

Sample EAD Replacement/Correction Letter

*Insert the appropriate information in areas marked by **[BOLD & ALL CAPS]***

[DATE OF REQUEST]

United States Citizenship & Immigration Services (USCIS)
Lee's Summit Production Facility
Attn: I-765 Replacement Cards
7 Product Way
Lee's Summit, MO 64002

Requesting replacement of **[PRE-COMPLETION/POST-COMPLETION/STEM]** Optional Practical Training for EAD card, # **[LOST, STOLEN, OR INCORRECT EAD CARD NUMBER]**.

- **[STUDENT NAME]:**
- **[DATE OF BIRTH]:**
- **[SEVIS ID NUMBER]:**
- **[LOST, STOLEN, OR INCORRECT EAD CARD NUMBER/I-765 RECEIPT NUMBER]: #**
 - **[OPT DATES LISTED ON LOST, STOLEN, OR INCORRECT EAD CARD]:**
 - OR-**
 - **[OPT REQUESTED AS LISTED ON OPT FORM I-20]:**

Dear USCIS Officer:

[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].

Enclosed, please find my **[APPROVED EAD CARD – OR – OPT RECEIPT NOTICE, *Not Both*]** with the error listed above, along with a complete copy of my original/previous **[PRE-COMPLETION/POST-COMPLETION/STEM]** Optional Practical Training application to USCIS.

Please contact me if you require additional information or documentation to process this correction.

Sincerely,

[SIGNATURE OF STUDENT – *Students MUST print and sign the letter with their “wet” signature*]

[NAME OF STUDENT]

[CONTACT INFORMATION OF STUDENT]