
Preparing the application to the U.S. Citizenship and Immigration Service (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. It is advisable to apply at least 2-3 months after entering the U.S. on a J-2 visa.

2. Prepare and mail your application materials
   Allow approximately 1 week to gather and organize your materials for mailing.

   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.
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.
Complete the Form I-765.

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).
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.
Complete the Form I-765.

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.

#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.

*If the address listed is outside of California, talk to a J-1 advisor at DCISS
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.
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
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)
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

Leave blank.
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...
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.
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.
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:

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Your signature here – do not touch lines

MM/DD/YY

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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 pg. 4

Part 4 pg. 5

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
Complete the Form I-765

• 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](email) 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](https://travel.state.gov/content/travel/en/passport/requirements/photos.html).

- 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](https://www.ucla.edu/student-life/entertainment/bruinlife) 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.

U.S. Department of Homeland Security
Four Hundred and Ten Dollars
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.
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.

• Instructions for filling out the form are included on slides 4-23.
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.
Passport & Visa Stamp

Photocopy of Passport and Visa for J-1 and J-2:

- Photocopy the visa, if applicable; visa can be expired.
- Photocopy the passport biographical page (with photo and passport expiration date); passport must be valid into the future.
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.
I-94 Admission Records

Photocopy of I-94
Information for J-1 and J-2:

The I-94 can be either:
- A paper I-94 card stapled into your passport. Include a copy of both sides, even though the back side may be blank.
- A copy of an I-797 Change of Status Approval Notice which includes a new I-94.
Marriage Certificate

Proof of Marriage

• Photocopy of marriage certificate.
• Include certification of translation if not in English.
Previous EAD

Photocopy of Previous EAD, if applicable:

• If an EAD was received in the past, include a copy of the front and back of the card.

• Can be from employment approved during a stay at prior institution or EAD issued while in a different immigration status.
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 web page.
Step 3:

Receive the Employment Authorization Document (EAD)
I-797 Notice of Action

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

- **Receipt Number** - The case number for the EAD application at USCIS. Check the status of the case on the [USCIS web site](https://www.uscis.gov).
- **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. If incorrect, contact a DCISS advisor immediately.
- **Contacting USCIS** - If you have any problems or questions with the EAD application, check in with a DCISS advisor before calling the USCIS Customer Service.

**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.
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
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. If this happens, contact a DCISS adviser to discuss next steps.

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.

Travel Before EAD Card is received

• Must be in the U.S. to apply for the EAD.
• There are increased risks of traveling outside of the U.S. while your EAD application is pending at USCIS. Please consult with a DCISS J-1 advisor before planning international travel.
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, on the I-765, check “Renewal of my permission to accept employment (attach a copy of your previous EAD)” and answer “Yes” to question 12. You will then also need to complete and sign PART 6, Additional Information, pg. 7 question 4a-4d.
Contact Us: dcissj1unit@saonet.ucla.edu

When calling/emailing our office, please tell us your J-1 spouse’s name and SEVIS ID or Date of Birth.

*Special Thanks to the UC Berkeley International Office for sharing their EAD Guide template!*