

EMPLOYMENT AUTHORIZATION DOCUMENT APPLICATIONS (EAD) CHECKLIST

*This checklist is used for Optional Practical Training (OPT),
& Economic Hardship Work Authorizations*

When all documents have been collected and all forms completed, call 447-5460 (Kim) or 447-5406 (Michelle) 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.

Please submit the following (do not staple anything together—we need to copy everything we send):

- Bring **All original** I-20's/DS-2019 (IAP-66)'s forms from all U. S. schools attended. Be sure you have signed your I-20/DS-2019. We will endorse your new I-20 with the EAD remarks and copy them for your application. **DO NOT MAIL YOUR ORIGINAL I-20'S WITH THE APPLICATION.**
- Unofficial Transcript**—this proves that you have been enrolled full time. Until you are able to print this from MyCarroll, you will need obtain an unofficial transcript from the registrar's office. Please show them this form so that you do not have to pay for it.
- I-765 (obtain this form from the web at: www.uscis.gov. Click on [FORMS](#) and scroll down to I-765. The PDF can be filled out on your computer and then printed. **DO NOT COMPLETE THE FORM ON LINE AND SUBMIT. PRINT THE FORM AND SUBMIT AS A PAPER APPLICATION WITH THE SUPPORTING DOCUMENTS.** (Directions for completing this form follow this checklist). You only need to print the application. No need to print the instructions unless you want to.
- 2 **current** photos (taken within the last 3 months): Please see: <http://www.uscis.gov/files/nativedocuments/M-603.pdf> for complete details on the photos required. **PLEASE WRITE YOUR I-94 NUMBER ON THE BACK OF EACH PHOTO.**

Submit copies of the following (cannot be processed without the following):

- 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.
- 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.
- Front AND back of your I-94 card.
- Copy of any previous EAD's, (front and back) if applicable, **and the original form that the EAD was mailed with.**

Fees:

- 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.

Dates:

- For OPT, please give **exact** dates you plan to work. You can request 12 months FT OPT to be used within 14 months of your graduation date. Begin Date: _____ End Date: _____

E-notification:

11. If you'd like electronic updates of your application, please download the form G-1145 from the [FORMS](#) site and include with your I-765 form and supporting documents.

12. For economic hardship applications only, please add the following:

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

Return this checklist with all appropriate areas checked, indicating that you have supplied all required documentation

INSTRUCTIONS FOR COMPLETING FORM I-765—BE SURE YOU USE THE MOST CURRENT VERSION FOUND ON THE USCIS FORMS PAGE!

- **Pre #1: I am applying for... (check the appropriate box)**
- #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 Student Office, please write "c/o International Programs, Carroll College, 1601 N Benton Ave, Helena, MT 59625"
- #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 current I-94.
- #14—Manner is how you **last entered the US** regardless of your current status
- #16-- (c) (3) (A) for PRE-COMPLETION Optional Practical Training (for those who will not graduate before starting OPT)
 - (c) (3) (B) for POST-COMPLETION Optional Practical Training (for those who will graduate before starting OPT). This is the most common type of OPT.
 - (c) (3) (C) for 17 month extension of STEM field graduates only (science, tech, engineering and math—many rules apply—see the I-765 directions for more information)
 - (c) (3) (ii) for employment with a qualifying international organization.
 - (c) (3) (iii) for employment due to severe economic hardship.
 - (c) (5) for J-2 dependent spouses only
- J-2 Dependents: please also include a copy of the J-1's I-94 card (front and back) and a copy of the J-1's DS-2019(s) along with the other required copies listed on the front of this check list.
- Include your telephone number and make sure you ***sign and date*** the document.

Postal Address for mailing the application for all EAD apps for those living in Montana;

**USCIS Phoenix Lockbox
PO Box 21281
Phoenix, AZ 85036**

**Overnight/Courier Address:
Attn: AOS
1820 E Skyharbor Circle S
Suite 100
Phoenix, AZ 85034**