REPLACE A LOST OR STOLEN EMPLOYMENT DOCUMENT (EAD CARD)

If you lost or never received your Employment Authorization Document (EAD) you from the U.S. government, use this guide to get a new card mailed to you as soon as possible. Once you follow this process, you are allowed to use the receipt notice from the U.S. government for your replacement application as an I-9 document for up to 90 days of employment. See the USCIS I-9 Receipt web page for more details. Please note that it is advisable **NOT** to travel internationally while waiting for a replacement EAD card.

STEP 1: Get a new I-20 from the International Affairs Office if you don't have, or never received, a copy of your OPT approval notice from the U.S. government.

If you do not have a copy of your OPT approval notice, you must get a new I-20. Email international@uccs.edu for assistance.

STEP 2: Gather and prepare all the items you need to submit your application to the government to replace a lost or stolen EAD.

1. Completed online form I-765 (https://myaccount.uscis.gov/).
2. 1 color U.S. passport-style photograph. Photos must be taken within the last 30 days, measure 2 inches by 2 inches and have a plain white or off-white background.
3. Most recent I-94 record (https://i94.cbp.dhs.gov/).
4. Copy of your Passport identity page (and any renewal pages).
5. Copy of the front and back of any previous EAD cards (if applicable).
6. A copy of the approval notice you received for your OPT application AND a copy of the barcode sheet that came with your EAD (if possible).
7. Copies of any prior I-20s that show CPT or OPT OR a different SEVIS ID.
8. A letter to the U.S. government explaining the circumstances, including a copy of a police report (if applicable). If you never received the EAD card at all, be sure to clearly state that in the letter.

** For students applying for STEM OPT, you must also provide scanned copies of **official transcripts** for the degree upon which your STEM OPT extension is based. **

STEP 3: Submit your replacement application to the U.S. government via your USCIS online account.

STEP 4: Confirm the U.S. government received your application and track your application status.
Retrieve your receipt number from your online portal after submitting your application and email the receipt number to international@uccs.edu.