

EAD Application Procedures

To apply for Employment Authorization Document (EAD), all applicants must submit the following:

1. Check or money order payable to U.S. Citizenship and Immigration Services in the amount of \$ 380.
2. Original I-20 with employment authorization
3. Original I-765 (keep a photocopy for your records)
In item #16 on the form, indicate the appropriate code and write next to the code one of the following eligibility categories:
 - (c)(3)(A) Pre-completion OPT (you have not received your degree yet)
 - (c)(3)(B) Post-completion OPT (you will have received your degree)Please note: F-1 students may apply for post-completion OPT up to 90 days before their program end date. However, the application must be properly filed with USCIS within 30 days of the I-20 issue date or it will be denied.
 - (c)(3)(iii) F-1 off-campus employment due to severe economic hardship
4. Photocopy of I-94 card (both front & back)
5. Photocopy of the most recent EAD (front and back), if available and applicable
6. Two color photos with a white background taken no earlier than 30 days before submission to DHS. They should be unmounted; printed on thin paper; glossy and unretouched. The photos should show a full face, front view, eyes open. The applicant's head should be bare unless the person is wearing a headdress as required by religious order to which he or she belongs. Lightly print the applicant's name and A number, if known, on the back of each photo with a pencil. The photos should be placed in an envelope or plastic bag and stapled to the application so they are not lost. **DO NOT** staple the photographs themselves.
7. If you have not previously been issued an EAD, submit photocopies of the identification page(s) from your passport.
8. *If applying for work authorization based on Severe Economic Hardship send a list of assets, income, and expenses.

Mail all of the above CERTIFIED mail to:
USCIS
P.O. Box 660867
Dallas, Texas 75266

For Express mail and courier deliveries:
USCIS
Attn: AOS
2501 S. State Hwy.
121 Business
Suite 400
Lewisville, TX 75067

E-Notification: If you want to receive an e-mail and/or a text message that your Form I-765 has been accepted at a USCIS Lockbox facility, complete Form G-1145, E-Notification of Application/Petition Acceptance and clip it to the first page of your application. You may download the F-1145 form at <http://www.uscis.gov/portal/site/uscis>.

Once post-completion OPT has been approved students must have a job within 90 days or leave the country.