

# Employment Authorization Document (EAD) Application Guide for J-2 Dependents

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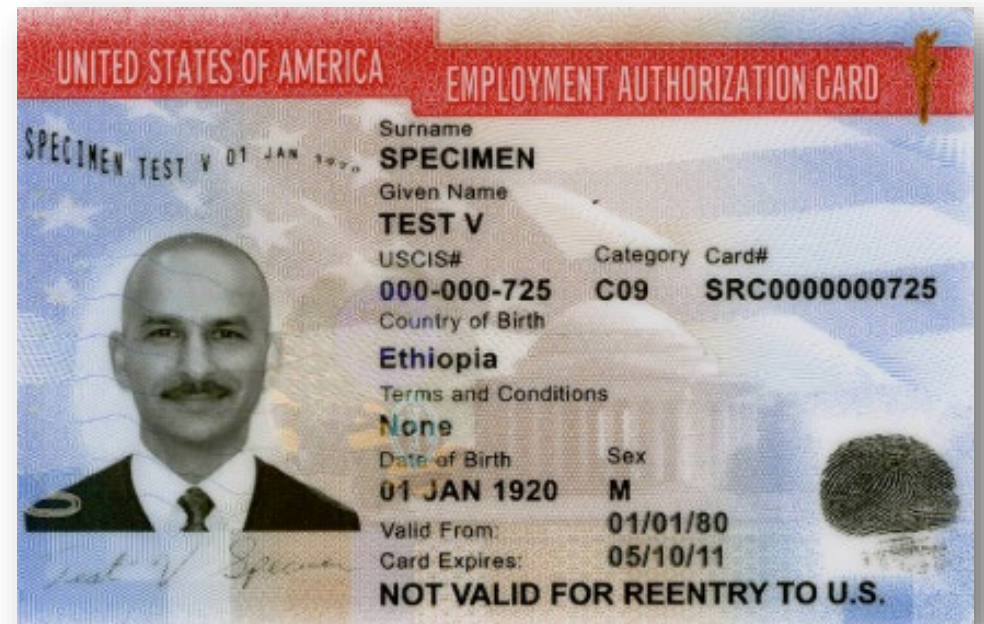
Preparing the application to the U.S. Citizenship and Immigration Service (USCIS)

# EAD Application Guide

- Please note that this application guide is for instructional purposes only.
- An EAD application to USCIS is your own personal application. You alone are responsible for timely filing with full documentation and properly maintaining your J-2 status.
- The Dashew Center does not file applications for you and we cannot monitor the progress of the application with USCIS.

# What is the EAD?

- The Employment Authorization Document (EAD) is an employment benefit available to J-2 dependents.
- The EAD allows a J-2 dependent to work in any job, full-time or part-time.
- Employment eligibility is based on the start and end dates listed on the EAD.



# The Application Process: An Overview

## **1. Complete the Form I-765, Application for Employment Authorization**

You must be present in the U.S. to apply for the EAD.

## **2. Prepare and mail your application materials**

Allow approximately 1 week to gather and organize your materials for mailing.

## **3. Receive the Employment Authorization Document (EAD)**

Average processing time at the United States Citizenship and Immigration Services (USCIS) is 3 -6 months.

# Step 1:

Complete **Form I-765**, Application for  
Employment Authorization

# The I-765 is the USCIS form needed to submit the EAD application.

- Use the **most current version** of the I-765 from the **USCIS web site**.
- **Important:** It is best to download the I-765 before mailing the application since USCIS updates forms frequently.
- You must be present in the U.S. to apply for the EAD.

Application For Employment Authorization		USCIS Form I-765 OMB No. 1615-0040 Expires 05/31/2020	
Department of Homeland Security U.S. Citizenship and Immigration Services			
For USCIS Use Only	<input type="checkbox"/> Authorization/Extension Valid From	Fee Stamp	Action Block
	<input type="checkbox"/> Authorization/Extension Valid Through		
	Alien Registration Number A- <input type="text"/>		
	Remarks		
To be completed by an attorney or Board of Immigration Appeals (BIA)-accredited representative (if any).		<input type="checkbox"/> Select this box if Form G-28 is attached.	Attorney or Accredited Representative USCIS Online Account Number (if any) <input type="text"/>
▶ START HERE - Type or print in black ink.			
<b>Part 1. Reason for Applying</b>			
I am applying for (select <b>only one</b> box):			
1.a. <input type="checkbox"/> Initial permission to accept employment.			
1.b. <input type="checkbox"/> Replacement of lost, stolen, or damaged employment authorization document, or correction of my employment authorization document <b>NOT DUE</b> to U.S. Citizenship and Immigration Services (USCIS) error.			
NOTE: Replacement (correction) of an employment authorization document due to USCIS error does not require a new Form I-765 and filing fee. Refer to <b>Replacement for Card Error</b> in the <b>What is the Filing Fee</b> section of the Form I-765 Instructions for further details.			
1.c. <input type="checkbox"/> Renewal of my permission to accept employment. (Attach a copy of your previous employment authorization document.)			
<b>Part 2. Information About You</b>			
<b>Your Full Legal Name</b>			
1.a. Family Name (Last Name) <input type="text"/>			
1.b. Given Name (First Name) <input type="text"/>			
1.c. Middle Name <input type="text"/>			
<b>Other Names Used</b>			
Provide all other names you have ever used, including aliases, maiden name, and nicknames. If you need extra space to complete this section, use the space provided in <b>Part 6.</b>			
<b>Additional Information.</b>			
2.a. Family Name (Last Name) <input type="text"/>			
2.b. Given Name (First Name) <input type="text"/>			
2.c. Middle Name <input type="text"/>			
3.a. Family Name (Last Name) <input type="text"/>			
3.b. Given Name (First Name) <input type="text"/>			
3.c. Middle Name <input type="text"/>			
4.a. Family Name (Last Name) <input type="text"/>			
4.b. Given Name (First Name) <input type="text"/>			
4.c. Middle Name <input type="text"/>			
Form I-765 05/31/18		Page 1 of 7	

# Gather the required documentation

## How to fill out Form I-765

- Type or print legibly in black ink.
- Answer all questions fully and accurately.
- Print and complete ALL pages 1-7. If any pages are missing, your application will be rejected!

*The tips in the following slides will guide you on how to complete the I-765 to avoid delays in receiving the EAD.*

The image shows two pages of the USCIS Form I-765, Application For Employment Authorization. The top page is the front cover, and the bottom page is the back cover. Both pages contain various sections for personal information, employment details, and contact information.

**Page 1 of 7 (Front Cover):**

- Section 1: Personal Information**
  - 1a. Initial permission to accept employment.
  - 1b. Replacement of lost, stolen, or damaged employment authorization document.
  - 1c. Renewal of my permission to accept employment.
- Section 2: Information About You**
  - 2a. Family Name (Last Name)
  - 2b. Given Name (First Name)
  - 2c. Middle Name
- Section 3: Family Name**
  - 3a. Family Name (Last Name)
  - 3b. Given Name (First Name)
  - 3c. Middle Name
- Section 4: Family Name**
  - 4a. Family Name (Last Name)
  - 4b. Given Name (First Name)
  - 4c. Middle Name

**Page 2 of 7 (Back Cover):**

- Section 5: U.S. Mailing Address**
  - 5a. Street Number
  - 5b. Apt. [ ] Ste. [ ] P.O. [ ]
  - 5c. City or Town
  - 5d. State [ ] ZIP Code [ ]
- Section 6: U.S. Physical Address**
  - 6a. Street Number and Name
  - 6b. Apt. [ ] Ste. [ ] P.O. [ ]
  - 6c. City or Town
  - 6d. State [ ] ZIP Code [ ]
- Section 7: Other Information**
  - 7a. Alien Registration Number (A-Number) (if any)
  - 7b. USCIS Online Account Number (if any)
- Section 8: Gender**
  - 8a. Male [ ] Female [ ]
- Section 9: Have you previously filed Form I-765?**
  - 9a. Yes [ ] No [ ]
- Section 10: How the Social Security Administration (SSA) ever officially issued a Social Security card to you?**
  - 10a. Yes [ ] No [ ]

# Complete the Form I-765

## Part 1. Reason for Applying

I am applying for (select only one box):

- 1.a.  Initial permission to accept employment.
- 1.b.  Replacement of lost, stolen, or damaged employment authorization document, or correction of my employment authorization document **NOT DUE** to U.S. Citizenship and Immigration Services (USCIS) error.
- NOTE:** Replacement (correction) of an employment authorization document due to USCIS error does not require a new Form I-765 and filing fee. Refer to **Replacement for Card Error** in the **What is the Filing Fee** section of the Form I-765 Instructions for further details.
- 1.c.  Renewal of my permission to accept employment. (Attach a copy of your previous employment authorization document.)

## Part 1

**1a.** Check the box for “Initial permission to accept employment” if you do not have an EAD based on J-2 status

**1c.** If you have an EAD under J-2 status and are renewing, check “Renewal of my permission to accept employment (Attach a copy of your previous EAD.)”



# Complete the Form I-765

## Part 2

**#1:** Entire family name should be in CAPITALS or UPPER CASE letters. Use upper and lower case for the first name(s).

**Part 2. Information About You**

*Your Full Legal Name*

**1.a.** Family Name (Last Name)

**1.b.** Given Name (First Name)

**1.c.** Middle Name

# Complete the Form I-765

## Part 2

**#2-4** Other Names Used Enter your previous names, including nicknames, you have used in official records or documentation. If none, leave blank.

### *Other Names Used*

Provide all other names you have ever used, including aliases, maiden name, and nicknames. If you need extra space to complete this section, use the space provided in **Part 6**.

#### **Additional Information.**

2.a. Family Name (Last Name)

2.b. Given Name (First Name)

2.c. Middle Name

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3.a. Family Name (Last Name)

3.b. Given Name (First Name)

3.c. Middle Name

---

4.a. Family Name (Last Name)

4.b. Given Name (First Name)

4.c. Middle Name

# Complete the Form I-765

## Part 2. Information About You (continued)

### Your U.S. Mailing Address

5.a. In Care Of Name (if any)

5.b. Street Number  
and Name

5.c.  Apt.  Ste.  Flr.

5.d. City or Town

5.e. State

5.f. ZIP Code

[\(USPS ZIP Code Lookup\)](#)

6. Is your current mailing address the same as your physical address?

Yes  No

## Your U.S. Mailing Address

This is where you would like the Receipt Notice and the EAD card to be mailed. **This is very important!**

The address should be valid for at least 3-6 months, the length of time it will take to process the application. If you have plans to move during this time, use a reliable friend or family member's address to receive the EAD

**#5.a.** If the mailing address belongs to someone other than yourself, put their full name (First Name Last Name) here. If this is your address, leave blank.

# Complete the Form I-765

## Part 2. Information About You (continued)

### Your U.S. Mailing Address

5.a. In Care Of Name (if any)

5.b. Street Number and Name

5.c.  Apt.  Ste.  Flr.

5.d. City or Town

5.e. State

5.f. ZIP Code

[\(USPS ZIP Code Lookup\)](#)

6. Is your current mailing address the same as your physical address?

Yes  No

NOTE: If you answered "No" to Item Number 6., provide your physical address below.

### U.S. Physical Address

7.a. Street Number and Name

7.b.  Apt.  Ste.  Flr.

7.c. City or Town

7.d. State

7.e. ZIP Code

#5.b-5.e Write a valid mailing address in the U.S. It may be a residence, commercial address, or PO Box. You may **not** use the DCISS address.

#6 If you listed a mailing address that is NOT your current physical living address, select "No" and complete #7.a-7.d with **your current physical address**. If "Yes", leave #7.a-7.d blank. Physical address should reflect where you actually live.

# Complete the Form I-765

#8. J-2 Exchange Visitors do not have an A-Number, leave this blank.

#9. J-2 Exchange Visitors do not have a USCIS Online Account Number, leave this blank.

#10. Check your gender.

#11. Check “Married” if you are a J-2 spouse.

#12. Check “No” if you have never applied for an EAD.

Check “Yes” if you have previously applied for an EAD. You will need to provide copies of your previous EADs.

**Other Information**

8. Alien Registration Number (A-Number) (if any)  
▶ A-

9. USCIS Online Account Number (if any)  
▶

10. Gender  Male  Female

11. Marital Status  
 Single  Married  Divorced  Widowed

12. Have you previously filed Form I-765?  
 Yes  No

# Complete the Form I-765

## #13.a.-17.b. Social Security Number (SSN)

#13.a. Check “Yes” if you have been issued an SSN and enter your SSN (with one character in each box) in #13.b.

Check “No” if you do not yet have an SSN

#14. Check “Yes” if you want a new or replacement SSN card and complete #15-17.b Check “No” if you do not want a new or replacement SSN card at this time

**13.a.** Has the Social Security Administration (SSA) ever officially issued a Social Security card to you?

Yes  No

**NOTE:** If you answered “No” to **Item Number 13.a.**, skip to **Item Number 14.** If you answered “Yes” to **Item Number 13.a.**, provide the information requested in **Item Number 13.b.**

**13.b.** Provide your Social Security number (SSN) (if known).

▶

**14.** Do you want the SSA to issue you a Social Security card? (You must also answer “Yes” to **Item Number 15.**, **Consent for Disclosure**, to receive a card.)

Yes  No

**NOTE:** If you answered “No” to **Item Number 14.**, skip to **Part 2.**, **Item Number 18.a.** If you answered “Yes” to **Item Number 14.**, you must also answer “Yes” to **Item Number 15.**

**15. Consent for Disclosure:** I authorize disclosure of information from this application to the SSA as required for the purpose of assigning me an SSN and issuing me a Social Security card.

Yes  No

**NOTE:** If you answered “Yes” to **Item Numbers 14. - 15.**, provide the information requested in **Item Numbers 16.a. - 17.b.**

**Father's Name**

Provide your father's birth name.

**16.a.** Family Name (Last Name)

**16.b.** Given Name (First Name)

**Mother's Name**

Provide your mother's birth name.

**17.a.** Family Name (Last Name)

**17.b.** Given Name (First Name)

# Complete the Form I-765

## #18 Countries of Citizenship, pg. 2

List all as applicable (use Part 6 of the I-765 if needed) or 18.b. blank if you do not have multiple citizenships.

## #19-20 Place of Birth, pg. 3

List the name of the country as it was named when you were born, even if its name has changed

Make sure your date of birth is in the correct format of **MONTH - DAY - YEAR**. (01/31/1998 not 31/01/1998)

***Your Country or Countries of Citizenship or Nationality***

List all countries where you are currently a citizen or national. If you need extra space to complete this item, use the space provided in **Part 6. Additional Information**.

18.a. Country

18.b. Country

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**Part 2. Information About You (continued)**

***Place of Birth***

List the city/town/village, state/province, and country where you were born.

19.a. City/Town/Village of Birth

19.b. State/Province of Birth

19.c. Country of Birth

20. Date of Birth (mm/dd/yyyy)

# Complete the Form I-765

## Information About Your Last Arrival

### #21.a. I-94 Number

Use your current **I-94 number** (for your J-2 status). This is the number found on the electronic I-94 record or on the top left corner of the paper Form I-94 card

### #21.b-e. Passport Information

Enter the information directly from your passport; use the information of your most recently issued passport (this should match the country of citizenship on your Form DS-2019)

### #21.c. Travel Document

U.S. Customs and Border Protection  
Securing America's Borders

Get I-94 Number | I-94 FAQ

Admission (I-94) Number Retrieval

Admission (I-94) Record Number: 69000888062

Admit Until Date (MM/DD/YYYY): 10/10/2012

Details provided on Admission(I-94) form:

Family Name:	LI
First (Given) Name:	LYDIA
Birth Date (MM/DD/YYYY):	01/01/1990
Passport Number:	P123123213
Passport Country of Issuance:	Mexico
Date of Entry (MM/DD/YYYY):	04/11/2012
Class of Admission:	B1

**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)  
 Leave blank

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

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



# Complete the Form I-765

## #22: Date of Last Arrival into the U.S.

Date of the most recent entry into the U.S. The entry date can be found stamped on the passport admission stamp, electronic I-94 record, or paper I-94 card.

## #23: Place of Last Arrival into the U.S.

Name of the city where you last entered the U.S.. The information is on the passport admission stamp or Form I-94 card (usually as a code , i.e. “SFR” for San Francisco). If you drove across the border, write the name of the city where you entered the U.S.

## #24 Immigration Status at Last Arrival

Status in which you entered the U.S. If you entered with a J-2 DS-2019, write “J-2 Dependent.”

## #25 Current Immigration Status

Current status should be “J-2 Dependent.” If not, talk to a DCISS adviser. This status should be reflected on your current I-94.

## #26 SEVIS ID

Your SEVIS ID appears on the top right side of your DS-2019 and starts with N00...

22.	Date of Your Last Arrival Into the United States, On or About (mm/dd/yyyy)	<input type="text"/>
23.	Place of Your Last Arrival Into the United States	<input type="text"/>
24.	Immigration Status at Your Last Arrival (for example, B-2 visitor, F-1 student, or no status)	<input type="text" value="J-2 Dependent"/>
25.	Your Current Immigration Status or Category (for example, B-2 visitor, F-1 student, parolee, deferred action, or no status or category)	<input type="text" value="J-2 Dependent"/>
26.	Student and Exchange Visitor Information System (SEVIS) Number (if any)	<input type="text"/>

# Complete the Form I-765

## #27: Eligibility Category

Use the code **(C) (5)** for J-2 Employment

## #28-31b: Other Eligibility Categories

Not applicable therefore leave blank.

### *Information About Your Eligibility Category*

**27. Eligibility Category.** Refer to the **Who May File Form I-765** section of the Form I-765 Instructions to determine the appropriate eligibility category for this application. Enter the appropriate letter and number for your eligibility category below (for example, (a)(8), (c)(17)(iii)).

(  ) (  ) (  )

**28. (c)(3)(C) STEM OPT Eligibility Category.** If you entered the eligibility category (c)(3)(C) in **Item Number 27.**, provide the information requested in **Item Numbers 28.a - 28.c.**

**28.a. Degree**

**28.b. Employer's Name as Listed in E-Verify**

**28.c. Employer's E-Verify Company Identification Number or a Valid E-Verify Client Company Identification Number**

**29. (c)(26) Eligibility Category.** If you entered the eligibility category (c)(26) in **Item Number 27.**, provide the receipt number of your H-1B spouse's most recent Form I-797 Notice for Form I-129, Petition for a Nonimmigrant Worker.

▶

**30. (c)(8) Eligibility Category.** If you entered the eligibility category (c)(8) in **Item Number 27.**, have you **EVER** been arrested for and/or convicted of any crime?

Leave blank  Yes  No

**NOTE:** If you answered "Yes" to **Item Number 30.**, refer to **Special Filing Instructions for Those With Pending Asylum Applications (c)(8)** in the **Required Documentation** section of the Form I-765 Instructions for information about providing court dispositions.

**31.a. (c)(35) and (c)(36) Eligibility Category.** If you entered the eligibility category (c)(35) in **Item Number 27.**, please provide the receipt number of your Form I-797 Notice for Form I-140, Immigrant Petition for Alien Worker. If you entered the eligibility category (c)(36) in **Item Number 27.**, please provide the receipt number of your spouse's or parent's Form I-797 Notice for Form I-140.

▶

**31.b.** If you entered the eligibility category (c)(35) or (c)(36) in **Item Number 27.**, have you **EVER** been arrested for and/or convicted of any crime?  Yes  No

**NOTE:** If you answered "Yes" to **Item Number 31.b.**, refer to **Employment-Based Nonimmigrant Categories, Items 8. - 9.**, in the **Who May File Form I-765** section of the Form I-765 Instructions for information about providing court dispositions.

# Complete the Form I-765

## Part 3, Page 4

**#1.a.** Select 1.a. to indicate that you have read and understood the questions.

**#1.b. and 2:** Leave blank unless you used an interpreter.

**#3-6** Provide your information as requested.

### Part 3. Applicant's Statement, Contact Information, Declaration, Certification, and Signature

**NOTE:** Read the **Penalties** section of the Form I-765 Instructions before completing this section. You must file Form I-765 while in the United States.

#### *Applicant's Statement*

**NOTE:** Select the box for either **Item Number 1.a.** or **1.b.** If applicable, select the box for **Item Number 2.**

- 1.a.  I can read and understand English, and I have read and understand every question and instruction on this application and my answer to every question.
- 1.b.  The interpreter named in **Part 4.** read to me every question and instruction on this application and my answer to every question in , a language in which I am fluent, and I understood everything.
2.  At my request, the preparer named in **Part 5.**, , prepared this application for me based only upon information I provided or authorized.

#### *Applicant's Contact Information*

3. Applicant's Daytime Telephone Number
4. Applicant's Mobile Telephone Number (if any)
5. Applicant's Email Address (if any)
6.  Select this box if you are a Salvadoran or Guatemalan national eligible for benefits under the ABC settlement agreement.

# Complete the Form I-765

## Applicant's Declaration and Certification

Read the entire declaration carefully.

### #7.a.-7.b. : Applicant's Signature

Hand sign your name and provide the date of the signature

### Troubleshooting Signature Line:

In some cases the *"Don't forget to sign!"* automatic reminder will not disappear when you print the form.

You should remove the auto filled *"Don't forget to sign!"* We recommend trying:

- Open the form in the most recent version of Adobe Reader.
- Print a blank version of the form's second page from your web browser.

## Important!

Your signature will be scanned and **must fit within the box**. It must NOT touch the box outline. If the signature is too big and crosses a line, your application could be delayed. Be conservative and use a signature smaller than normal. Please see the example:

**Applicant's Signature**

7.a. Applicant's Signature  
➡ Your signature here – do not touch lines

7.b. Date of Signature (mm/dd/yyyy) MM/DD/YY

**NOTE TO ALL APPLICANTS:** If you do not completely fill out this application or fail to submit required documents listed in the Instructions, USCIS may deny your application.

# Complete the Form I-765

These sections are not applicable to you if you've completed the form yourself, therefore leave them blank. This section is for those who use an interpreter or other paid preparer to complete the form

**Part 4. Interpreter's Contact Information, Certification, and Signature**

Provide the following information about the interpreter.

**Interpreter's Full Name**

1.a. Interpreter's Family Name (Last Name)  
[Text Box]

1.b. Interpreter's Given Name (First Name)  
[Text Box]

2. Interpreter's Business or Organization Name (if any)  
[Text Box]

Part 4 pg. 4

**Part 4. Interpreter's Contact Information, Certification, and Signature**

**Interpreter's Mailing Address**

3.a. Street Number and Name [Text Box]  
3.b.  Apt.  Stn.  P.O. [Text Box]  
3.c. City or Town [Text Box]  
3.d. State [Dropdown] 3.e. ZIP Code [Text Box]  
3.f. Province [Text Box]  
3.g. Postal Code [Text Box]  
3.h. Country [Text Box]

**Interpreter's Contact Information**

4. Interpreter's Daytime Telephone Number [Text Box]  
5. Interpreter's Mobile Telephone Number (if any) [Text Box]  
6. Interpreter's Email Address (if any) [Text Box]

**Interpreter's Certification**

I certify, under penalty of perjury, that I am fluent in English and [Text Box] which is the case language specified in Part 3, Item Number 3.h, and I have read to this applicant in the identified language every question and instruction on this application and his or her answer to every question. This applicant informed me that he or she understands every instruction, question, and answer on the application, including the Applicant's Declaration and Certification, and has verified the accuracy of every answer.

**Interpreter's Signature**

7.a. Interpreter's Signature [Text Box]  
7.b. Date of Signature (mm/dd/yyyy) [Text Box]

**Part 5. Contact Information, Declaration, and Signature of the Person Preparing this Application, If Other Than the Applicant**

Provide the following information about the preparer.

**Preparer's Full Name**

1.a. Preparer's Family Name (Last Name) [Text Box]  
1.b. Preparer's Given Name (First Name) [Text Box]  
2. Preparer's Business or Organization Name (if any) [Text Box]

**Preparer's Mailing Address**

3.a. Street Number and Name [Text Box]  
3.b.  Apt.  Stn.  P.O. [Text Box]  
3.c. City or Town [Text Box]  
3.d. State [Dropdown] 3.e. ZIP Code [Text Box]  
3.f. Province [Text Box]  
3.g. Postal Code [Text Box]  
3.h. Country [Text Box]

**Preparer's Contact Information**

4. Preparer's Daytime Telephone Number [Text Box]  
5. Preparer's Mobile Telephone Number (if any) [Text Box]  
6. Preparer's Email Address (if any) [Text Box]

Part 4 pg. 5

**Part 5. Contact Information, Declaration, and Signature of the Person Preparing this Application, If Other Than the Applicant (continued)**

**Preparer's Statement**

7.a.  I am not an attorney or accredited representative but have prepared this application on behalf of the applicant and with the applicant's consent.  
7.b.  I am an attorney or accredited representative and my representation of the applicant in this case  extends  does not extend beyond the preparation of this application.  
**NOTE:** If you are an attorney or accredited representative, you need to submit a completed Form G-25, Notice of Entry of Appearance as Attorney or Accredited Representative, with this application.

**Preparer's Certification**

By my signature, I certify, under penalty of perjury, that I prepared this application at the request of the applicant. The applicant then reviewed this completed application and informed me that he or she understands all of the information contained in, and submitted with, his or her application, including the Applicant's Declaration and Certification, and that all of this information is complete, true, and correct. I completed this application based only on information that the applicant provided to me or authorized me to obtain or use.

**Preparer's Signature**

8.a. Preparer's Signature [Text Box]  
8.b. Date of Signature (mm/dd/yyyy) [Text Box]

Part 5 pg. 6

# Complete the Form I-765

## PART 6, Additional Information, pg. 7

- **#1.a.-1.c.** Provide your name again as listed in Part 2, 1.a-1.c.
- **#2** Leave blank
- **#3.a-3.c** Reference Pg. 3, Part 2, Item 27
- **#3d.**  
See Attached Evidence:  
Copy of J-1 DS-2019, visa, passport, I-94  
Copy of J-2 DS-2019, visa, passport, I-94 for applicant  
Financial letter  
Proof of marriage (or birth certificate if J-2 child is applying)  
2 Passport photos

### Part 6. Additional Information

If you need extra space to provide any additional information within this application, use the space below. If you need more space than what is provided, you may make copies of this page to complete and file with this application or attach a separate sheet of paper. Type or print your name and A-Number (if any) at the top of each sheet; indicate the Page Number, Part Number, and Item Number to which your answer refers; and sign and date each sheet.

1.a. Family Name (Last Name)	<input type="text" value="FAMILY NAME"/>
1.b. Given Name (First Name)	<input type="text" value="First Name"/>
1.c. Middle Name	<input type="text"/>
2. A-Number (if any) ▶ A-	<input type="text"/>
3.a. Page Number	<input type="text" value="3"/>
3.b. Part Number	<input type="text" value="2"/>
3.c. Item Number	<input type="text" value="27"/>
3.d.	<u>See Attached Evidence</u> <u>Copy of J-1 DS-2019, visa, passport, I-94</u> <u>Copy of J-2 DS-2019, visa, passport, I-94 for applicant</u> <u>Financial letter</u> <u>Proof of marriage (or birth certificate of J-2 child)</u> <u>2 passport photos</u>

# Complete the Form I-765

4.a. Page Number	4.b. Part Number	4.c. Item Number
2	2	12
4.d. List all previous J-2 work authorizations or other employment authorization documents (EADs). Include the dates, receipt numbers. "See attached documentation for previous work authorizations"		

## PART 6, Additional Information, pg. 7

If you have previously filed Form I-765 (if this is a J-2 renewal or

you have otherwise applied for an EAD) complete sections 4a through 4d

**#4.a-4.c.** Reference Pg. 2, Part 2, Item 12

**#4d.** List all previous J-2 work authorizations or other employment authorization documents (EADs). Include the dates, receipt numbers and the phrase "See attached documentation for previous work authorizations"

Add your signature and the date to Page 7.

Simply sign and date in the blank space at the bottom of page.

# Complete the Form I-765

## **You are done with the I-765!**

1. Review all the information on the form for accuracy. You must submit **ALL** 7 pages of the I-765.
2. Make a copy of your completed I-765 application for your records, in case there is a problem with the application.
3. Next, gather the required documentation and copies... see following slides.



## Step 2:

# Preparing & Mailing the EAD Application

# Gather the required documentation

- 2 U.S. Passport Photos taken within the past 30 days (write name and I-94 number lightly in pencil on back of each). Put them in a small envelope and staple to the application.
- Check or Money Order for **\$410** made payable to: “U.S. Department of Homeland Security” or credit card payment by using completed [Form G-1450, Authorization for Credit Card Transactions](#).
- [Form G-1145 \(Optional\)](#) to confirm receipt and obtain case number in advance of paper notification.
- A completed original [Form I-765](#).
- Letter itemizing family’s expenses in the U.S. (See [example](#) on DCISS website).

# Gather the required documentation

- Photocopy of passport biographical page.
- Photocopy of visa stamp for the J-1 and J-2, if applicable.
- Photocopy of DS-2019 documents for both the J-1 and J-2.

Photocopy of [electronic I-94 record](#) OR paper Form I-94 (both sides) for the J-1 and J-2.

- If J-2 Spouse: photocopy of marriage certificate with certification of translation if not in English.

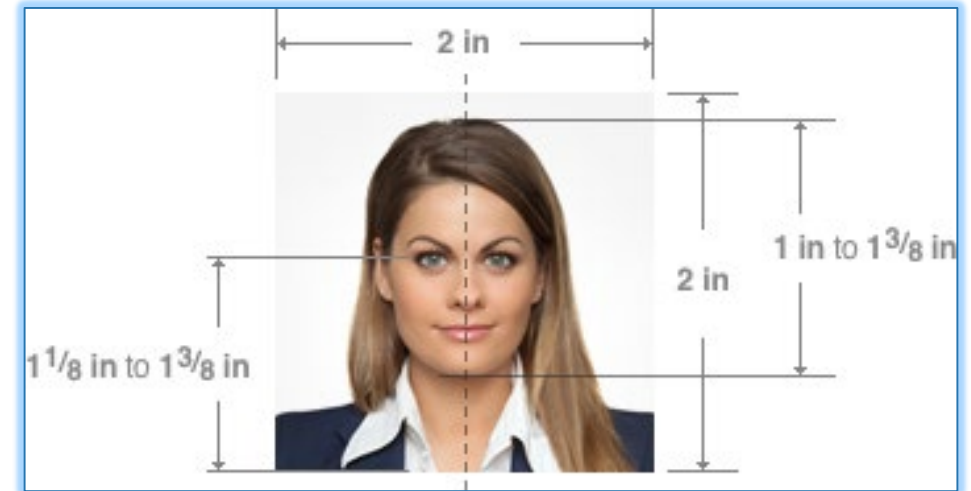
If J-2 Child: photocopy of child's birth certificate with certification of translation if not in English.

- Photocopy of previous EAD card(s), if applicable.

# Detailed Overview of Required Documentation

# Passport Photos

- **Passport Photo Requirements** The photos required for the EAD application must meet the specifications of U.S. style passport photos. To see a full description of these specifications, go to the [U.S. Department of State web site](#).
- Passport photos must be 2"x 2" and taken within the past 30 days.
- Write your name and I-94 number lightly on the back of each photo.
- **Professional Photography** - USCIS has been examining passport photos more strictly. The DCISS recommends J-2 dependents have their photos taken professionally. For example, individuals can visit the [BruinLife Photo Studio in UCLA Ackerman Union](#) or a [Walgreens](#).



# USCIS Fee

**Check or Money Order:** USCIS Fee of four-hundred twelve dollars by Check, Money Order, or Credit Card

- Checks should be made payable to "U.S. Department of Homeland Security"
- Make sure a name and address are printed on the check. If the address has changed, that is fine.
  - Do not use "temporary checks" often issued by the bank when opening a new account. These checks have no name or address in the upper left hand corner.
  - In the memo line, write your SEVIS ID number and name, if different than the name on the check.
- Money orders can be purchased at banks, post office, and some grocery stores. Make sure a name and address are printed or written on the money order.
- For Credit Card payment, submit form [G-1450](#), authorizing payment of \$410. Only credit cards linked to U.S. billing addresses are accepted.

*\*The I-765 fee is currently \$410. If you have questions about when to file and the fee associated at that time, please see a DCISS advisor.*

**Money orders and cashier checks should include the same information as a personal check.**

JOHN SMITH 1234 Main Street Anytown, USA 12345 512-555-1212	12345/67890	100
	Date _____	
PAY TO THE ORDER OF	<u>U.S. Department of Homeland Security</u>	\$ <input type="text" value="410"/>
	<u>Four Hundred and Ten Dollars</u>	DOLLARS
GlobalMegaCorp, NA 123 Main Street Anytown, USA 12345		
for _____	_____	
⑆0 12345678⑆	1234567890⑆	0100

# Form G-1145 (Optional)

## Form G-1145

Use this form to request a text message and/or email when USCIS receives your EAD application and when there are any updates. Download [here](#).

- No cost.
- Attach to the top of the EAD application packet.

**e-Notification of Application/Petition Acceptance**  
Department of Homeland Security  
U.S. Citizenship and Immigration Services

USCIS  
Form G-1145

**What Is the Purpose of This Form?**  
Use this form to request an electronic notification (e-Notification) when U.S. Citizenship and Immigration Services accepts your immigration application. This service is available for applications filed at a USCIS Lockbox facility.

**General Information**  
Complete the information below and clip this form to the first page of your application package. You will receive one e-mail and/or text message for each form you are filing.  
We will send the e-Notification within 24 hours after we accept your application. Domestic customers will receive an e-mail and/or text message; overseas customers will only receive an e-mail. Undeliverable e-Notifications cannot be resent.  
The e-mail or text message will display your receipt number and tell you how to get updated case status information. It will not include any personal information. The e-Notification does not grant any type of status or benefit; rather it is provided as a convenience to customers.  
USCIS will also mail you a receipt notice (I-797C), which you will receive within 10 days after your application has been accepted; use this notice as proof of your pending application or petition.

**USCIS Privacy Act Statement**  
**AUTHORITIES:** The information requested on this form is collected pursuant to section 103(a) of the Immigration and Nationality Act, as amended INA section 101, et seq.  
**PURPOSE:** The primary purpose for providing the information on this form is to request an electronic notification when USCIS accepts immigration form. The information you provide will be used to send you a text and/or email message.  
**DISCLOSURE:** The information you provide is voluntary. However, failure to provide the requested information may prevent USCIS from providing you a text and/or email message receiving your immigration form.  
**ROUTINE USES:** The information provided on this form will be used by and disclosed to DHS personnel and contractors in accordance with approved routine uses, as described in the associated published system of records notices (DHS/USCIS-007 - Benefits Information System and DHS/USCIS-001 - Alien File (A-File) and Central Index System (CIS), which can be found at [www.dhs.gov/privacy](http://www.dhs.gov/privacy)). The information may also be made available, as appropriate for law enforcement purposes or in the interest of national security.

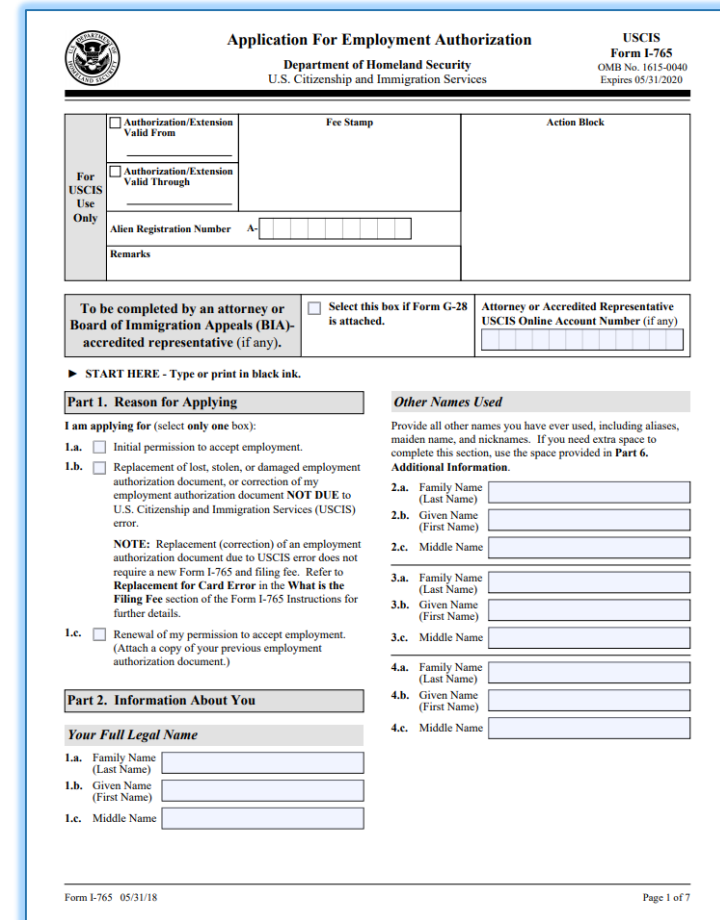
Complete this form and clip it on top of the first page of your immigration form(s).

Applicant/Petitioner Full Last Name	Applicant/Petitioner Full First Name	Applicant/Petitioner Full Middle Name
Email Address		Mobile Phone Number (Text Message)

Form G-1145 09/26/14 Y Page 1 of 1

# Form I-765

- **Form I-765:** The I-765 is the USCIS form needed to submit with the EAD application. Downloaded from the [USCIS web site](https://uscis.dhs.gov).
- **Instructions for filling out the form are included on slides 4-23.**



The image shows the front page of Form I-765, 'Application For Employment Authorization'. At the top right, it identifies the form as USCIS Form I-765, OMB No. 1615-0040, and states it expires on 05/31/2020. The header includes the USCIS logo and the text 'Department of Homeland Security, U.S. Citizenship and Immigration Services'. The form is divided into several sections: a top section for 'For USCIS Use Only' containing checkboxes for 'Authorization/Extension Valid From' and 'Valid Through', a 'Fee Stamp' area, an 'Action Block', and an 'Alien Registration Number' field. Below this is a section for 'To be completed by an attorney or Board of Immigration Appeals (BIA)-accredited representative (if any)', with a checkbox for 'Select this box if Form G-28 is attached' and a field for 'Attorney or Accredited Representative USCIS Online Account Number (if any)'. A note instructs to 'START HERE - Type or print in black ink.' The main body of the form is divided into 'Part 1. Reason for Applying' and 'Part 2. Information About You'. Part 1 includes options for 'Initial permission to accept employment', 'Replacement of lost, stolen, or damaged employment authorization document, or correction of my employment authorization document NOT DUE to U.S. Citizenship and Immigration Services (USCIS) error', and 'Renewal of my permission to accept employment'. A note explains that replacement of a document due to USCIS error does not require a new form or fee. Part 2 includes 'Your Full Legal Name' and 'Other Names Used' sections, each with sub-questions for Family Name, Given Name, and Middle Name. The bottom of the page contains the form number 'Form I-765 05/31/18' and 'Page 1 of 7'.



# Financial Information Letter

## Letter Itemizing Family Expenses

- USCIS wants to ensure the employment of a J-2 dependent is for customary recreational and cultural activities; therefore they require a work permission letter showing the J-1 has sufficient funding for the length of their program.
- For a template, see this [example](#). USCIS requires the applicant to present a breakdown of monthly expenses.
  - If your J-2 status is valid for more than one year, add the following statement to the letter: "I would like to request employment until the end date of my DS-2019 which is **include your actual end date here**, under federal regulations 8 CFR274a.12(a) and (c)."
  - It may be helpful to include your interest in experiencing American culture through employment if applicable.



# DS-2019 Forms

## Photocopy of J-1 and J-2 DS-2019 documents:

- Keep the original.
- Be sure that J-1 scholar signed the J-1 DS-2019 and J-2 dependent signed the J-2 DS-2019.

U.S. Department of State		CERTIFICATE OF ELIGIBILITY FOR EXCHANGE VISITOR STATUS (J-NONIMMIGRANT)		OMB APPROVAL NO. 1450-0119
				99-060117 ESTIMATED BURDEN TIME: 45 min *See Page 2
1. Surname/Primary Name: <b>TILAK</b>	Given Name: <b>TUKEY</b>	Gender: <b>MALE</b>	MO00000000	
Date of Birth (mm-dd-yyyy): <b>11-26-1988</b>	City of Birth: <b>Osaka</b>	Country of Birth: <b>JAPAN</b>	Country Code: <b>JA</b>	Country: <b>JAPAN</b>
Legal Permanent Residence Country Code: Legal Permanent Residence Country:		Passport Code:	Passport:	
<b>JA</b> <b>JAPAN</b>				
Primary Site of Activity: College of Communications 800 N STATE COLLEGE FULLERTON, CA 92831				
2. Program Sponsor: California State University Fullerton			Program Number: P-1-01438	
Participating Program Official Description: <b>STUDENT NON-DEGREE</b>				
Purpose of this form:				
3. Form Cover Period: From (mm-dd-yyyy): <b>01-04-2016</b> To (mm-dd-yyyy): <b>12-31-2017</b>		4. Exchange Visitor Category: <b>STUDENT NON-DEGREE</b> Subject/Field Code: <b>SO, 0401</b> Subject/Field Code Remarks:		
5. During the period covered by this form, the total estimated financial support (in U.S. \$) to be provided to the exchange visitor by: Personal funds: \$224,604.00 Total: \$224,604.00				
6. U.S. DEPARTMENT OF STATE / DHS USE OR CERTIFICATION BY RESPONSIBLE OFFICER OR ALTERNATE RESPONSIBLE OFFICER THAT A NOTIFICATION COPY OF THIS FORM HAS BEEN PROVIDED TO THE U.S. DEPARTMENT OF STATE (INCLUDE DATE).		7. Janet Chen Name of Official Preparing Form 800 N. State College Blvd. UH-244 International Programs Fullerton, CA 92831 Signature of Responsible Officer or Alternate Responsible Officer		Alternate Responsible Officer Title 857-278-5817 Telephone Number 11-08-2016 Date (mm-dd-yyyy)
8. Statement of Responsible Officer for Release of Sponsorship or Transfer of Program Effective date (mm-dd-yyyy): _____ Transfer of this exchange visitor from program number _____ sponsored by _____ to the program specified in item 2 is necessary or highly desirable and is in conformity with the objectives of the Mutual Educational and Cultural Exchange Act of 1951, as amended. Signature of Responsible Officer or Alternate Responsible Officer _____ Date (mm-dd-yyyy) of Signature _____				
PRELIMINARY ENDORSEMENT OF CONSULAR OR IMMIGRATION OFFICER REGARDING SECTION 212(d) OF THE IMMIGRATION AND NATIONALITY ACT AND PLS 54-801, AS AMENDED (see item 10 of page 2) The Exchange Visitor in the above program: 1. <input type="checkbox"/> Not subject to the two-year residence requirement. 2. <input type="checkbox"/> Subject to two-year residence requirement based on: A. <input type="checkbox"/> Government financing under: B. <input type="checkbox"/> The Exchange Visitor Skills List under: C. <input type="checkbox"/> PL 94-404 as amended. Name _____ Title _____ Signature of Consular or Immigration Officer _____ Date (mm-dd-yyyy) _____			TRAVEL VALIDATION BY RESPONSIBLE OFFICER (Maximum validation period is 1 year) *EXCEPT: Maximum validation period is up to 6 months for Short Term Exchange and up to 6 months for Camp Counselors and Summer World Travel. (1) Exchange Visitor is in good standing at the present time. Date (mm-dd-yyyy) _____ Signature of Responsible Officer or Alternate Responsible Officer _____ (2) Exchange Visitor is in good standing at the present time. Date (mm-dd-yyyy) _____	
THE U.S. DEPARTMENT OF STATE RESERVES THE RIGHT TO MAKE FINAL DETERMINATION REGARDING 212(d)				
EXCHANGE VISITOR CERTIFICATION: I have read and agree with the statement in item 2 on page 2 of this document. <b>Tuffy Tilak</b> _____ <b>Osaka, Japan</b> _____ <b>05/01/17</b> _____ Signature of Applicant _____ Place _____ Date (mm-dd-yyyy) _____				
07-2011 <span style="float: right;">Page 4 of 4</span>				

Don't forget to sign and date your DS-2019!

# I-94 Admission Records

The I-94 can be either:

- An electronic I-94 record. Visit: <https://i94.cbp.dhs.gov/> to access and print your record.

**OR**

- A paper I-94 card stapled into your passport. Include a copy of both sides, even though the back side may be blank.

**OR**

- A copy of an I-797 Change of Status Approval Notice which includes a new I-94.



DEPARTMENT OF HOMELAND SECURITY  
U.S. Customs and Border Protection

CBP No. 8888 8888

Departure Record  
Admission Number  
**123456789 01**

18. Family Name: \_\_\_\_\_

19. First (Given) Name: \_\_\_\_\_ 20. Birth Date (DD/MM/YY): \_\_\_\_\_

21. Country of Citizenship: \_\_\_\_\_

CBP Form I-94  
See Other Side STAPLE HERE

U.S. Customs and Border Protection  
Securing America's Borders

Get I-94 Number I-94 FAQ

Admission (I-94) Number Retrieval

Admission (I-94) Record Number: 69000888062

Admit Until Date (MM/DD/YYYY): 10/10/2012

Details provided on Admission(I-94) form:

Family Name:	LI
First (Given) Name:	LYDIA
Birth Date (MM/DD/YYYY):	01/01/1990
Passport Number:	P123123213
Passport Country of Issuance:	Mexico
Date of Entry (MM/DD/YYYY):	04/11/2012
Class of Admission:	B1

# Marriage Certificate

## Proof of Marriage

Photocopy of marriage certificate.

Include certification of translation if not in English





# Mail the EAD application

## USCIS Mailing Addresses

If using FedEx, UPS, or DHL, use the express mail address.

If using USPS, choose the Priority Mail option and use the U.S. Postal Service Mail address.

Make sure your mailing option includes tracking either way.



### USCIS Mailing Addresses *for people who live in California\**

#### Express Mail:

USCIS

Attn: NFB AOS

1820 E. Skyharbor, Circle S

Suite 100

Phoenix, AZ 85034

#### U.S. Postal Service Mail

USCIS

PO Box 21281

Phoenix, AZ 85036

\*If your address on the I-765 is **NOT** in California, please refer to the [USCIS webpage](#) to ensure you are mailing your application to the correct address.

## Step 3:

Receive the Employment Authorization Document (EAD)



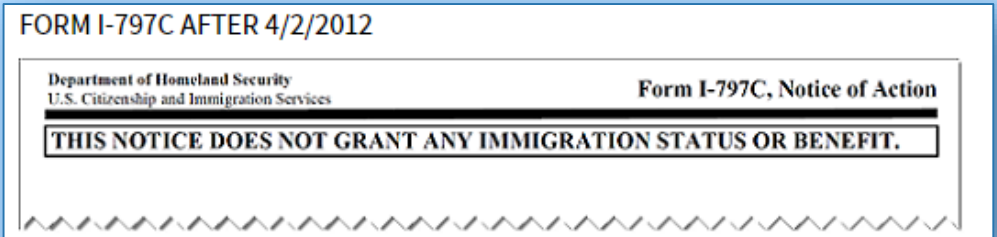
# I-797 Notice of Action

- **Receipt Number** - The case number for the EAD application at USCIS. Check the status of the case on the [USCIS web site](#).
- **Received Date** - Date when USCIS begins processing the application. (It may not be the actual date the application was received, but when the case was entered into the system.)
- **Address Information** - Verify the name and address on the I-765 receipt notice.

You should receive the notice by mail within 2-4 weeks after mailing the EAD application to USCIS.

**The I-797 is very important.** If you lose the receipt, there is no way to replace it.

The I-797 is necessary if you want to inquire about the status of your EAD application



FORM I-797C AFTER 4/2/2012

Department of Homeland Security  
U.S. Citizenship and Immigration Services

Form I-797C, Notice of Action

**THIS NOTICE DOES NOT GRANT ANY IMMIGRATION STATUS OR BENEFIT.**

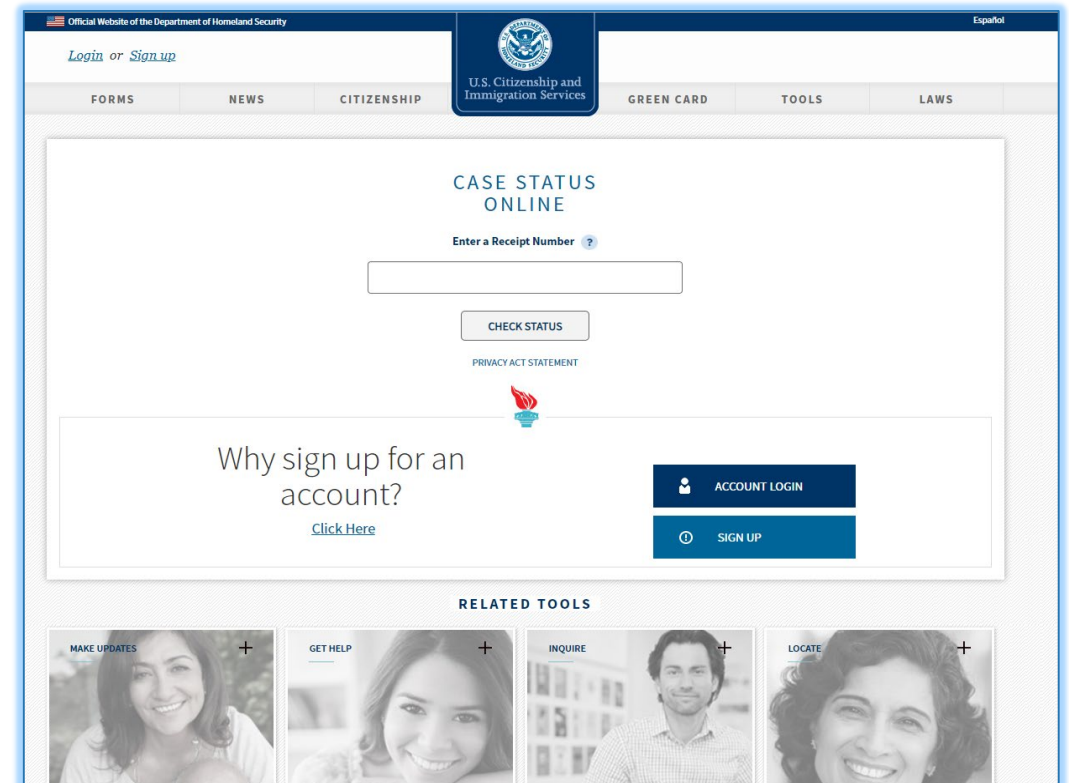
# USCIS Issues & Tracking Your Case

## Case Status Updates

DCISS strongly recommends that you sign up for an account at <https://www.uscis.gov>. This can allow you to receive automatic updates and monitor your case. Click [“Check Your Case Status”](#) and then select “Sign Up”.

## General Case Tracking:

If you don't sign up for an account, you can still track your case using the “Check Your Case Status” Tool



The screenshot shows the USCIS Case Status Online tool interface. At the top, there is a navigation bar with links for "FORMS", "NEWS", "CITIZENSHIP", "GREEN CARD", "TOOLS", and "LAWS". The main content area features a "CASE STATUS ONLINE" heading, a text input field for "Enter a Receipt Number", and a "CHECK STATUS" button. Below this is a "PRIVACY ACT STATEMENT" link and a "Why sign up for an account?" section with a "Click Here" link and "ACCOUNT LOGIN" and "SIGN UP" buttons. At the bottom, there is a "RELATED TOOLS" section with four tiles: "MAKE UPDATES", "GET HELP", "INQUIRE", and "LOCATE", each with a plus sign icon.

# USCIS Issues & Tracking Your Case

## Address Changes:

- If your address changes, you can update it [online here](#). Keep in mind that address changes can take 10 business days to process and could jeopardize your EAD delivery. We recommend keeping the same address for your entire EAD processing, if possible.

## Case Inquiries:

- You can submit inquiries about your case using the [Case Inquiry tools](#) if you don't receive your receipt or other notifications, or if your EAD has been pending for more than 75 days.

# Application Problems- RFE or Rejection or Denial

**RFE-** If there is a problem with your application, the USCIS may send you a notice by mail called a “Request for Evidence (RFE).” An RFE does not mean that your application has been rejected. It means that you need to send in additional documents before your EAD can be issued.

- Getting an RFE will delay the processing of your application
- You must respond by the due date on the notice

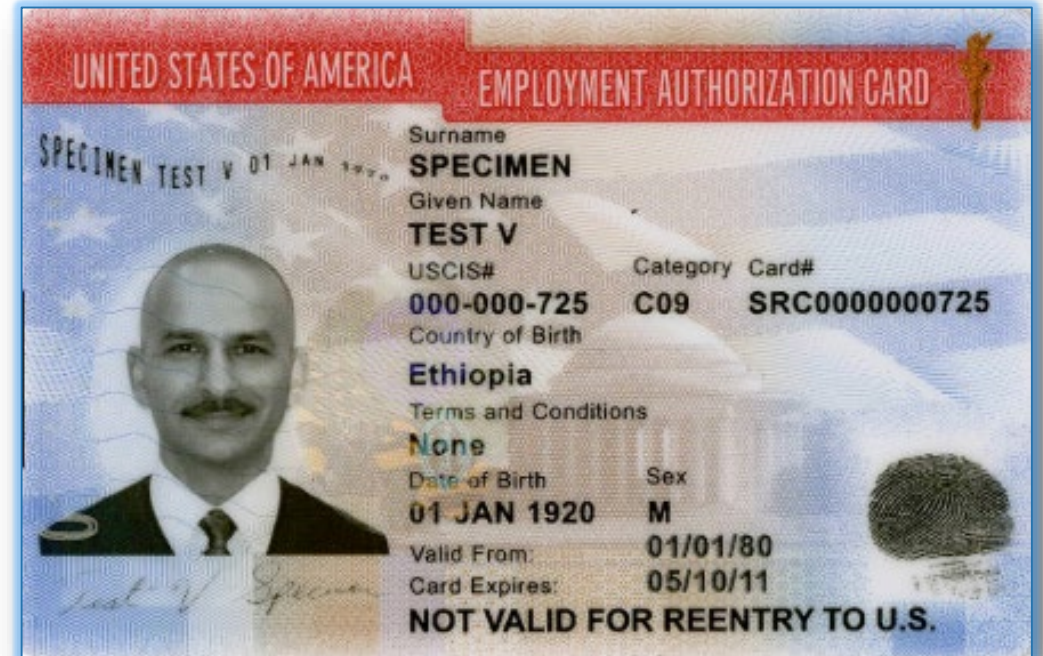
**Rejection or Denial-** In some cases, if too many items are missing from your application or if the USCIS determines you are not eligible for a J-2 EAD, the USCIS will return the entire application to you or they may deny the application.

Feel free to contact  
DCISS if you receive an  
RFE, rejection, or denial.

To avoid delays, review your  
application materials for  
completeness and sign all the  
forms before mailing them to the  
USCIS.

# The Employment Authorization Document (EAD)

- Official approval of work authorization in the United States.
- Review card to make sure the information is accurate. If not, see an advisor at DCISS.
- Present your EAD to employers as a form of work authorization.
- Only eligible to work the dates issued on the card.



# Communication from USCIS (a.k.a. Beware of Scams!)

- While your EAD application is pending, you may receive text message, email, and paper letter updates from USCIS regarding the status of your application.

**USCIS will never contact you by phone regarding the status of your EAD application.**

- If you receive a phone call from a person claiming to work for USCIS or any other government agency, **do not provide your personal information to them**. Note the person's name and phone number and contact DCISS before responding.

# General Tips for Travelers

- Be sure to have ALL necessary documents for travel and re-entry to the US.
- Do not enter the U.S. in a status other than J-2 unless willing to give up the EAD and other benefits associated with J-2 status.
- Consult a DCISS advisor if your Form DS-2019 has expired or will expire within 30 days of your expected return to the U.S.
- Must be in the U.S. to apply for the EAD.

# Renewal of EAD

- You can only apply for a new EAD if the J-1's program in the U.S. has been extended and/or if the EAD dates are shorter than the DS-2019 end date.
- The J-2 can apply for a new EAD authorization up to 180 days before the current EAD expires.
- If you have future plans in the U.S., please make sure the J-1 works with their department 5-6 months prior to the DS-2019 end date to extend the program in a timely manner.
- After reapplying, it may take 3-6 months to receive the new EAD.
- To apply for the renewal of the EAD, you will need to follow the initial process and these steps:
  - Check "Renewal of my permission to accept employment (attach a copy of your previous employment authorization document) on Part 1 of the I-765; answer "Yes" to question 12; complete PART 6, Additional Information, pg. 7 question 4a-4d as shown to the left.

4.a. Page Number	4.b. Part Number	4.c. Item Number
<input type="text" value="2"/>	<input type="text" value="2"/>	<input type="text" value="12"/>
4.d. List all previous J-2 work authorizations or other employment authorization documents (EADs). Include the dates, receipt numbers. "See attached documentation for previous work authorizations"		
<hr/>		
<hr/>		
<hr/>		