

SELF HELP GUIDE FOR RENEWING/REPLACEMENT YOUR WORK AUTHORIZATION

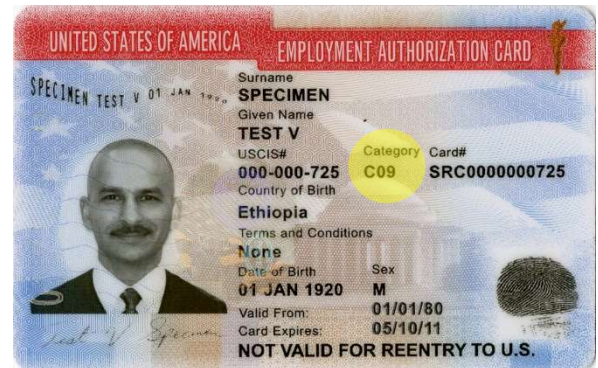
Renewing or replacing your Employment Authorization Document (EAD) using Form I-765, Application for Employment Authorization on your own may seem daunting. However, we have confidence that with a little guidance and knowledge from us, you will be able to do this without a problem. Over the next few pages, we will show you how you can do this on your own by mail.

This guide will be most helpful for people who have and are looking to renew/replace their EAD based on the following types of status, legal presence, or employment authorization eligibility:

<u>Category</u>	<u>Reason</u>	<u>Category</u>	<u>Reason</u>
A03	Refugee	C08	Pending asylum application*
A05	Asylee	C09	Pending green card application
A10	Withholding of Removal	C10	Pending cancellation of removal
A16	T-1 nonimmigrant	C14	Deferred action
C25	Family member of T-1 nonimmigrant	C18	Order of supervision/CAT
A19	U-1 nonimmigrant	C31	VAWA self-petitioner
A20	Family member of U-1 nonimmigrant	C33	DACA. DO NOT USE THIS GUIDE

If you do not know why you have an EAD, the basis is listed on the front of your EAD under Category. An example is highlighted in the image to the right in the circle. It should be a letter followed by one or two numbers. In this example, the category is C09

*If you are category C08 *and* have any type of criminal conviction, even if expunged/vacated, please contact a legal professional before submitting Form I-765 on your own.



Step 1: Collect documents

You will need a few documents. These include:

- Your current EAD. If you have lost your EAD, please look for a photocopy. And if a photocopy is not available, look for some evidence showing your current immigration status or eligibility for an EAD.
- Approval notice, Form I-797C, Notice of Action, from U.S. Citizenship and Immigration Services, showing that your most recent Form I-765, Application for Employment Authorization was approved.
- Current photo identification. This could be your passport, driver's license, state ID, or even, I-220B, Order of Supervision.
- Form I-765, Application for Employment Authorization. Please print this single-sided from the U.S. Citizenship and Immigration Services (USCIS) website at www.uscis.gov/i-765. Do not rely on previous editions of this form as USCIS will not accept those.
- Two, 2" x 2" passport photos. You can have your photo taken at almost any pharmacy or big box store (e.g. CVS, Walgreens, Wal-Mart, Target, etc.).
- Document showing your current immigration status/legal presence and/or your eligibility for an EAD.
- Previous I-765, Application for Employment Authorization packet, if available.

Step 2: Accurately complete Form I-765, Application for Employment Authorization

Form I-765, Application for Employment Authorization asks several questions. Do your best to answer these questions as truthfully and completely as possible. This guide relies on Form I-765, Edition 08/28/2024. The edition date is located in the bottom left corner of the Form. You can type your answer

in a PDF, write your answer using a black pen, or have a hybrid application that is typed in some fields and handwritten in others.

In Part 1, select the basis for applying:

- “Replacement of lost, stolen, or damaged employment authorization document or correction ... NOT DUE to U.S. Citizenship and Immigration Services (USCIS) error” OR
- Renewal of my permission to accept employment

In Part 2, the form asks for additional information about you.

- Please include all variations of names that you have used for legal purposes, including misspellings.
- For your mailing address, please make sure to use a secure address as this will be where USCIS mails you correspondence, including the EAD. If you expect to move within the next six to nine months, please use an address where you will be able to retrieve mail, even after your move.
- Your Alien Registration Number (A-Number) is the same as your USCIS# on the front of your EAD
- Skip USCIS Online Account Number
- Since this is a renewal or replacement, we assume that you already have a Social Security Number so only complete Questions 13a and 13b. Then move on to Question 18

• In the section labeled *Information About Your Last Arrival in the United States*, please keep in mind

- Question 21a. Form I-94 Arrival-Departure Record Number (if any).

- If you did not enter the United States lawfully, most likely, you do not have an I-94.
- Most non-citizens who entered the United States lawfully, prior to 2014 or so, should have received a paper I-94.
- If you entered the United States by airplane after 2014, you should be able to find your I-94 at <https://i94.cbp.dhs.gov>
- If you do not know or cannot find your I-94 after, leave this blank or write “unknown”

- Questions 21b-21e. Please complete, if applicable. Generally, if you have a passport, you do not have a travel document, and vice versa.

- Question 22. If you do not recall the exact date, please complete to the best of your ability. For example, if you know you entered in October 2001, just write 10/xx/2001.

- Question 23. If you do not recall the exact location, please complete to the best of your ability. Even writing just a state is sufficient. Of course, if you don't know or cannot recall, you can leave blank.

- Question 24. If you did not have immigration status at your last arrival, you can write “none”

- Question 25. Indicate what your current status/legal presence is, if any. This will be the reason why you qualify for an EAD, unless it is based on your pending asylum, green card, or cancellation of removal application.

- Question 26. Skip.

• In the section labeled *Information About Your Eligibility Category*, please keep in mind

- Question 27. Please select the basis for why you are eligible.

Information About Your Last Arrival in the United States

21.a. Form I-94 Arrival-Departure Record Number (if any)

21.b. Passport Number of Your Most Recently Issued Passport

21.c. Travel Document Number (if any)

21.d. Country That Issued Your Passport or Travel Document

21.e. Expiration Date for Passport or Travel Document (mm/dd/yyyy)

22. Date of Your Last Arrival Into the United States, On or About (mm/dd/yyyy)

23. Place of Your Last Arrival Into the United States

24. Immigration Status at Your Last Arrival (for example, B-2 visitor, F-1 student, or no status)

25. Your Current Immigration Status or Category (for example, B-2 visitor, F-1 student, parolee, deferred action, or no status or category)

26. Student and Exchange Visitor Information System (SEVIS) Number (if any)

<u>Cat.</u>	<u>Q27</u>	<u>Reason</u>	<u>Cat.</u>	<u>Q27</u>	<u>Reason</u>
A03	(a)(3)	Refugee	C08	(c)(8)	Pending asylum application
A05	(a)(5)	Asylee	C09	(c)(9)	Pending green card application
A10	(a)(10)	Withholding of Removal	C10	(c)(10)	Pending cancellation of removal
A16	(a)(16)	T-1 nonimmigrant	C14	(c)(14)	Deferred action
C25	(c)(25)	Family member of T-1 nonimmigrant	C18	(c)(18)	Order of supervision/CAT
A19	(a)(19)	U-1 nonimmigrant	C31	(c)(31)	VAWA self-petitioner
A20	(a)(20)	Family member of U-1 nonimmigrant			

- Skip all remaining questions in Part 2 *unless* you are renewing on the basis of (c)(8), applicant for asylum.
- If your EAD basis is (c)(8), you need to answer question 30.
 - Assuming you have no criminal history in or outside the United States, then answer these questions truthfully.
 - However, if you have been arrested, cited, charged, or convicted of any crime or offense—outside of purely civil traffic infractions—we encourage you to speak with a legal professional before answering these questions or submitting your application.

You have done the hard work. Now, let's finish up with Part 3.

- Please select whether you understand English OR used an interpreter in Question 1a, 1b
- Add your phone number to Question 3
- Sign in the box in Question 7a and date in box 7b
- If you used an interpreter, that person must complete Part 4
- If there is any information that you were unable to fit in the first pages of the application, you can supplement on the final page. For example, you might have used multiple names that don't fit in Part 2

Step 3: Assemble your I-765, Application for Employment Authorization packet, with a cover letter

Your goal, in every interaction with USCIS, is to make it as easy as possible for the officer making a decision to agree with you. That is why we encourage you to create and include a cover letter. This will not only help the officer agree that you are eligible for a renewal, but also help you organize your documents. Before we get to the cover letter, let's discuss some of these documents you need to assemble.

Fee

USCIS charges a fee to process renewals in almost all circumstances. Even if there is a fee, it can be waived. The easiest way to determine the appropriate fee is to use the USCIS fee calculator, which is available at <https://www.uscis.gov/feecalculator>.

- \$0. If you are applying based on any category listed on the bottom of this website <https://www.uscis.gov/g-1055?form=i-765>
- \$520. If you do not qualify for a fee exemption.

The fee can be paid by check or money order, payable to the Department of Homeland Security. In some circumstances, you can use a credit/debit card, but that varies based on where the application is received so the most reliable means is to pay with a check or money order. If you pay with a money order, hold on to the stub until USCIS receipts the application.

OR

Fee Waiver

If *you* receive a means-tested public benefit like food stamps or Medicaid, you may be eligible to waive the filing fee. Also, if your household income is less than 150% of the federal poverty guidelines, you, too, qualify for a fee waiver. This will require completing and including Form I-912, Request for Fee Waiver.

For the document(s) showing your current immigration status, here are some common examples:

- Decision from an Immigration Judge
- Decision from USCIS (e.g. asylum, VAWA)
- Receipt notice showing pending application for relief
- I-94, Arrival-Departure Record

DATE

USCIS
ADDRESS
[SEE BELOW]

This is the category you selected for Question 27

Re: Your name (A### ### ###)
I-765, Application for Employment Authorization renewal

Dear Officer

I hope this packet finds you well. I am renewing my employment authorization because [my card has expired | my card will expire soon | I lost my card]. I am applying to renew my employment authorization under 8 CFR 274a.12() (). Enclosed, please find the following items:

- (1) [Fee or Request for Fee Waiver]
- (2) I-765, Application for Employment Authorization
- (3) Copy of my current EAD
- (4) Copy of my approval notice for EAD
- (5) Copy of my identification
- (6) _____ showing that I am eligible for employment authorization
- (7) Two passport photos

Should this filing be insufficient, please allow me to supplement before reaching a final decision. Thank you in advance for your assistance.

Sincerely,

[signature]
Your name

Step 4: Copy

Copy your entire packet.

Step 5: Mail

Mail your packet to the address listed on the USCIS website section, Direct Filing Addresses for Form I-765, Application for Employment Authorization : <https://www.uscis.gov/i-765-addresses> . Make sure to use some form of tracking to confirm that your packet arrived. A receipt from USCIS can take anywhere from one to twelve weeks.

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If you have additional questions, please contact the Michigan Immigrant Rights Center at (734) 239-6863