Employment Authorization Document (EAD)
Recommended Procedure

It is recommended that students take the following steps in order to take advantage of e-filing the I-765 form.

- Fill out the form with the required information. In item #16 on the form indicate the appropriate code and write next to the code the type of eligibility category. For OPT requests type “(c) (3) (i) F-1 Optional Practical Training.” For Severe Economic Hardship requests type “(c) (3) (iii) F-1 Off-campus Employment Due to Severe Economic Hardship.”
- Submit the form electronically to the USCIS.
- You will be requested to pay via a checking account automatic debit. Have a check ready when you submit the form so that you can provide your routing information for automatic payment.
- Following successful submission of your information, you will be able to print a verification form that will include directions for continuing the process. In addition, you should print a copy of the I-765 for later submission to the USCIS. You will be advised to call for an appointment at the local USCIS office in Chicago in order to have pictures taken and provide fingerprints.

Following e-filing and the picture and fingerprinting process, the student should submit the following documents to the International Student Coordinator in the Center for Professional Excellence, at which time a new I-20 will be issued with the proper endorsement:

- An I-538 with section A completed (There is a fillable version of this form available on the BCIS website at http://uscis.gov/graphics/index.htm.)
- Necessary documentation to support application

When all of the above steps have been taken and the student has appeared in person for photographs and fingerprints, the student should submit to the BCIS Service Center having jurisdiction the following documents:

- Copy of the completed I-765. (or an original if not filed electronically)
- Photocopy of the I-94 (front and back)
- Photocopy of the last EAD (front and back), if available and applicable
- If you have not previously been issued an EAD, submit photocopies of the identification page(s) from the passport or other ID photos (i.e., school ID, driver’s license).
- A photocopy of the I-20 (pp. 1 and 3) with DSO recommendation
- A photocopy of the I-538
- Any other supporting documentation that is required to support application
- If not filed electronically, you will also need to send a check or money order for the applicable I-765 fee and 2 color photos.

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Additional Instructions for Specific Eligibility Categories

F-1 Optional Practical Training

- Photocopy of Form I-20 with optional practical training recommendation from International Student Coordinator
- Photocopy of Form I-538. Applications must be received prior to completion of studies.

F-1 Employment with International Organization

- Photocopy of certification from the international organization that the proposed employment is within the scope of sponsorship
- Photocopy of I-20 endorsed by the International Student Coordinator within the past 30 days

F-1 Employment Due to Severe Economic Hardship

- Photocopy of Form I-20
- Photocopy of Form I-538, with certification by International Student Coordinator
- Evidence or explanation detailing the unforeseen economic circumstances that cause the hardship situation and the unavailability or insufficiency of on-campus employment
- List of assets, income, and expenses

Address for EAD Applications:

U.S. Department of Homeland Security
U.S. Citizenship and Immigration Services
P.O. Box 87765
Lincoln, NE  68501-7765

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