



## Instructions for Submitting an EAD Correction Request to USCIS

On February 26, USCIS's announcement acknowledged how students have been affected by delayed receipt issuance related to their Form I-765 Application for Employment Authorization (OPT application) and [described flexibilities](#) for affected students whose applications were received on or after October 1, 2021 through May 1, 2021.

### If you meet the following criteria, you are eligible to apply for a corrected EAD due to USCIS error:

- USCIS received your application for OPT on or after October 1, 2020, through May 1, 2021, inclusive
- Your OPT period, as printed on your EAD, was shortened to less than 12 months due to delays at the lockbox

### To file for a correction request, based on USCIS error, you must submit:

- The original EAD card showing the error. In this case, the error is your OPT authorization dates. Be sure to make a copy of the front and back sides of your card to keep for your records.
- A detailed explanation of the card error
- Supporting documentation on the correct information

On page 2, you will find a template to provide your explanation of the card error. You will see [INSERT: ], which represents information that you must provide. There may even be some instructions included within the [ ]. Once you have provided the information, remove the brackets, underlining, and any other instructions from the text.

Example: [INSERT: This number appears in the upper left corner of your I-20] → N1234567890

Supporting documentation that you provide should include:

- **A copy of your receipt notice.** This shows that your OPT application was received during the dates that USCIS identified as eligible for a correction request. \*
- **A copy of your I-20- pages 1 and 2.** This shows the original duration of time for which you requested OPT.

\*If you cannot provide a copy of your receipt notice, **tracking information from the mail service you used to file your OPT application** will establish the date on which your application was delivered to the USCIS lockbox.

When you are prepared to submit your materials, **mail everything to the USCIS Service Center that processed your EAD.** The mailing address for the Service Center is printed in the lower left corner of your OPT receipt notice.

USCIS has stated neither how it intends to communicate with students about their submitted requests nor how long the process of issuing a correction will take. ISS strongly encourages you to:

- **use a mail service that offers tracking.** The information provided from the tracking may be the only confirmation you have about USCIS receiving their requests
- **provide the most current address information to USCIS.** The information provided here is what USCIS should use to mail your corrected EAD: <https://egov.uscis.gov/coa/addressChange.do>

[INSERT: Today's Date]

To Whom It May Concern:

I write to request the reissuance of my EAD due to a USCIS error. I applied for OPT and USCIS received my application on [INSERT: date printed on receipt notice]. Based on USCIS' February 26, 2021 announcement, I am eligible to request this correction and have my EAD reissued with dates that will provide the full period of OPT that I requested. Below is my personal information and information related to my original request for your reference. I have also included my EAD and supporting documentation.

Name: [INSERT: Last/Family Name, First/Given Name]

Date of birth: [INSERT: Month / Day / Year]

SEVIS ID [INSERT: This number appears in the upper left corner of your I-20]

Requested OPT Authorization Dates: [INSERT: Dates listed on your I-20 to show the full period that you requested]

Current Mailing Address: [INSERT: Address where you want to receive new EAD]

Email Address: [INSERT: email address]

If you have any questions or concerns, please do not hesitate to contact me.

Sincerely

[INSERT SIGNATURE]

[INSERT: Type your name here]