

Missing CPT/OPT I-20, EAD: OPT/USCIS Sample Letter

As part of your OPT application to the U.S. Citizenship and Immigration Services (USCIS) you are required to include copies of previously issued I-20s and EADs associated with prior periods of CPT and OPT.

- **If you are missing copies of previously issued I-20s, you may be able to contact the international office at the school you attended to see if they are able to provide you with copies.**
- **If you are unable to include previous EADs, you should attach copies of any receipt and approval notices you received from USCIS relating to those applications if you have them in your possession, so as to provide USCIS with as much information as possible.**

Date:

Full Passport Name:

Date of Birth:

Current SEVIS ID:

To Whom It May Concern:

I am applying for F-1 Optional Practical Training (OPT) in connection with my East Tennessee State University (ETSU) degree program, but I am missing some of my previously issued [Forms I-20 and/or EADs]. I attempted to find these, but was unable to locate copies for this application. Below is a description of the missing [CPT/OPT I-20 forms, and/or EADs]:

- I attended *[insert name of school]* for a *[insert degree level or program type]* from *[insert dates attended]* with SEVIS ID *[insert corresponding SEVIS ID]*.
 - I received *[CPT or OPT]* work authorization from *[XX/XX/XXXX – XX/XX/XXXX]*.

Sincerely,

[Your Signature]

Printed Name