Replace a Lost or Stolen Employment Document (EAD Card)

Did you lose the Employment Authorization Document (EAD) you received from the U.S. government? Maybe you never received it because it was lost in the mail? Follow these instructions 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 you receive 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. However, we advise you **NOT** to travel internationally while waiting for a replacement EAD card.

STEP 1

Get a new I-20 from International Affairs 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 your international student adviser 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.

Gather and prepare these items:

1. Completed online form I-765 (start here: https://myaccount.uscis.gov/)
2. Scan of 1 color U.S. passport-style photograph. Photos must be taken within the last 30 days, measure 2 inches
3. by 2 inches and have a plain white or off-white background. **(JPG, JPEG, or PNG)**
4. Scan of your most recent I-94 printout (https://i94.cbp.dhs.gov/) **(JPG, JPEG, PDF, TIF, TIFF)**
5. Scan of your passport identity page (and any renewal pages) **(JPG, JPEG, PDF, TIF, TIFF)**
6. Scan of the front and back of any previous EAD cards (if applicable) **(JPG, JPEG, PDF, TIF, TIFF)**
7. 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) **(JPG, JPEG, PDF, TIF, TIFF)**
8. Scan of any prior I-20s if they show CPT or OPT OR a different SEVIS ID **(JPG, JPEG, PDF, TIF, TIFF)**
9. 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 **(JPG, JPEG, PDF, TIF, TIFF)**

*** 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 your international student advisor.