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

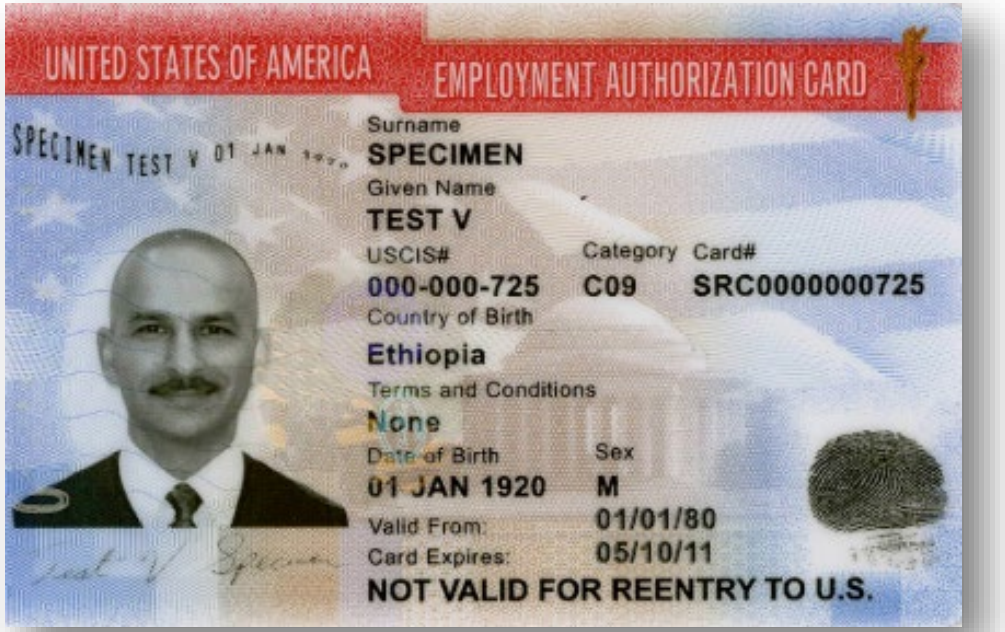
Preparing the application to the U.S. Citizenship and Immigration Service (USCIS)

EAD Application Guide

- Please note that this application guide is for instructional purposes only.
- Consultation with an immigration attorney is recommended to ensure that the application is filled out correctly.
- Information may change at any time and it is essential that you refer to the official USCIS instructions when filing your I-765 application for the most up to date information.
- 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)

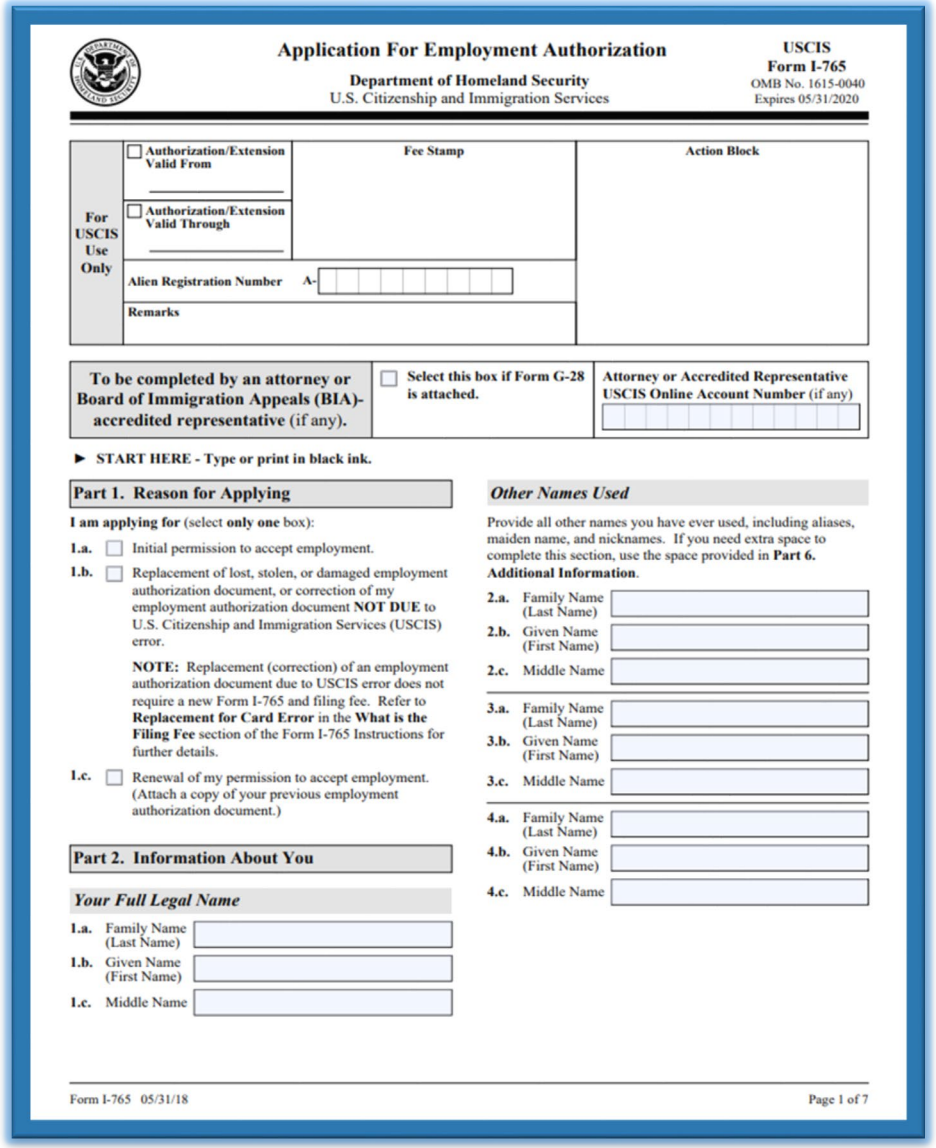
Average processing time at the United States Citizenship and Immigration Services (USCIS) is 3 -6 months.

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

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

USCIS
Form I-765
OMB No. 1615-0040
Expires 05/31/2020

For USCIS Use Only

☐ Authorization/Extension Valid From _____

☐ Authorization/Extension Valid Through _____

Fee Stamp

Action Block

Alien Registration Number A-

Remarks

To be completed by an attorney or Board of Immigration Appeals (BIA)-accredited representative (if any).

☐ Select this box if Form G-28 is attached.

Attorney or Accredited Representative USCIS Online Account Number (if any)

► START HERE - Type or print in black ink.

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 2. Information About You

Your Full Legal Name

1.a. Family Name (Last Name)

1.b. Given Name (First Name)

1.c. Middle Name

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

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

Form I-765 05/31/18

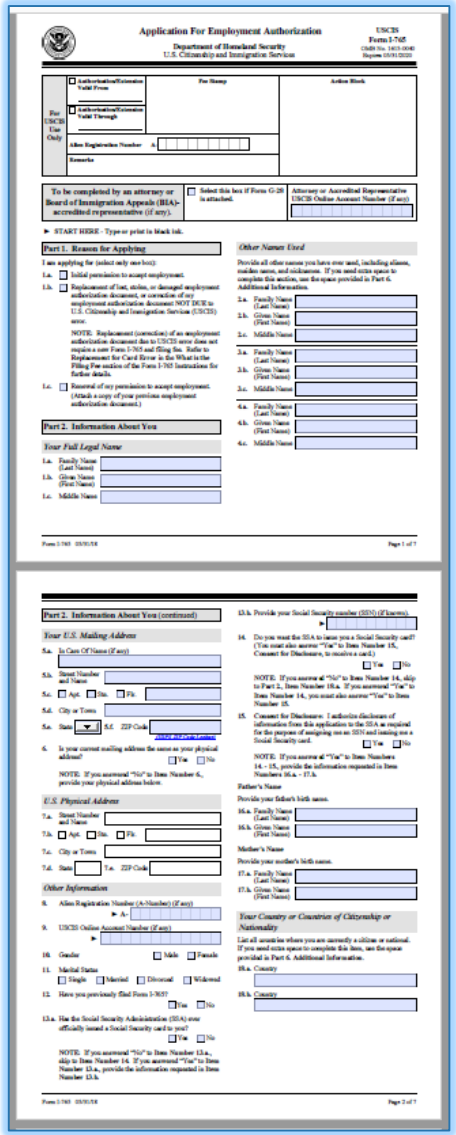
Page 1 of 7

Gather the required documentation

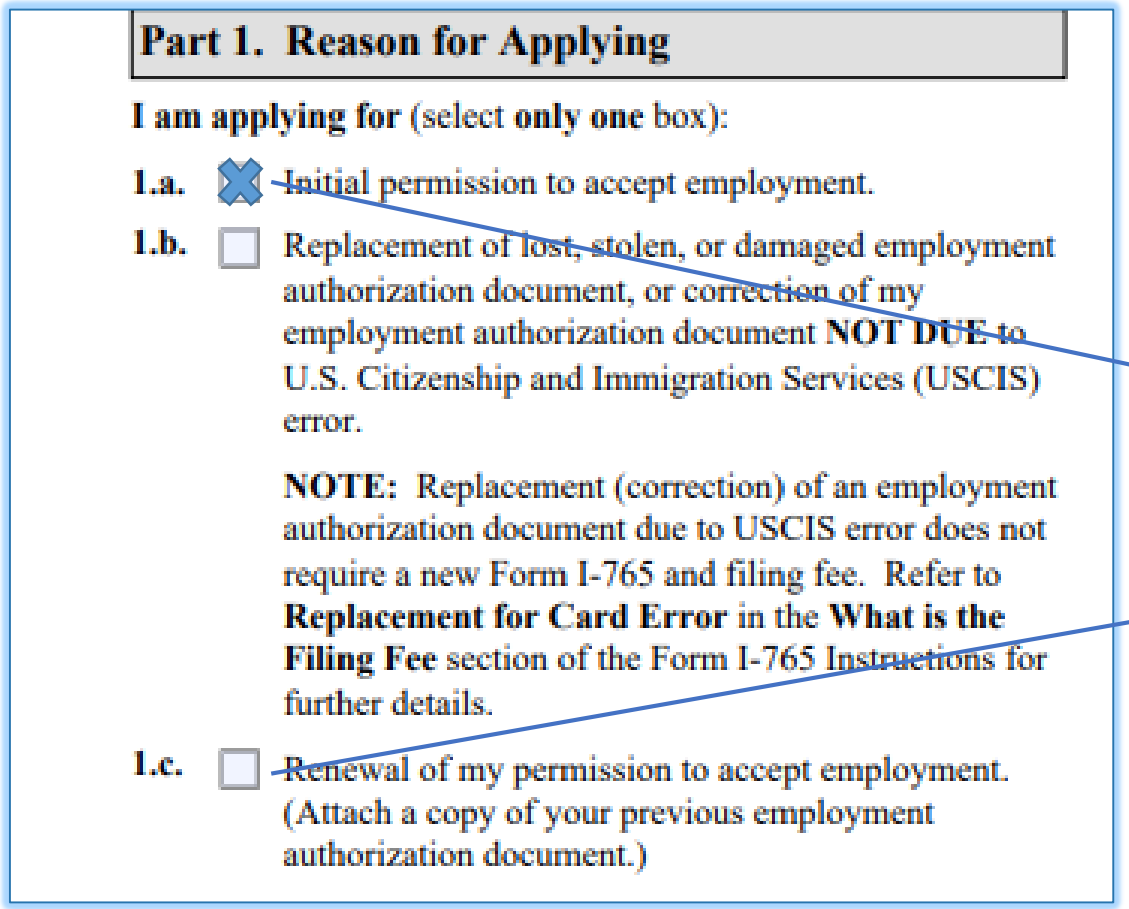
How to fill out Form I-765

- 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.



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

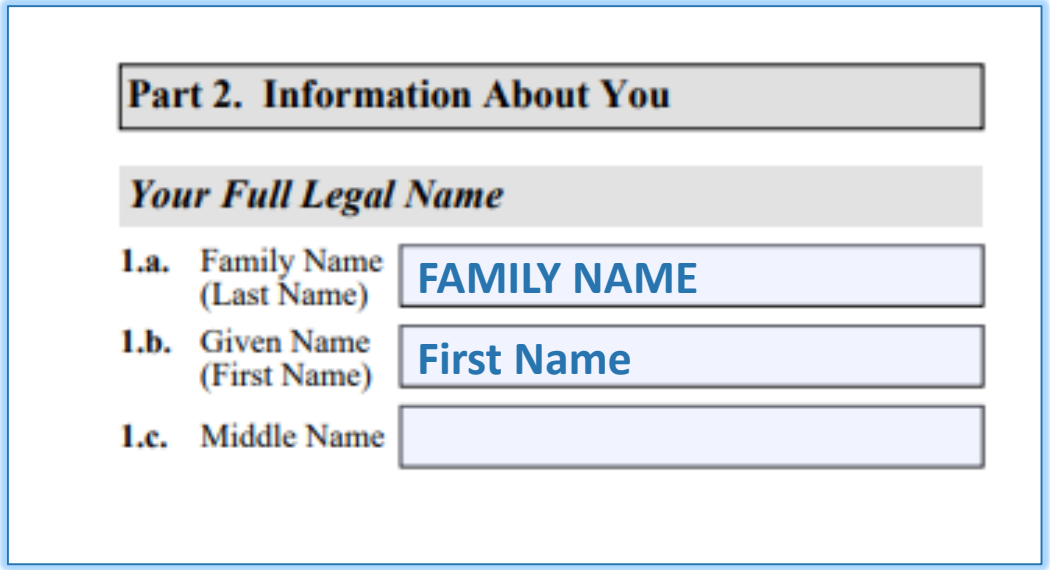
1a. Check the box for "Initial permission to accept employment" if you do not have an EAD based on J-2 status

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

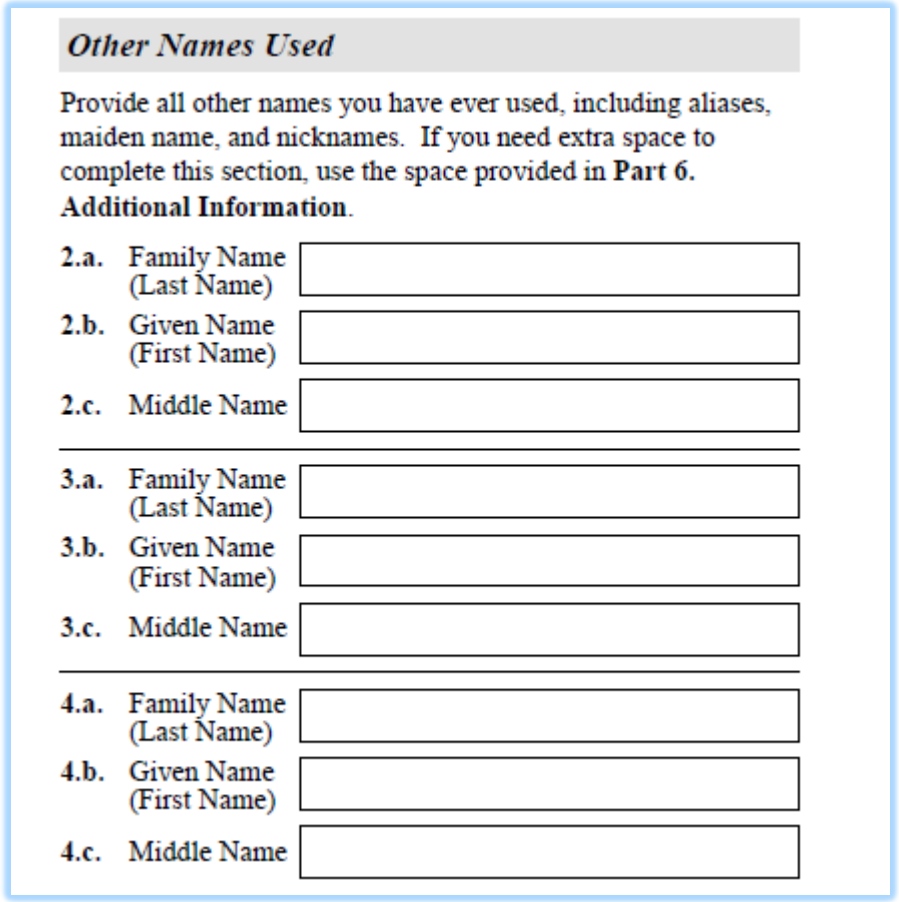
#1: Entire family name should be in CAPITALS or UPPER CASE letters. Use upper and lower case for the first name(s).



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.

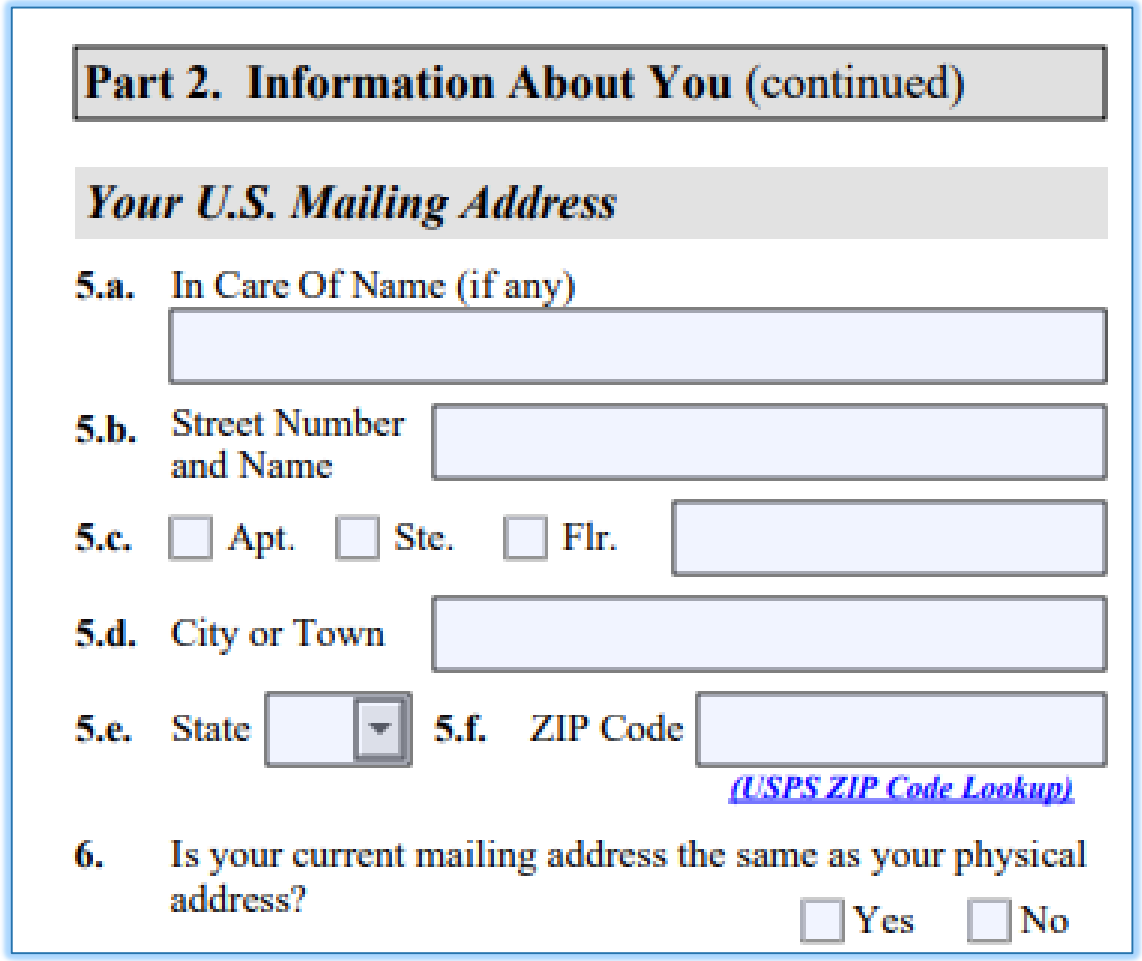


Other Names Used

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	
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?

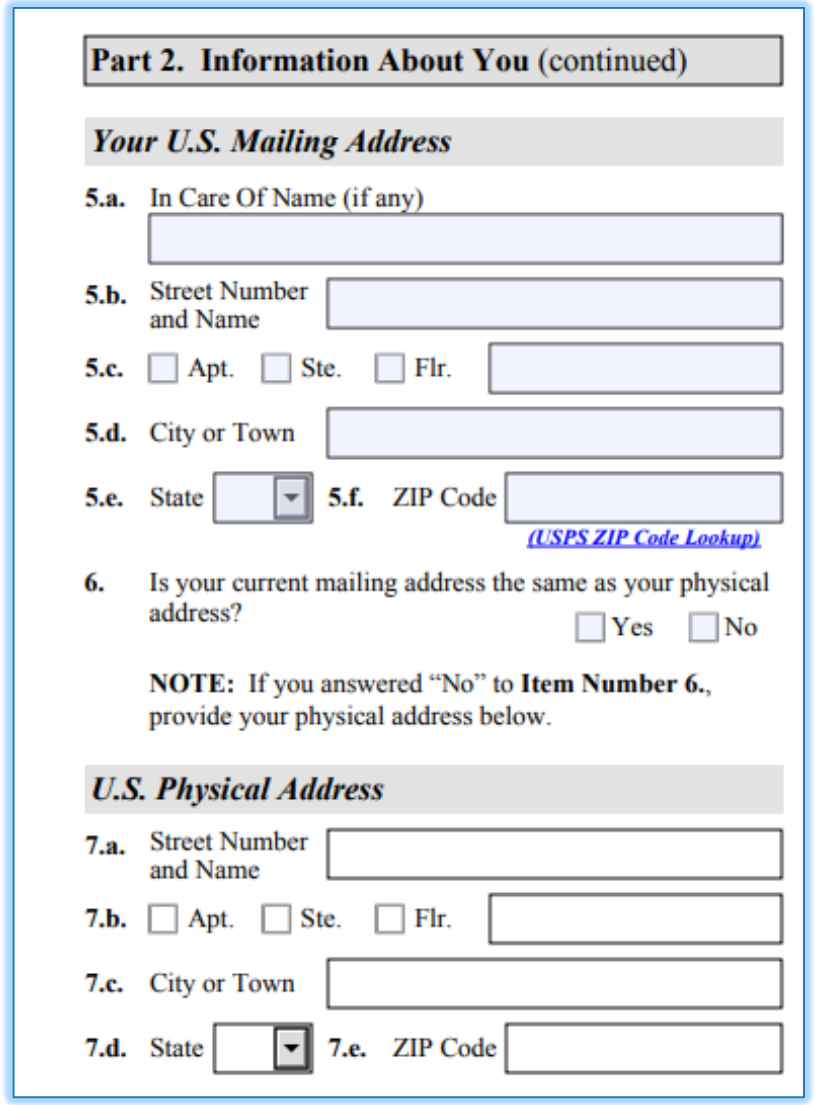
☐ Yes ☐ No

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.



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

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.

Complete the Form I-765

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

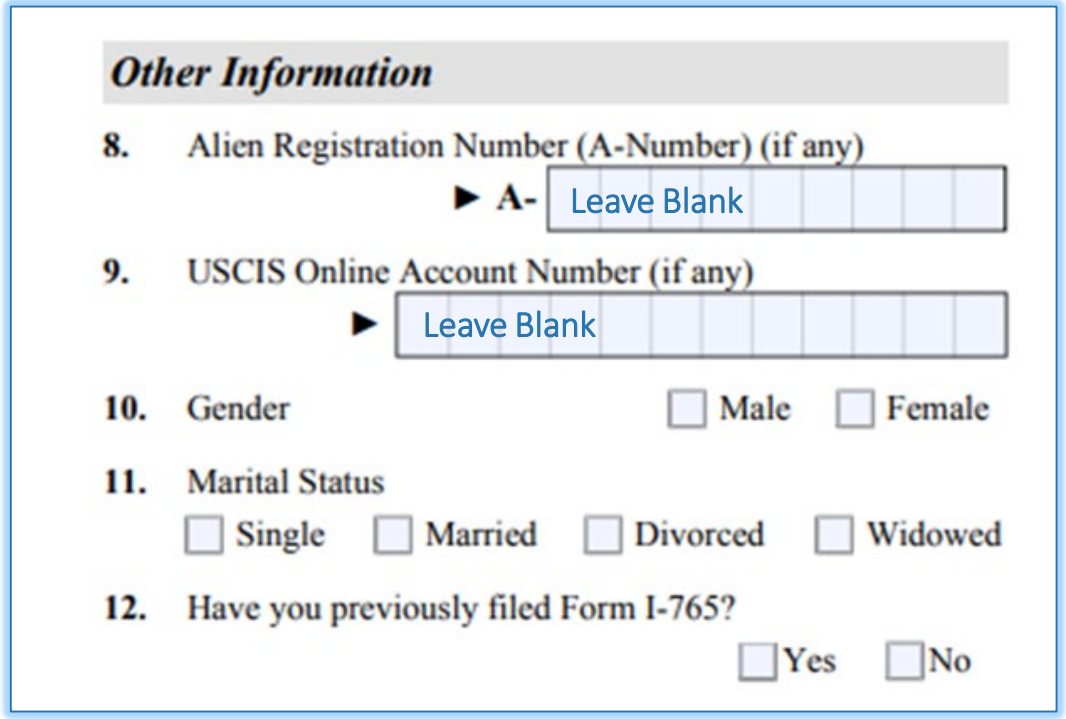
#9. J-2 Exchange Visitors do not have a USCIS Online Account Number, leave this blank.

#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- Leave Blank

9. USCIS Online Account Number (if any)

▶ Leave Blank

10. Gender ☐ Male ☐ Female

11. Marital Status

☐ Single ☐ Married ☐ Divorced ☐ Widowed

12. Have you previously filed Form I-765?

☐ Yes ☐ No

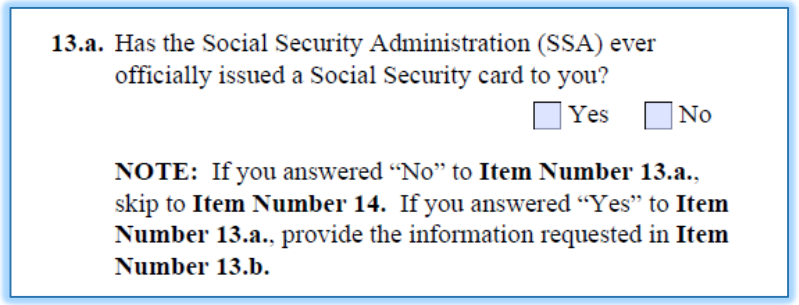
Complete the Form I-765

#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

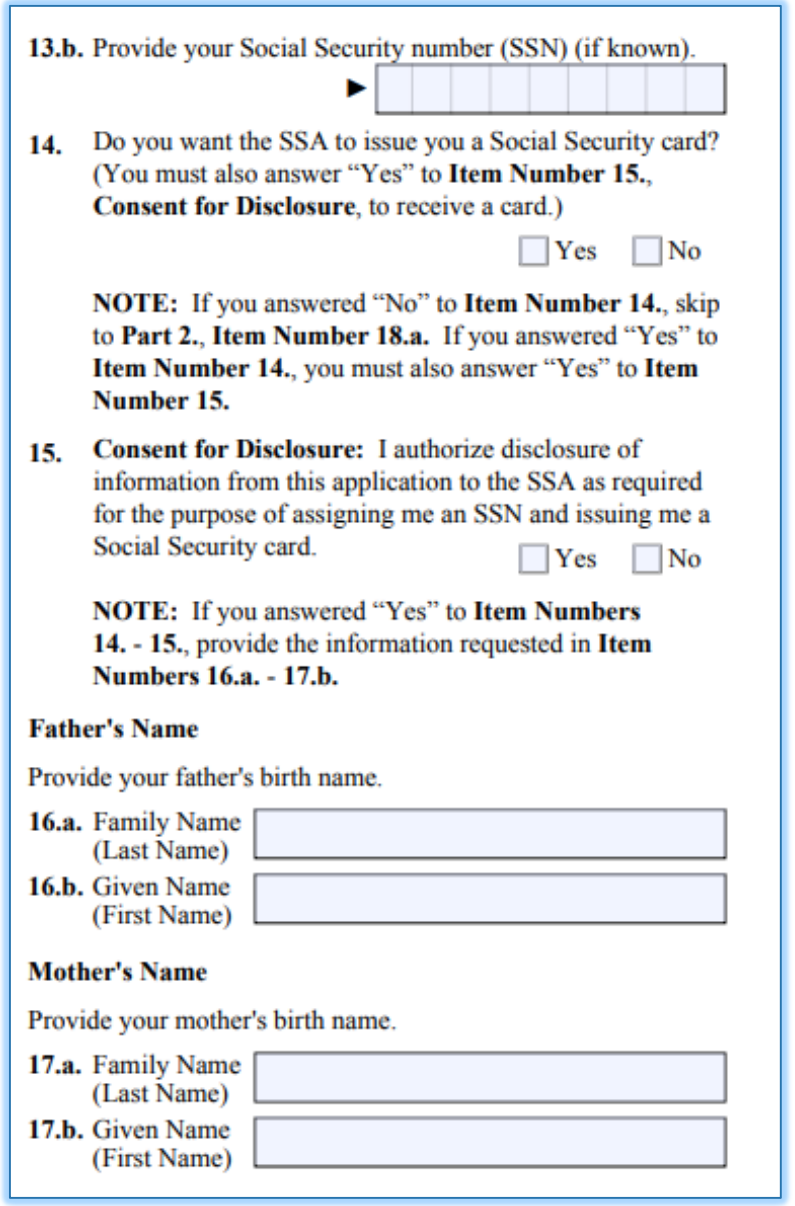
#14. Check "Yes" if you want a new or replacement SSN card and complete #15-17.b Check "No" if you do not want a new or replacement SSN card at this time



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

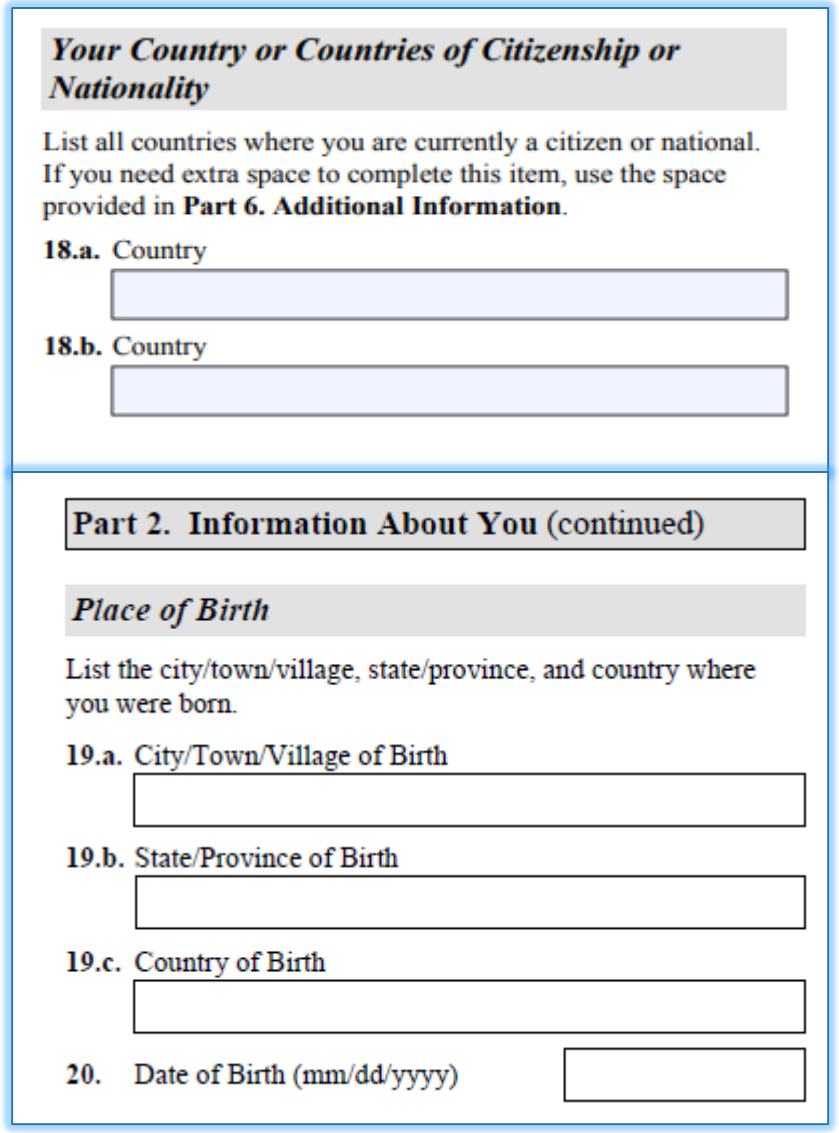
#18 Countries of Citizenship, pg. 2

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

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

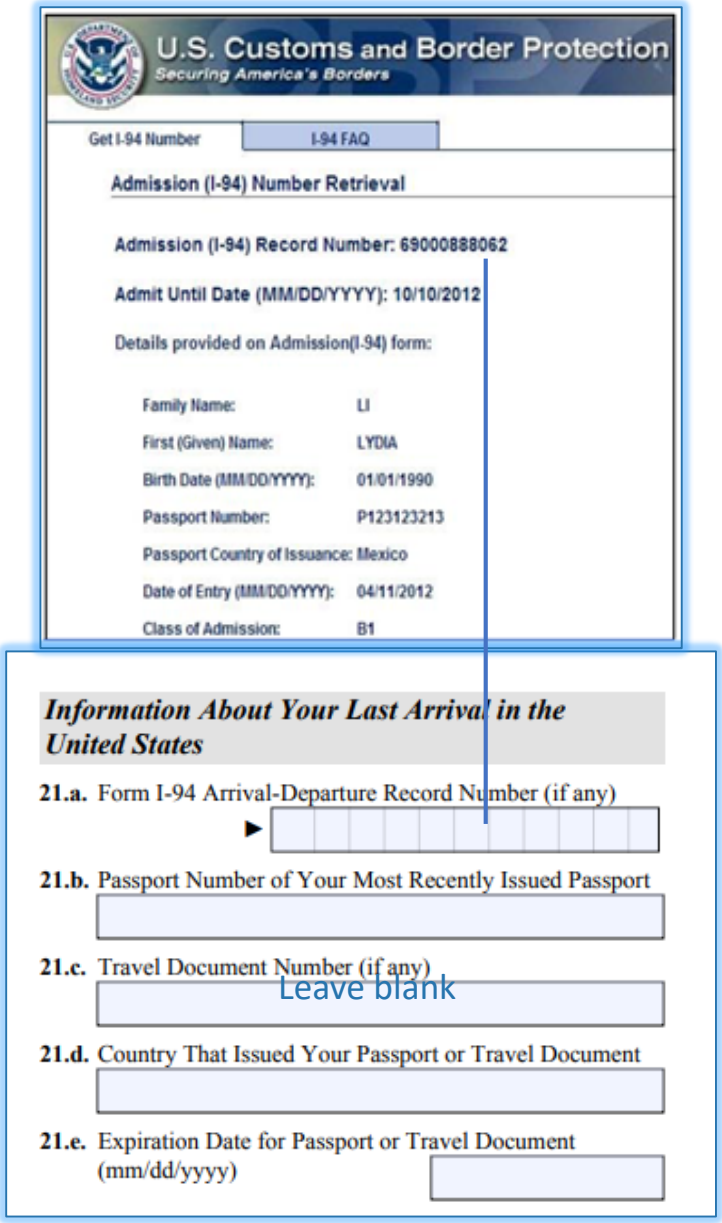
#21.a. I-94 Number

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



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

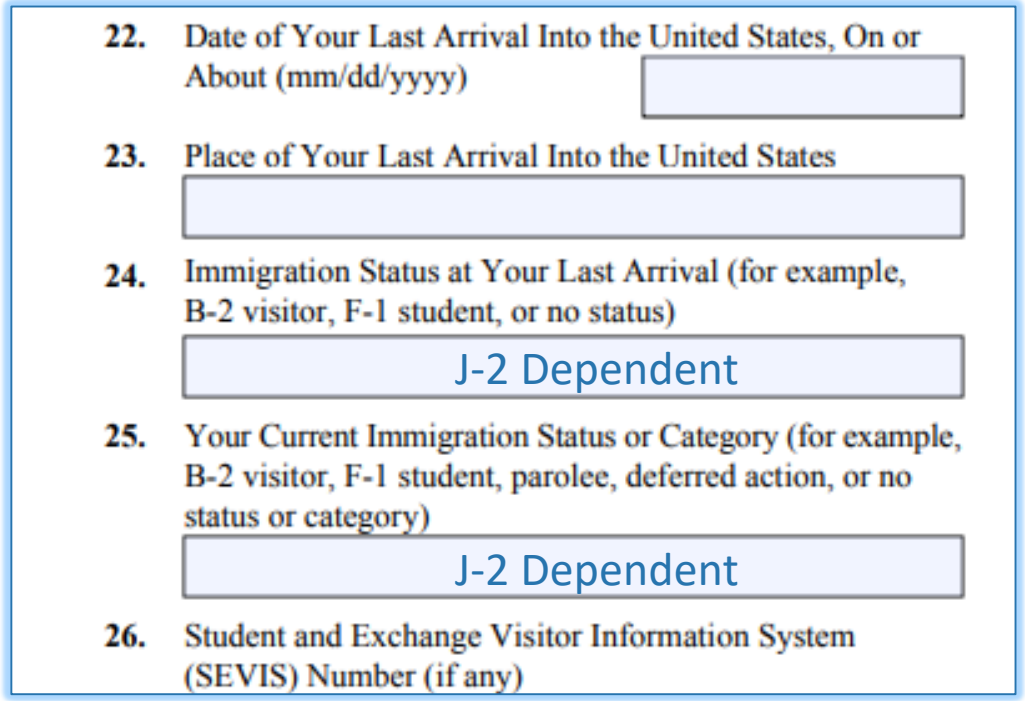
Status in which you entered the U.S. If you entered with a J-2 DS-2019, write "J-2 Dependent."

#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)

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)

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)

J-2 Dependent

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

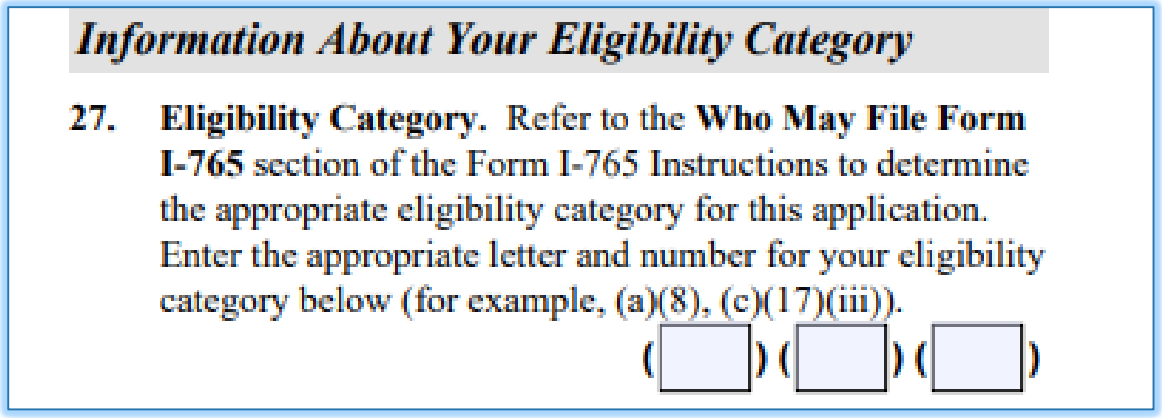
Complete the Form I-765

#27: Eligibility Category

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

#28-31b: Other Eligibility Categories

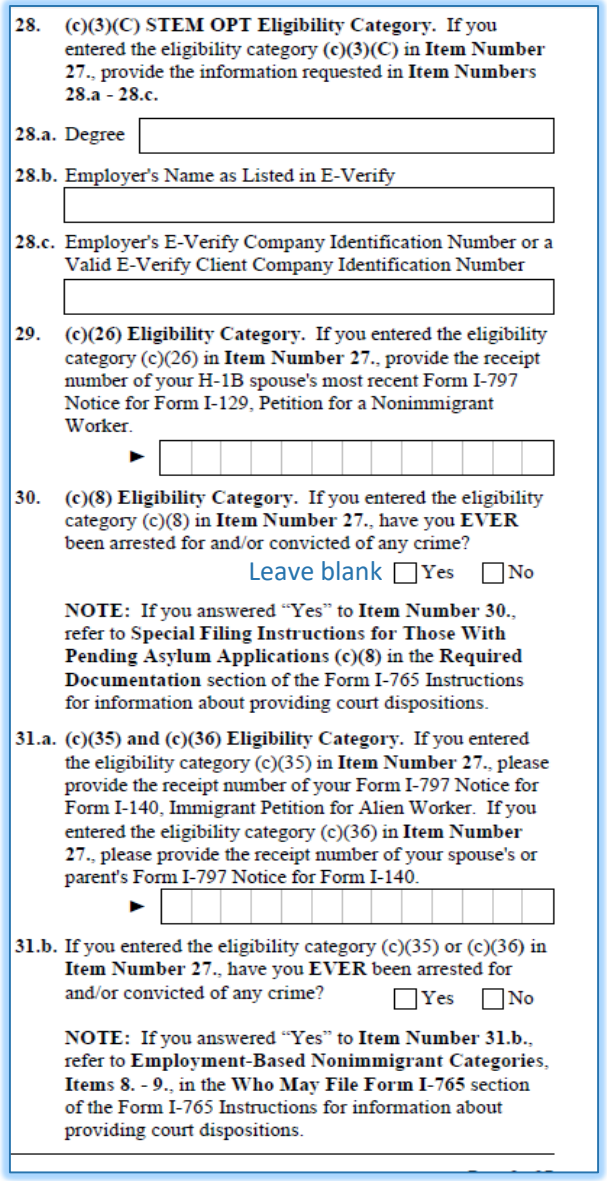
Not applicable therefore leave blank.



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

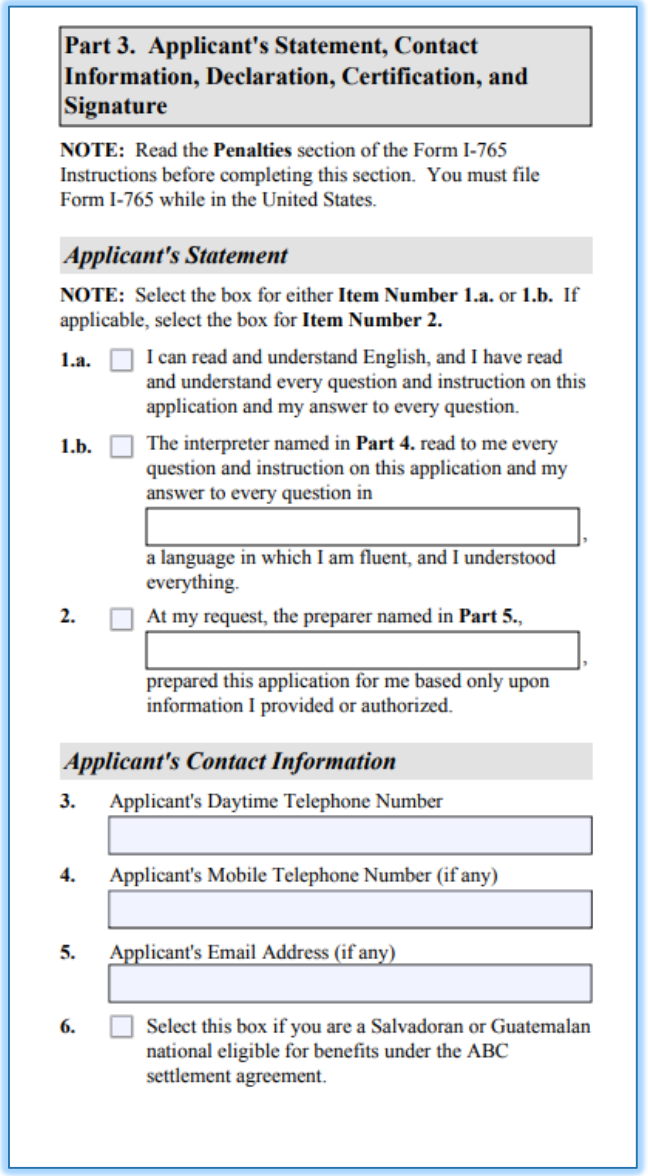
NOTE: If you answered "Yes" to **Item Number 30.**, refer to **Special Filing Instructions for Those With Pending Asylum Applications (c)(8)** in the **Required Documentation** section of the Form I-765 Instructions for information about providing court dispositions.

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.



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

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:

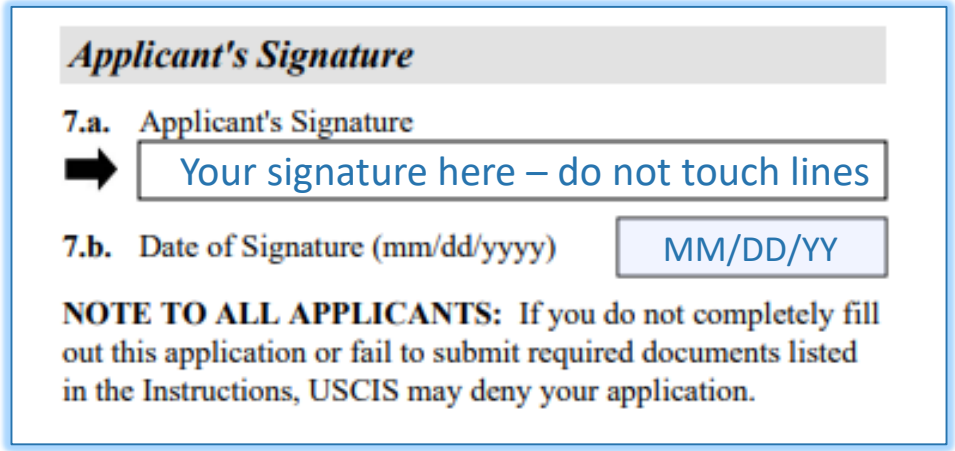
In some cases the *"Don't forget to sign!"* automatic reminder will not disappear when you print the form.

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.

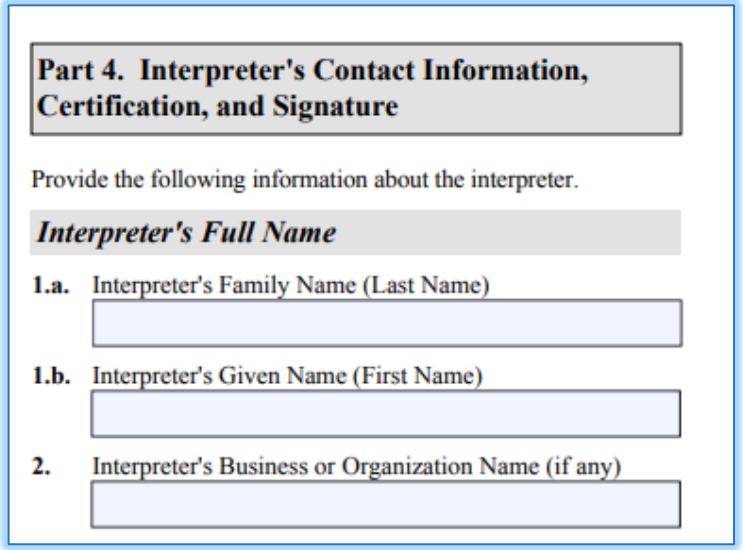
Important!

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:



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.

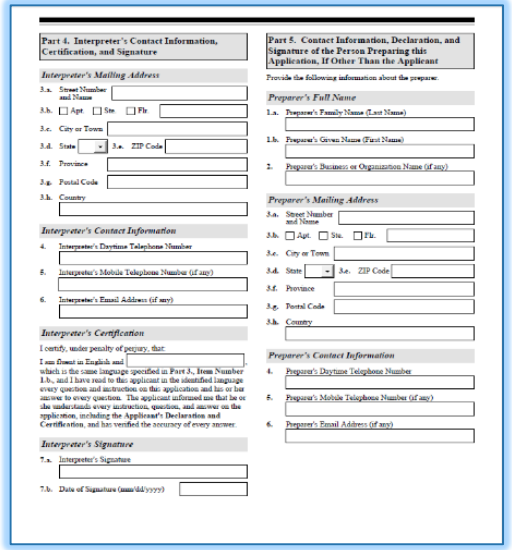
Interpreter's Full Name

1.a. Interpreter's Family Name (Last Name)

1.b. Interpreter's Given Name (First Name)

2. Interpreter's Business or Organization Name (if any)

Part 4 pg. 4



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

Interpreter's Mailing Address

3.a. Street Number and Name

3.b. ☐ Apt. ☐ Ste. ☐ Flr.

3.c. City or Town

3.d. State 3.e. ZIP Code

3.f. Province

3.g. Postal Code

3.h. Country

Interpreter's Contact Information

4. Interpreter's Daytime Telephone Number

5. Interpreter's Mobile Telephone Number (if any)

6. Interpreter's Email Address (if any)

Interpreter's Certification

I certify, under penalty of perjury, that:

I am fluent in English and _____, which is the same 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. The 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

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

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)

1.b. Preparer's Given Name (First Name)

2. Preparer's Business or Organization Name (if any)

Preparer's Mailing Address

3.a. Street Number and Name

3.b. ☐ Apt. ☐ Ste. ☐ Flr.

3.c. City or Town

3.d. State 3.e. ZIP Code

3.f. Province

3.g. Postal Code

3.h. Country

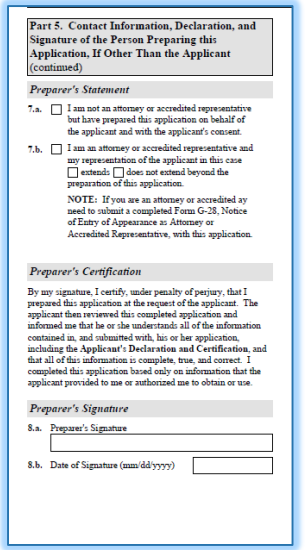
Preparer's Contact Information

4. Preparer's Daytime Telephone Number

5. Preparer's Mobile Telephone Number (if any)

6. Preparer's Email Address (if any)

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 ay need to submit a completed Form G-28, 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

8.b. Date of Signature (mm/dd/yyyy)

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:

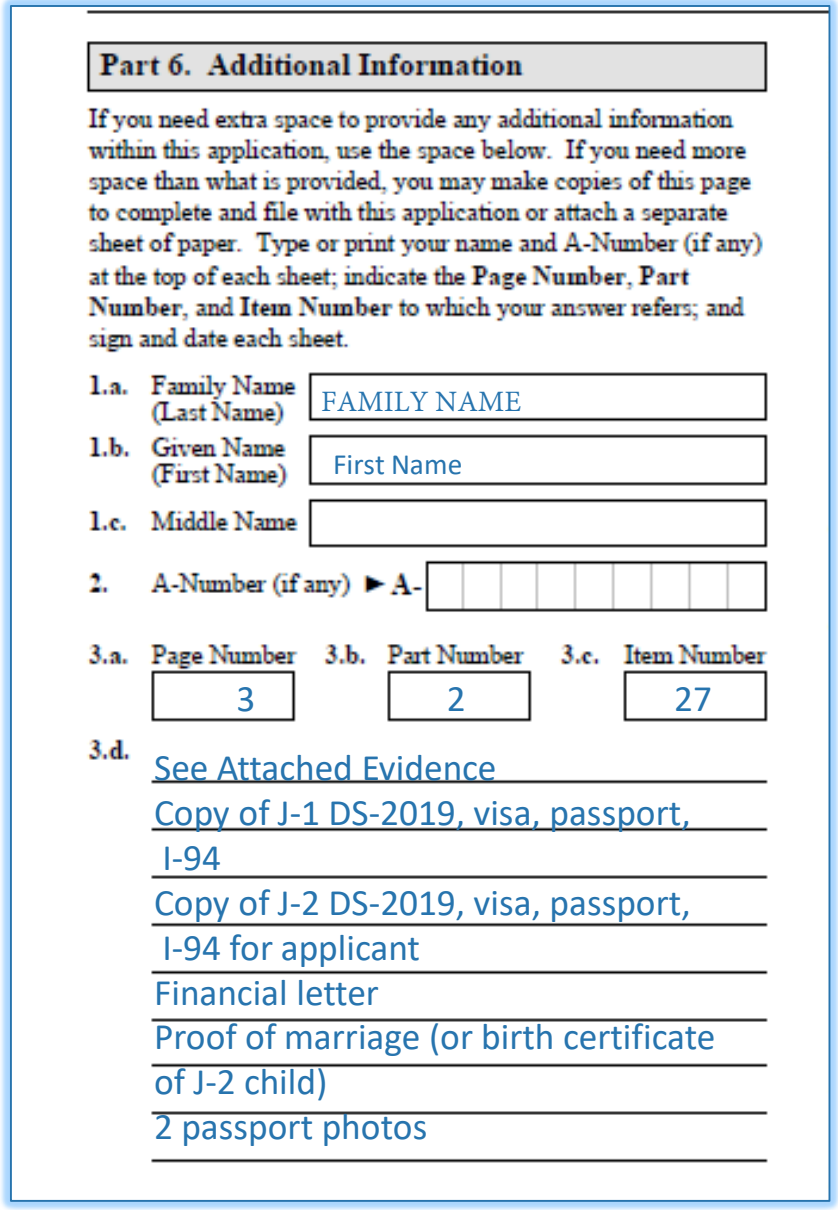
  Copy of J-1 DS-2019, visa, passport, I-94

  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): FAMILY NAME

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

1.c. Middle Name:

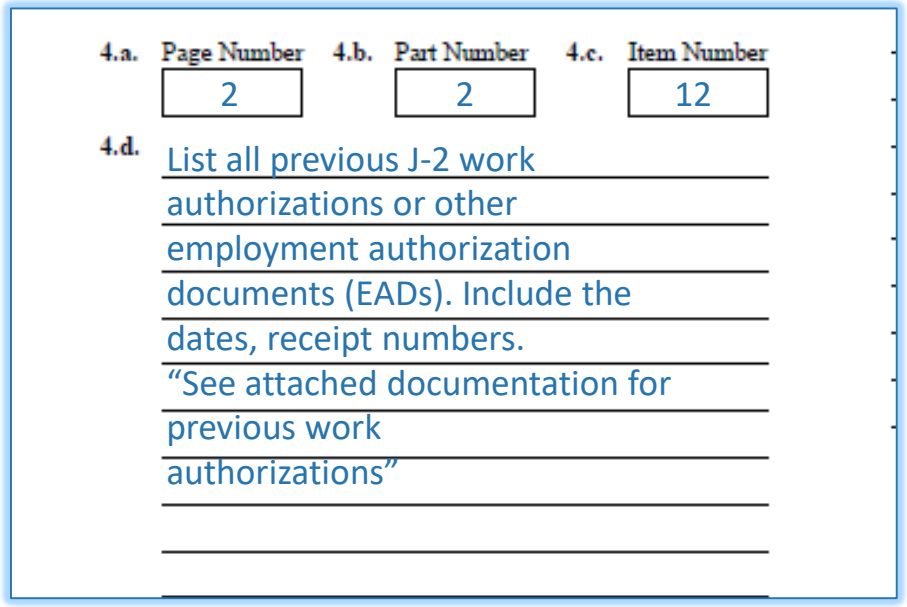
2. A-Number (if any) ► A-

3.a. Page Number	3.b. Part Number	3.c. Item Number
3	2	27

3.d.

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 of J-2 child)
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 **$520** 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.
- J-2 Financial Statement Support Letter (See sample letter).

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.

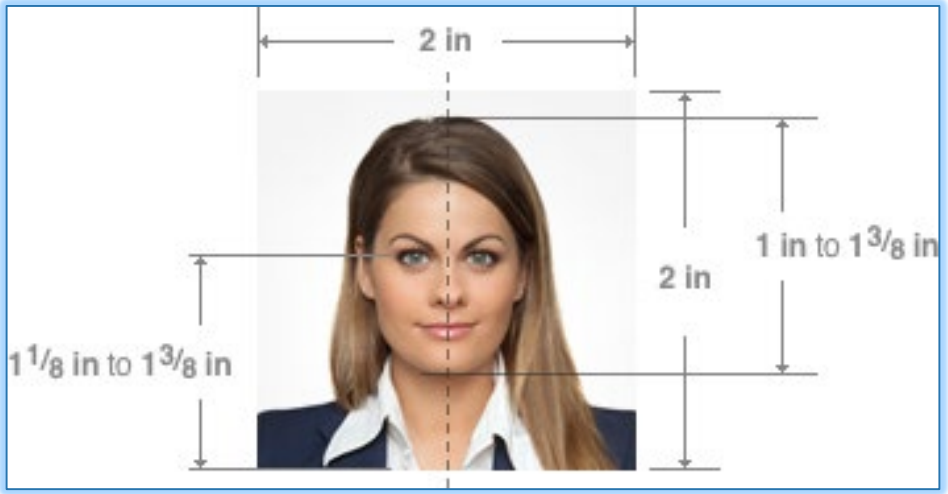
If J-2 Child: photocopy of child's birth certificate with certification of translation if not in English.

- 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

USCIS Fee of $520 by credit, debit, or prepaid card issued by a U.S. bank.

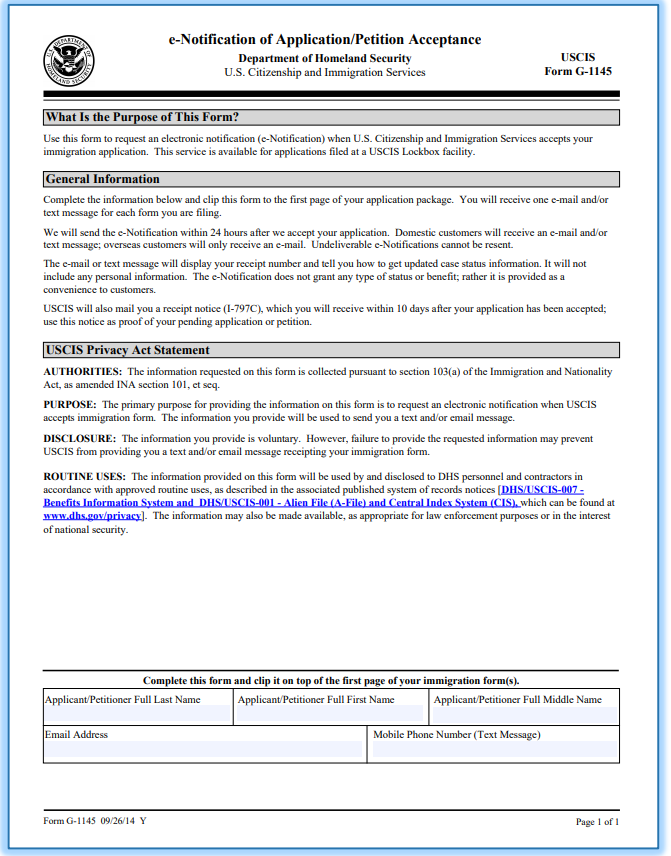
- Submit form G-1450, authorizing payment of $520. Only cards linked to U.S. billing addresses are accepted.
- USCIS no longer accepts payments made by personal or business check, money order, or cashier's check unless you qualify for an exemption.
- Fees are subject to change. Check the USCIS website for the most up to date information regarding fees: https://www.uscis.gov/forms/filing-fees

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 receipting 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]. 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

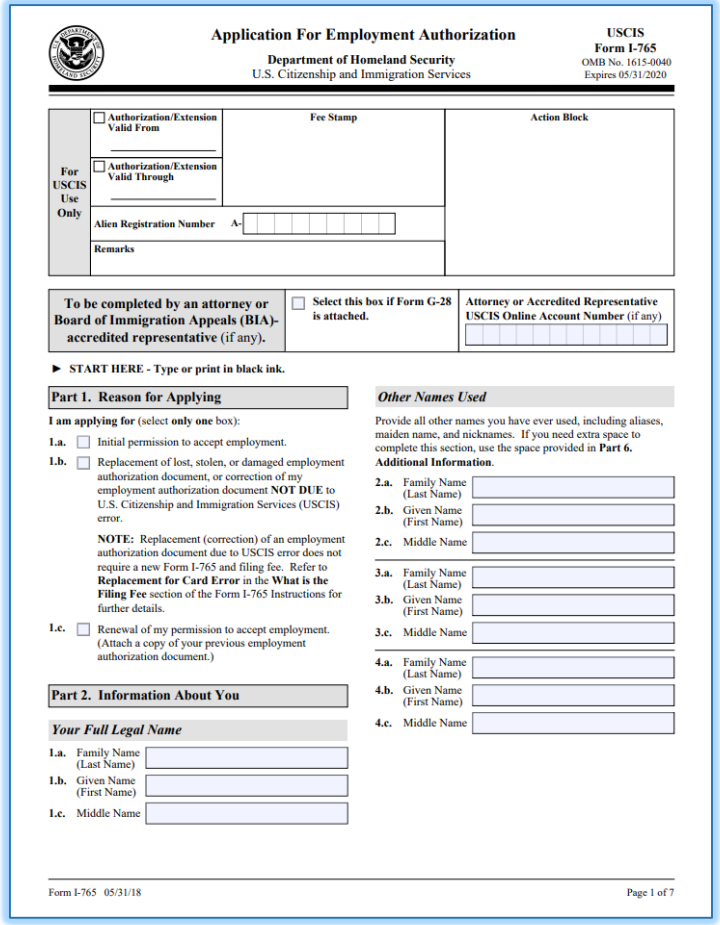
Email Address	Mobile Phone Number (Text Message)

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.
- **Instructions for filling out the form are included on slides 4-23.**



Application For Employment Authorization

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

USCIS
Form I-765
OMB No. 1615-0040
Expires 05/31/2020

For USCIS Use Only	Authorization/Extension Valid From ____ Authorization/Extension Valid Through ____	Fee Stamp	Action Block
	Alien Registration Number A-		
	Remarks		

To be completed by an attorney or Board of Immigration Appeals (BIA)-accredited representative (if any).	Select this box if Form G-28 is attached.	Attorney or Accredited Representative USCIS Online Account Number (if any)

► START HERE - Type or print in black ink.

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 2. Information About You

Your Full Legal Name

1.a. Family Name (Last Name)
1.b. Given Name (First Name)
1.c. Middle Name

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

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

Form I-765 05/31/18 Page 1 of 7

Financial Statement Support Letter

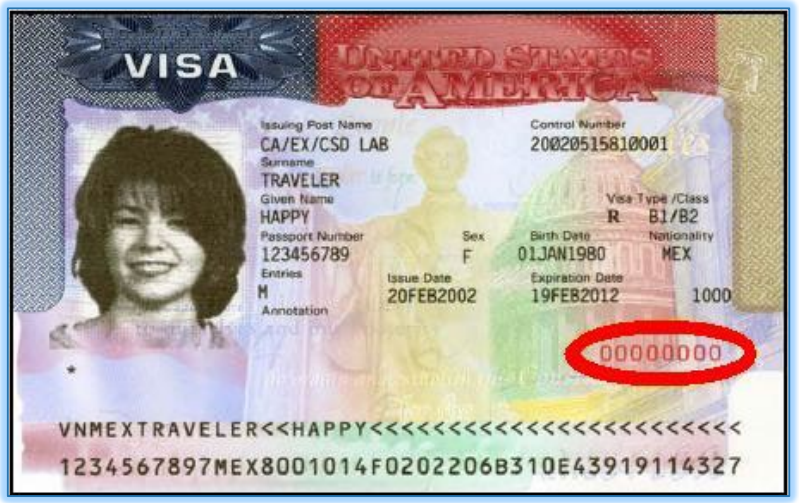
USCIS wants to ensure the employment of a J-2 dependent is for customary recreational and cultural activities; therefore they require a work permission letter showing the J-1 has sufficient funding for the length of their program.

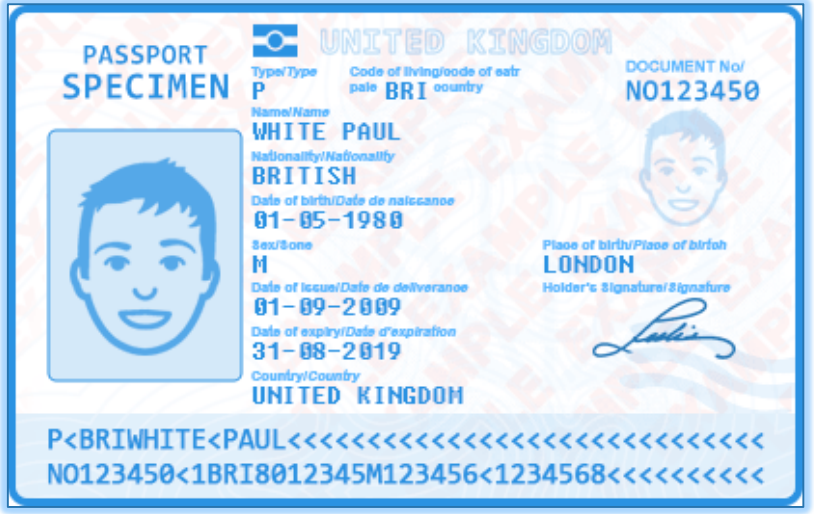
- For a template, see this example.
  - If your J-2 status is valid for more than one year, add the following statement to the letter: "I would like to request employment until the end date of my DS-2019 which is **include your actual end date here**, under federal regulations 8 CFR274a.12(a) and (c)."
  - 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.

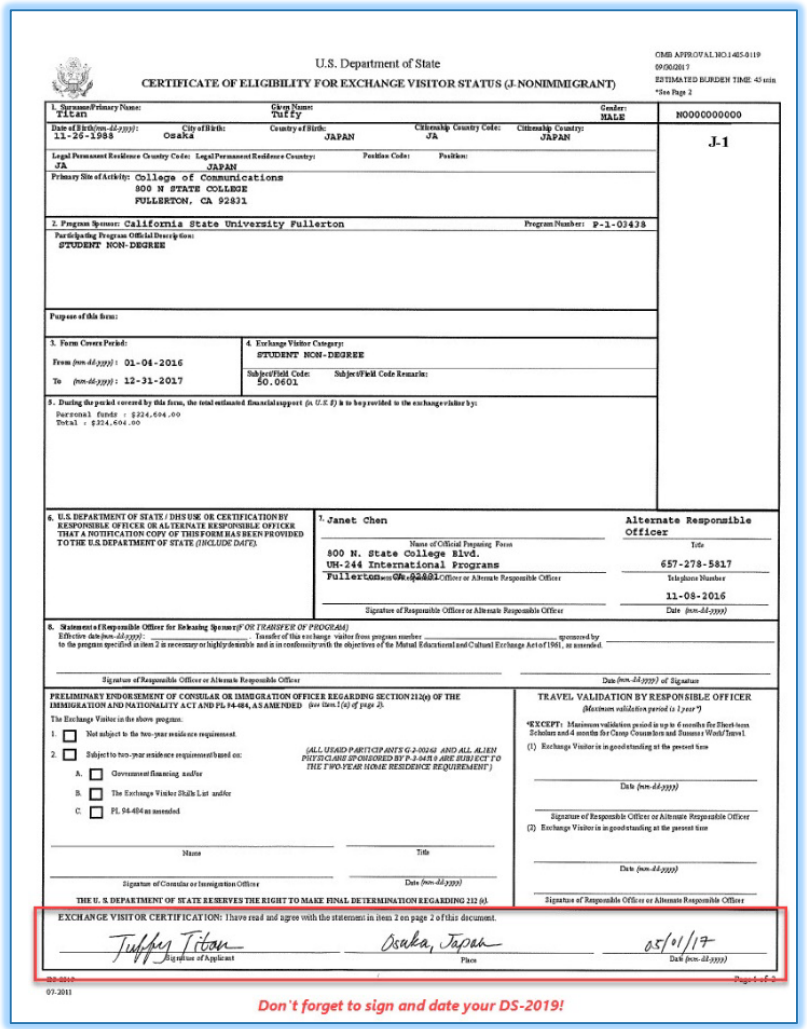




DS-2019 Forms

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.



U.S. Department of State

CERTIFICATE OF ELIGIBILITY FOR EXCHANGE VISITOR STATUS (J-NONIMMIGRANT)

OMB APPROVAL NO. 1405-0119
09/30/2017
ESTIMATED BURDEN TIME: 45 min
*See Page 2

1. Surname/Primary Name: TITAN | Given Name: Tuffy | Gender: MALE | N0000000000

Date of Birth (mm-dd-yyyy): 11-26-1988 | City of Birth: Osaka | Country of Birth: JAPAN | Citizenship Country Code: JA | Citizenship Country: JAPAN | J-1

Legal Permanent Residence Country Code: JA | Legal Permanent Residence Country: JAPAN | Position Code: | Position:

Primary Site of Activity: College of Communications
800 N STATE COLLEGE
FULLERTON, CA 92831

2. Program Sponsor: California State University Fullerton | Program Number: P-1-03438

Participating Program Official Description:
STUDENT NON-DEGREE

Purpose of this form:

3. Form Covers Period:
From (mm-dd-yyyy): 01-04-2016
To (mm-dd-yyyy): 12-31-2017

4. Exchange Visitor Category:
STUDENT NON-DEGREE
Subject/Field Code: 50.0601 | 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 — Address of Responsible Officer or Alternate Responsible Officer
Alternate Responsible Officer — Title
657-278-5817 — Telephone Number
Signature of Responsible Officer or Alternate Responsible Officer
11-09-2016 — Date (mm-dd-yyyy)

8. Statement of Responsible Officer for Releasing Sponsor (FOR 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 1961, 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(e) OF THE IMMIGRATION AND NATIONALITY ACT AND PL 94-484, AS AMENDED (see item 5 (c) of page 2).

The Exchange Visitor in the above program:
1. ☐ Not subject to the two-year residence requirement.
2. ☐ Subject to two-year residence requirement based on:
A. ☐ Government financing and/or
B. ☐ The Exchange Visitor Skills List and/or
C. ☐ PL 94-484 as amended.

(ALL USAID PARTICIPANTS G-3 0345 AND ALL ALIEN PHYSICIANS SPONSORED BY P-3-0459 ARE SUBJECT TO THE TWO-YEAR HOME RESIDENCE REQUIREMENT)

Name — Title
Signature of Consular or Immigration Officer — Date (mm-dd-yyyy)

THE U. S. DEPARTMENT OF STATE RESERVES THE RIGHT TO MAKE FINAL DETERMINATION REGARDING 212 (e).

TRAVEL VALIDATION BY RESPONSIBLE OFFICER
(Maximum validation period is 1 year*)
*EXCEPT: Maximum validation period is up to 6 months for Short-term Scholars and 4 months for Camp Counselors and Summer Work/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)
Signature of Responsible Officer or Alternate Responsible Officer

EXCHANGE VISITOR CERTIFICATION: I have read and agree with the statement in item 2 on page 2 of this document.
Tuffy Titan — Signature of Applicant
Osaka, Japan — Place
05/01/17 — Date (mm-dd-yyyy)

DS-2019
07-2011
Page 1 of 2

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.







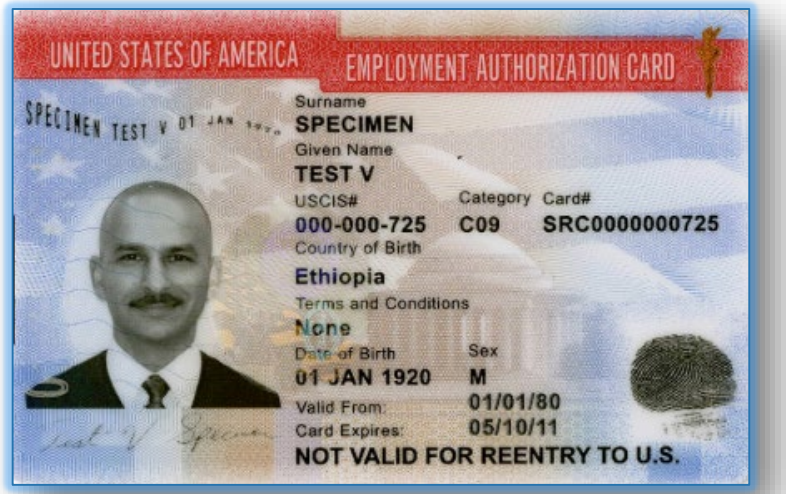
Marriage Certificate

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 webpage to ensure you are mailing your application to the correct address.

Step 3:

Receive the Employment Authorization Document (EAD)

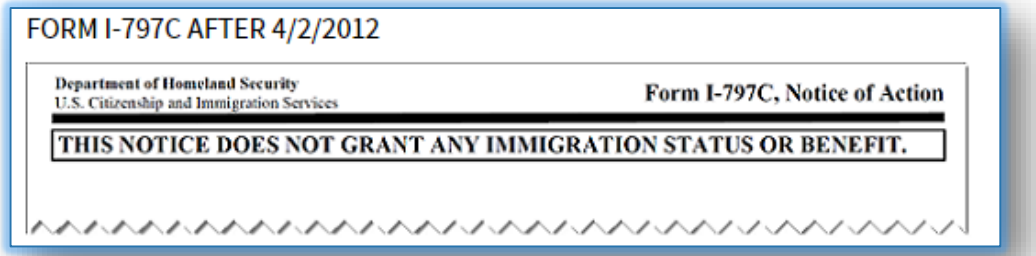
I-797 Notice of Action

- **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.

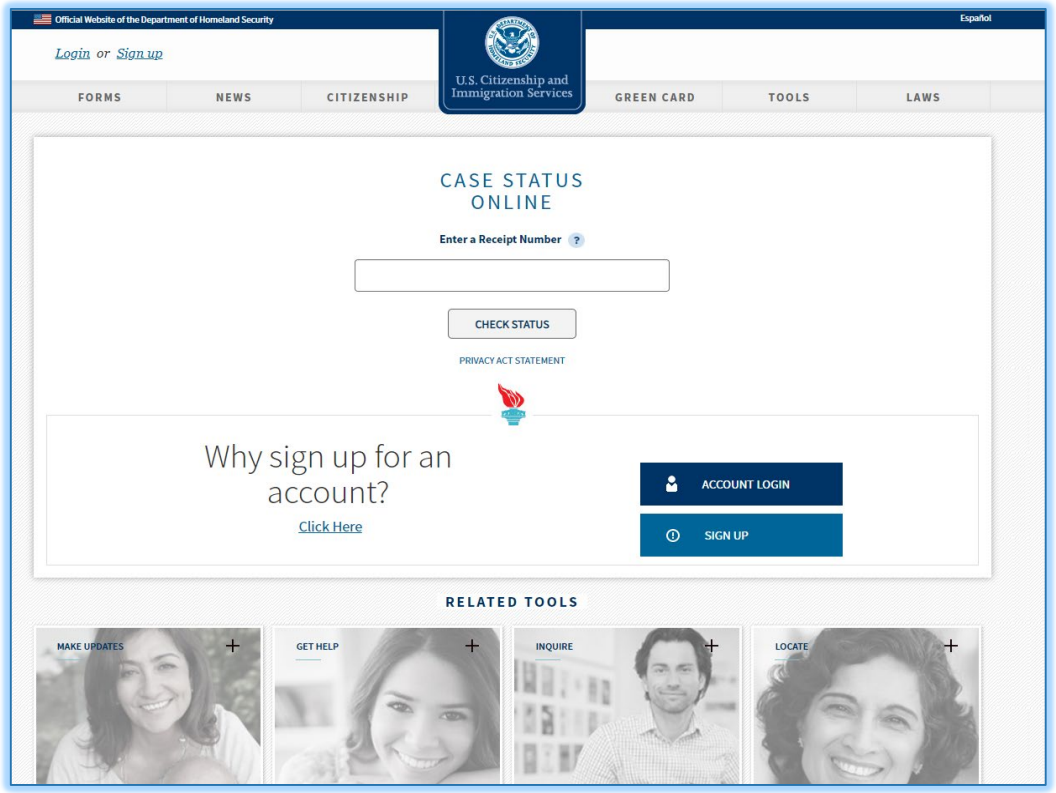
USCIS Issues & Tracking Your Case

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



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.

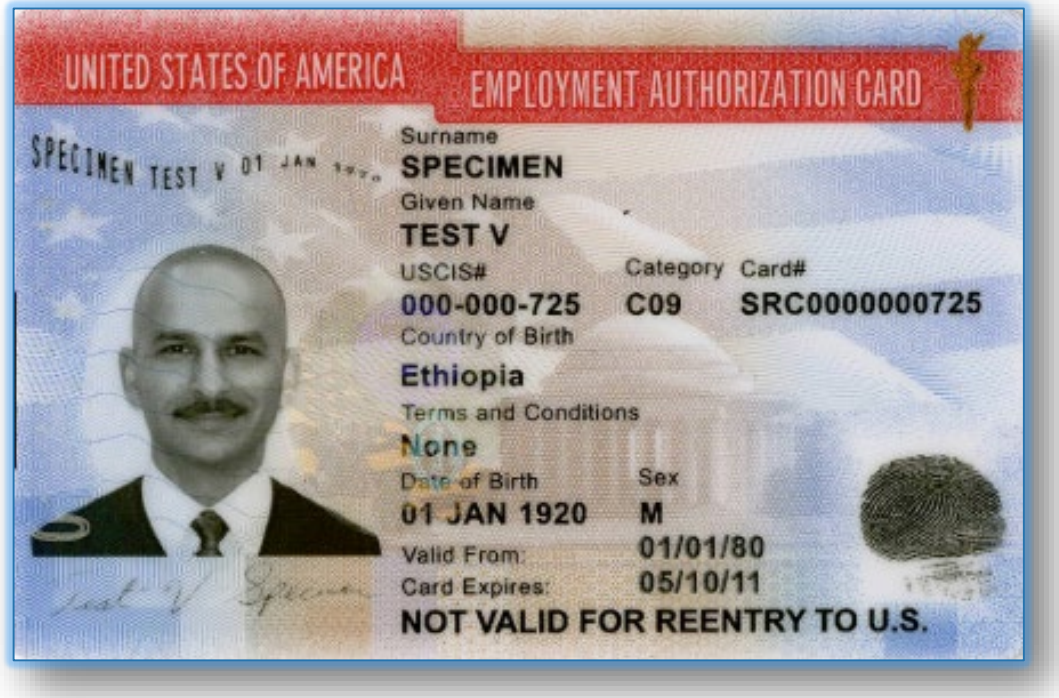
- Getting an RFE will delay the processing of your application
- You must respond by the due date on the notice

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.

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.

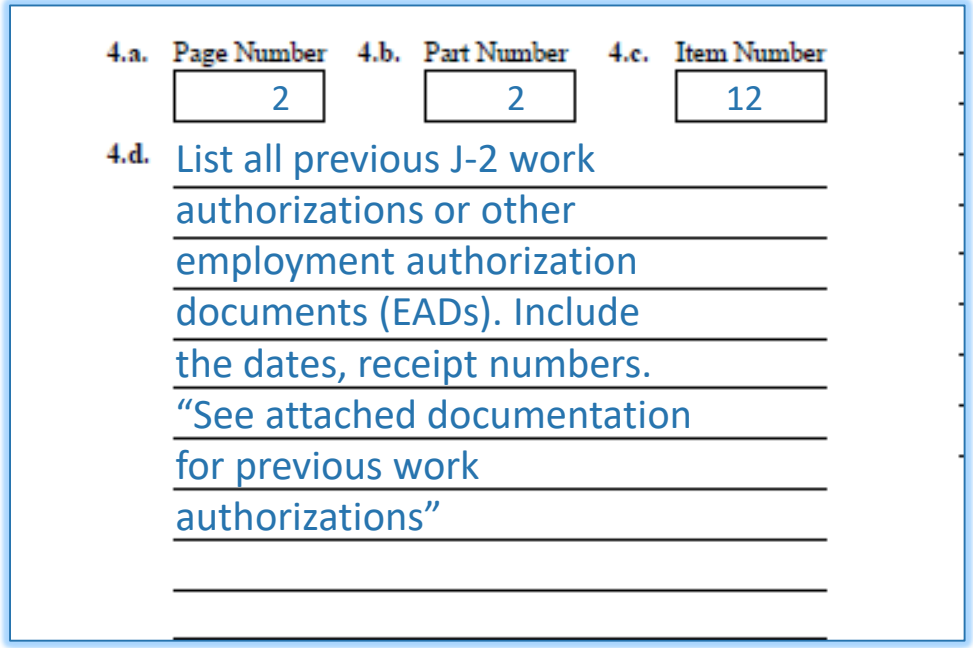
- If you receive a phone call from a person claiming to work for USCIS or any other government agency, **do not provide your personal information to them.** Note the person's name and phone number and contact DCISS before responding.

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
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"