

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: Submit a request for a new I-20: [New I-20 Request Form](#)

Step 2: Gather your documents.

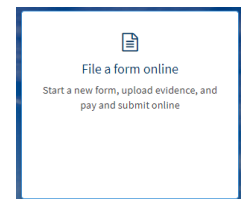
NOTE: It is best to have digital versions of all required documents ready in a folder to drag and drop into the USCIS system. Make sure the files are clear and readable, not encrypted or password-protected, in English, and in one of the following accepted file formats: JPT, JPEG, PDF, TIF, or TIFF.

- 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 you requested in Step 1**
- 5. Any copies of I-20s that list previous OPT or CPT authorization**

Step 3: 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 4: When the "Select What You Want To Do" page appears, click on "File a form online".



Step 5: 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.

Step 6: 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 additional \$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 the new I-20 you requested in step 1

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 not to travel internationally 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 iss@siue.edu