

## Employment Authorization Document Applications (EAD) Checklist

*This checklist is used for Optional Practical Training (OPT), Special Student Relief and Economic Work Authorizations*

When all documents have been collected and all forms completed, call 282-3277 to make an appointment. You will need a new I-20 with the employment endorsement. This will be done at the appointed time. Only completed applications will be accepted for processing.

*Submit with this checklist all of the following applicable documents.*

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_ Date: \_\_\_\_\_

1.  Bring **all original** I-20s. Be sure you have signed your I-20s. A new I-20 will be created with a recommendation for employment authorization. Copies of all I-20s will be made for your application. **DO NOT MAIL YOUR ORIGINAL I-20'S WITH THE APPLICATION.**
2.  **Unofficial Transcript** – STEM extension applicants are exempt from this requirement
3.  I-765 (obtain this form from the web at: [www.uscis.gov](http://www.uscis.gov). Click on FORMS AND FEES and scroll down to I-765. The form can be filled out on your computer and then printed. (Directions for completing this form are on the reverse side of this checklist). You only need to download the last two pages. \*\*\*See reverse directions\*\*\*
4.  2 photos: the photo standard has changed as of August 2004. Please see: [http://travel.state.gov/passport/pptphotos/head\\_position.html](http://travel.state.gov/passport/pptphotos/head_position.html) for complete details on the photos required. Passport photos are ACCEPTABLE, but please read the standards before having your photos made! **PLEASE WRITE YOUR I-94 NUMBER ON THE BACK OF EACH PHOTO.**

### Submit copies of the following:

5.  Picture page, biographical information and expiration date in passport. If you have a new passport and an old passport, please make copies of both the old and new pages.
6.  Current visa page in passport. If you have changed your status since your entry into the U.S., please bring in proof of the approval AND the visa you used to enter the U.S.
7.  Front AND back of your I-94 card.
8.  Copy of any previous employment authorization cards, (front and back) if applicable, **and the original form that the card was mailed with.**
9.  **For 17-month STEM Extension applicants only:** a copy of your degree certificate (with degree and major).

### Fees:

10.  Fee of \$340.00—this must be a money order or certified check (**no cash or personal checks**). Make the check or money order payable to **DHS** (Dept. of Homeland Security). Be sure your name is on the check so the DHS knows who the money is for.

### For economic hardship and special student relief applications only, please add the following:

11.  A letter to the DHS explaining why you are applying for economic hardship/special student relief.
12.  Supporting documentation of the change in your financial situation.

### Dates:

13.  SEVIS requires the exact dates you plan to work for all work authorizations. For OPT, you can request 12 months full-time OPT to be used within 14 months of your graduation date.

Begin Date: \_\_\_\_\_ End Date: \_\_\_\_\_

14.  Estimated Date of Graduation \_\_\_\_\_ (Only for OPT applicants)

## Instructions For Completing Form I-765

### I-765

**Do not forget to check the top choice above question number 1!!!!**

- #3 – **Use a reliable mailing address** on the I-765. That address is where the DHS will mail your receipt and your card. **DHS mail cannot be forwarded** and will be sent back to DHS if undeliverable. If you would like to use the International Programs Office, please write “c/o Shawn Bascom, 921 S. 8<sup>th</sup> Avenue, Stop 8054, Pocatello, ID 83209-8054.”
- #10 – Alien Registration Number (if you have a current EAD, you have an Alien Registration Number) or the I-94 number found on your I-94 card.
- #12 – Date and Place of last entry is indicated on your I-94.
- #16 – (c) (3) (A) for Pre-Completion Optional Practical Training.  
(c) (3) (B) for Post-Completion Optional Practical Training.  
(c) (3) (C) for a 17-month STEM extension of Optional Practical Training.  
(c) (3) (ii) for employment with a qualifying international organization.  
(c) (3) (iii) for employment due to severe economic hardship.  
(c) (3) (iv) for Special Student Relief—*for certain students only*.
- #17 – **For 17-month STEM Extension applicants only:** Your employer must be registered in E-Verify in order for your extension to be approved. You'll need to list your degree, your employer's name as listed in E-Verify, and your employer's E-Verify Company Identification Number or a valid E-Verify Client Company Identification Number.
- Include your telephone number.
- Make sure you ***sign and date*** the document.

### **Postal Address for mailing the application for F1 students and J2 dependents:**

**USCIS  
Nebraska Service Center  
PO Box 87765  
Lincoln, NE 68501-7765**

**Overnight/Courier Address :  
NSC  
850 S Street  
Lincoln, NE 68508**