Checklist for Applying for Replacement EAD
International Student & Scholar Services

To apply for a replacement of your lost or stolen EAD, send the following documents to USCIS; you do not need any new documents from ISSS:

✓ A letter to USCIS explaining how your EAD was lost/stolen - Attach any supporting documents you have. For a stolen EAD, you should attach a police report. If you have not yet filed a police report, you should do so.

✓ $410 Fee in the form of a check or money order payable to U.S. Citizenship and Immigration Services. If you are using a personal check, it must have your name and address on it.

✓ Two passport photos- 2” x 2” with white background (Visit this website for more information: http://travel.state.gov/passport/pptphotoreq/pptphotoreq_5333.html)

✓ I-765- TYPED and signed in blue ink. You may handwrite any parts that won’t fit when typing. Fill out the I-765 by checking the box beside “Replacement (of lost employment authorization document).” For #16, use the code corresponding to your OPT (Pre-Completion OPT-(c)(3)(A); Post-completion OPT-(c)(3)(B); STEM extension- (c)(3)(C)); if you are applying for a replacement of another type of EAD (such as Economic Hardship Employment), contact ISSS if you do not remember the code from your original I-765.

✓ Photocopies of Forms I-20. Photocopies of all previous Forms I-20 issued by ISSS and any other schools you have attended. Be sure to include photocopies of your original OPT request I-20 and all I-20s you’ve been issued for OPT employment updates if you are replacing an OPT EAD.

✓ Photocopy of your EAD, if you have one- If ISSS has a copy of your EAD on file, we will be happy to provide you with one.

✓ Photocopy of Form I-94 (both sides) or Print-Out of Electronic I-94. You can get the print-out of your electronic I-94 here if you entered the U.S. 4/30/2013 or later: www.cbp.gov/i94.

✓ Photocopies of your passport identification pages and visa

Please see our “OPT-Application Mailing Instructions” (even if you are not replacing an OPT EAD) to find out where to send your application. The processing time for an EAD replacement is the same as for all I-765 applications: up to ninety days. Please contact ISSS if you receive a Request for Evidence from USCIS or have any further questions.