligibility category and other answers. The actual document names will replace the placeholders below.
☐ [Exact name of required supporting document] — [Why it is required / what to include]
☐ [Exact name of conditional document, if applicable] — [Wizard answer that triggered this requirement]
☐ [Additional specific document, if applicable] — [Applicant-specific instruction]

C. FILING FEE / PAYMENT OR FEE-WAIVER MATERIALS, IF APPLICABLE
☐ Verify the current USCIS filing fee and accepted payment method immediately before filing.
☐ If PTAP identified a potentially applicable fee waiver or reduced-fee path, include the USCIS form and evidence required for that request.

D. FINAL PACKAGE CHECK
☐ Application reviewed, signed and dated where required.
☐ Every personalized document listed in Section B is included.
☐ Certified English translations are included when required.
☐ Applicable payment or fee-waiver/reduced-fee materials are included.
☐ Current USCIS mailing address has been confirmed immediately before mailing.
☐ A complete copy has been made and the package will be mailed with tracking.

Important: Do not add documents from other filing situations unless USCIS instructions or a qualified immigration professional tell you they apply to your case.

4. Add certified English translations, if needed — If any supporting document is in a language other than English, include a complete English translation with the translator's certification.

5. Verify the current USCIS filing fee — Check the current USCIS Form I-765 filing information immediately before filing. The fee can depend on the eligibility category and filing type.

Official USCIS resources: Form I-765 — Filing Fee & Instructions | Form I-912 — Request for Fee Waiver

6. Confirm the correct USCIS mailing address — The I-765 filing location can depend on the eligibility category and other filing facts. Confirm the current USCIS address immediately before mailing.

Official USCIS resource: I-765 Direct Filing Addresses

7. Make and keep a complete copy — Keep a copy of the signed I-765, all supporting documents, photographs, payment documentation, and the complete package.

8. Mail the package with tracking — Use a delivery service with tracking and keep proof of delivery.

9. Watch for your USCIS receipt notice — Keep your Form I-797C receipt notice and receipt number.

10. Follow any USCIS biometrics instructions — If USCIS schedules biometrics, follow the appointment notice and bring the requested documents.

11. Respond to USCIS notices by the deadline — Respond promptly to any Request for Evidence (RFE) or other USCIS correspondence.

12. Track your case and keep your address current — Use your receipt number to monitor the case and update your address with USCIS if you move.

Official USCIS resources: Check Case Status | Change Your Address with USCIS

13. Check your EAD when it arrives — Verify your name, date of birth, category, and validity dates immediately.

Most common mistakes

- Selecting or using an eligibility category that does not match the applicant's supported PTAP path.
- Mailing an unsigned application.
- Leaving out a category-specific document generated in Step 3.
- Submitting photographs that do not meet current USCIS requirements when photographs are required.
- Using an outdated fee or mailing address.
- Missing an RFE, biometrics appointment, or other USCIS deadline.
- Moving without updating your address with USCIS.

Important notice

This checklist is support material generated from the information entered in the PTAP Wizard. It is not legal advice and does not replace official USCIS instructions or advice from a qualified immigration attorney or DOJ-accredited representative. USCIS forms, fees, filing addresses, procedures, and evidence requirements can change. Verify current USCIS requirements immediately before filing.