

Replacement EAD Card – FREQUENTLY ASKED QUESTIONS

1. I received my EAD card, but then I lost it. How do I get a new card?

In order to get another EAD card, you must file a replacement application. Follow the checklist on page 2 for a complete list of documents that must be sent to USCIS.

2. Do I have to pay the filing fee again?

Yes. The filing fee for a replacement EAD card is \$410. USCIS accepts checks or money orders made payable to the “U.S. Department of Homeland Security”.

3. What is the processing time for a replacement EAD?

Processing time for a replacement EAD is 60-90 days. It is not possible to expedite the application. If you have your original approval notice from USCIS and your employer permits, you may continue working while your replacement application is being processed. Discuss this with your employer.

4. Where do I mail my replacement application?

This will depend on the address you use on #3 of the I-765 application. Refer to page 2 for the correct address. IPO strongly recommends that you use FedEx or UPS to mail your application.

5. 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 the USCIS database in time for your card to be sent to the updated address. If you prefer, you can use IPO’s address on your I-765 form. Once the EAD is received at IPO, you may either collect it from the front desk or we can send it to you using eShipGlobal.

6. 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 card is to file a replacement application, with a new I-765 and filing fee.

7. My EAD card was returned to the Processing Center. What do I do now?

Work with IPO to receive assistance. We can open an inquiry to find out if your card can be re-sent.

8. My OPT has been pending for more than 90 days. Is there anything IPO can do to help?

If your application has been pending for more than 90 days, IPO can send an inquiry to USCIS regarding your application status. For help with an OPT application pending more than 90 days, email cisp@ysu.edu with a copy of your receipt notice.

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 IPO):

- 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.
- Filing Fee.** Attach your \$410 fee in the form of a check or money order payable to the “Department of Homeland Security”.
- Two passport photos:** <http://travel.state.gov/content/visas/en/general/photos.html>
- I-765 TYPED and signed in blue ink.** Be sure to check the box beside “Replacement (*of lost employment authorization document*).”
- Photocopies of all your I-20s.** Photocopies of ALL previous I-20 forms, both issued by YSU and also by any other schools that you have attended.
- Photocopy of your most recent F-1 visa.**
- Printout of your I-94 record:** <https://i94.cbp.dhs.gov/I94/>
- Photocopy of your passport ID page**
- Photocopy of your lost EAD, if you have one.**
- Photocopy of initial EAD receipt notice and/or EAD approval notice** (if you have this)

If the address used on the I-765 is in:

Mail Your Application To:

Alaska, Arizona, California, Colorado, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Montana, Nebraska, Nevada, North Dakota, Ohio, Oregon, South Dakota, Utah, Washington, Wisconsin, Wyoming, Guam, or the Commonwealth of Northern Mariana Islands.	<p style="text-align: center;"><u>USCIS Phoenix Lockbox</u></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"><u>For FedEx/UPS – Recommended!!:</u></td> <td style="width: 50%; border: none;"><u>For USPS</u></td> </tr> <tr> <td style="border: none;">USCIS</td> <td style="border: none;">USCIS</td> </tr> <tr> <td style="border: none;">Attn: AOS</td> <td style="border: none;">P.O. Box 21281</td> </tr> <tr> <td style="border: none;">1820 E. Skyharbor Circle S</td> <td style="border: none;">Phoenix, AZ 85034</td> </tr> <tr> <td style="border: none;">Suite 100</td> <td></td> </tr> <tr> <td style="border: none;">Phoenix, AZ 85034</td> <td></td> </tr> </table>	<u>For FedEx/UPS – Recommended!!:</u>	<u>For USPS</u>	USCIS	USCIS	Attn: AOS	P.O. Box 21281	1820 E. Skyharbor Circle S	Phoenix, AZ 85034	Suite 100		Phoenix, AZ 85034	
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