

Carnegie Mellon University

Office of International Education

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CHECKLIST TO APPLY FOR A REPLACEMENT EAD CARD

To apply for a replacement EAD card, send the following documents to USCIS (you do not need any new documents from OIE):

- A statement to USCIS explaining how your EAD card was lost, stolen, or never received.** Attach any supporting evidence you have. For a stolen EAD, you should attach a police report. Your statement should include your USCIS receipt number.
- I-765 Filing Fee.** Fee information can be found on the [USCIS website](https://uscis.gov). You can pay by:
 - o A US Check or Money Order - payable to the "US Department of Homeland Security." **NO CASH!**
 - o A credit card – to pay by credit card you must fill out G-1450 Form and attach it to your application.
- Two passport photos:** <https://travel.state.gov/content/travel/en/passports/requirements/photos.html>
- I-765 TYPED and signed in blue ink.** You may handwrite any parts that will not fit when typing. Be sure to check the box beside "Replacement (of lost employment authorization document)."
- Photocopies of all your I-20s.** Photocopies of all previous Forms I-20, both issued by OIE and also by any other schools that you have attended. Be sure to include photocopies of your original OPT request I-20 and all I-20s you have been issued for OPT employment updates if you are replacing an OPT EAD.
- Photocopy of your EAD, if you have one.**
- Photocopy of your I-94.** You can print out your electronic I-94 here: www.cbp.gov/i94 or you can include a copy of the front and back of your I-94 card if you still have a paper card.
- Photocopy of your passport ID page**
- Photocopy of your most recent F-1 visa**
- Photocopy of initial EAD receipt notice and/or EAD approval notice**

Consult the OIE [OPT PowerPoint](#) (even if you are not replacing an OPT EAD) to find out where to send your application. This can also be located by consulting www.USCIS.gov. The processing time for an EAD replacement is the same as for all I-765 applications: up to 3 to 5 months. Contact OIE if you receive a Request for Evidence from USCIS or if you have any further questions.

REPLACEMENT EAD CARD - FREQUENTLY ASKED QUESTIONS

1. How does USICS send my EAD card?

USCIS mails your card using the United States Postal Service. You can track it on the USPS website. Replacement cards are not expedited. Processing times vary, but can take 3 to 5 months.

2. When filling out the new I-765, question 12 asks, "Have you ever applied for employment authorization before?" What should I fill in for this question?

You will check "YES" – and enter the information from your OPT (I-797) receipt notice in Part 6.

3. My OPT application is pending, and I moved from the address I used on the I-765. Will my card be forwarded?

It is not recommended to move from the address you used on your I-765. **Government mail is not forwarded**, so your card will not be delivered to a new address if you just moved and filled out forwarding information with the postal service. You can submit change of address information on USCIS.gov, but there is no guarantee that it would update in their database in time for your card to be sent to the updated address. Confirm it is spelled correctly and is accurate. If you use OIE's address, we will contact you the day it is received. Your patience is appreciated. You can either make arrangements before leaving campus for us to mail it to you or you can authorize for a friend to collect it for you.

4. I prefer to use my own address. Do you have any tips?

Make sure your name is listed on the mailbox where it is being delivered. Place a notice inside your mailbox that states "Do Not Return Priority Mail". You can also talk with the postal delivery worker to inform them you are waiting for a valuable piece of mail.

5. My EAD Card never arrived, even though the Case Status website says it has been delivered.

In rare cases, a card can be lost in the mail. Note that USCIS does not make a duplicate of your EAD card. When an EAD is approved and mailed to you, it is the only copy. The only way to get another one is to file a replacement application, with a new I-765 and filing fee (see instructions above). Check with your local post office, your landlord, roommates, neighbors, etc., to make sure the card is really lost and not delivered to the wrong person or returned to the post office. If the EAD is confirmed as lost, file for a replacement. You may start working once you receive your replacement EAD receipt (see #6 below) and after your approved OPT start date (check the USCIS approved OPT start date in your SEVP Portal account).

6. My replacement EAD Card is being processed, can I start working?

Yes, for I-9 purposes, a student can start working once they receive their replacement EAD Card [paper receipt notice \(I-797\)](#) from USCIS (check with your employer).