

## **IF YOU HAVE SUBMITTED YOUR APPLICATION TO USCIS BUT HAVE NOT RECEIVED YOUR EAD:**

If you have submitted your application to USCIS but have not yet received your EAD, you may contact the Service Center listed on your I-797 Receipt Notice directly to request withdrawal of your application.

To withdraw your application, send a letter to the correct Service Center which includes the following information:

- Your name, date of birth, SEVIS ID number
- Application receipt number (A copy of the receipt is also helpful).
- A letter stating specifically that you are requesting that you I-765 application for post-completion OPT be withdrawn. You must also explain why (see sample letter on next page)
- Write “I-765 Withdrawal” at the top and sign the letter.
- Send these documents to the Service Center listed on your I-797 Receipt Notice.

Once you have made this request it will not be possible to change your mind again, though if eligible, you can submit a new application in the future.

## **IF YOU HAVE ALREADY RECEIVED YOUR EAD:**

If you have already received your EAD, submit a letter along with your EAD to the correct Service Center on your I-797. Your letter should include the following information:

- Your name, date of birth, SEVIS ID number
- Application receipt number (A copy of the receipt is also helpful).
- A letter stating specifically that you are requesting to have your OPT/EAD cancelled. You must also explain why (see sample letter on next page)
- Write “OPT/EAD Cancellation” at the top and sign the letter.
- Send these documents to the Service Center listed on your I-797 Receipt Notice.

Please note: We have heard that very few students have successfully cancelled OPT after having received their EAD, there is a significant chance that you will NOT be able to retrieve your unused OPT. Please keep in mind the following:

- It is unlikely that you will receive any response from USCIS.
- Be sure to keep copies of all documents (including your letter) for your records
- You will need to include this letter if you apply for OPT again in the future.
- Mail your letter and any supporting documents to the Service Center listed on your I-797 Receipt Notice

## **IMPORTANT INFORMATION TO KNOW:**

- There is NO GUARANTEE that USCIS will accept your cancellation
- USCIS may NOT notify you if they do accept cancellation or do not
- You will NOT receive a refund
- Cancellation may take up to 90 days

**SAMPLE OPT CANCELLATION LETTER**  
*(Edit as needed/based on your request)*

USCIS \_\_\_\_\_ Service Center  
[Address]

Date:

Re: Please Cancel Employment Authorization Card  
**OR**  
Please Withdraw My Application for Post-Completion OPT

SEVIS ID#: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Dear USCIS Official:

I am writing to request to cancel the Optional Practical Training work authorization I received, as I will not be able to use my Optional Practical Training at this time. [Explain in detail why you are requesting cancellation of your work authorization/EAD]

I have enclosed the card (EAC#-----) valid for the dates (--/--/---- through --/--/----) and hope you will not deduct this time from the total 12 months for which I am eligible. Thank you, and please do not hesitate to contact me if you need any further information.

**OR**

I am writing to request withdrawal of my application for Post-Completion OPT as I will not be able to use my Optional Practical Training at this time. [Explain in detail why you are requesting withdrawal].

Sincerely,

[Sign Here]

Full Name  
Phone Number  
Current Address