EAD Replacement Request Instructions

If your EAD is lost, stolen or destroyed, you may request a replacement EAD by filing a new Form I-765 and repaying the USCIS I-765 fee of $470. Follow these instructions to get a new card mailed to you as soon as possible.

Step 1: Gather your documents. ▬▬▬▬▬▬▬▬

> NOTE: It is best to have digital versions of all required documents ready in a folder to drag and drop into the USCIS system. Make sure the files are clear and readable, not encrypted or password-protected, in English, and in one of the following accepted file formats: JPT, JPEG, PDF, TIF, or TIFF.

1. **New 2" x 2" passport-style color photo on white background**
   Must be taken within the last 30 days and not previously used for a passport, visa or other US government application.

2. **A printout of your most recent I-94**
   To retrieve your most recent I-94 go to: https://i94.cbp.dhs.gov

3. **Front and back copies of any previously issued EADs or a copy of your passport**
   - If you don't have a copy of your EAD, send an email to isss@siue.edu to check if a copy of your EAD card is in your SIUE immigration file.
   - If no copy is available, you can submit a copy of your passport.

4. **A signed copy of the I-20 previously issued by ISSS for your original OPT/STEM OPT application. It does not have to be issued within the past 30/60 days.**

5. **Any copies of I-20s that list previous OPT or CPT authorization**

Step 2: Sign into your USCIS account at: https://myaccount.uscis.gov/ to complete the I-765 Form. When the "Welcome to your USCIS Account" page appears, click on "My USCIS".

Step 3: When the "Select What You Want To Do" page appears, click on "File a form online".

Step 4: When the "File a Form" page appears, select the following form from the drop-down menu and then click on "Start form".

Select the form you want to file online.

I-765, Application for Employment Authorization ▾

Step 5: Follow the instructions in the table on the next page to complete Form I-765.

Getting Started Section

1. **What is your eligibility category?**
   - If you are on OPT, select: **(c)(3)(B) Student Post-Completion OPT**
   - If you are on STEM OPT, select: **(c)(3)(C) STEM Extension**

2. **Would you like to request Premium Processing Service?**
   The normal processing time for a replacement EAD is 60-90 days. If you need a replacement card sooner, you can choose to pay an <u>additional</u> $1685 to get a new card within 30 days.

3. **What is your reason for applying?**
   Select "Replacement of lost, stolen, or damaged employment authorization document…"

4. **Have you previously file Form I-765?**
   Select "Yes"

5. **Is someone assisting you with completing this application?**
   Select "No"

About You Section

- Provide identifying biographical & contact information about yourself in this section of the form.
- You will need to enter your I-94 number, passport number, SEVIS number, and social security number. (If you have a valid passport number, you can leave the travel document number blank.)
- You do not have an A-number since you are not a permanent resident.

Evidence Section

Upload the following documents:

1. A new 2" x 2" color photo on white background
2. Your most recent I-94 printout
3. A copy of the front & back of your last EAD, if possible, or a copy of your passport
4. Copies of any previously authorized CPT or OPT I-20s
5. Signed copy of your previously issued I-20 showing your OPT recommendation.

Review and Submit

- Check your application and correct any alerts or warnings that are flagged.
- You should view your draft snapshot and save it to your personal folder or choose the "Print" option so you have a copy of the application should any issues arise about your case.
- The final step is to pay the required fee. The system will automatically direct you to the secure Department of Treasury site to pay your fee online.

You will receive a receipt for replacement card filing. You may work up to 90 days with this I-797 receipt while awaiting your replacement card. We strongly advise you <u>not to travel internationally</u> while waiting for your replacement EAD. Once the corrected EAD is received, please notify ISSS by forwarding a copy of the front and back of the EAD to isss@siue.edu