INSTRUCTIONS ON APPLICATION FOR EMPLOYMENT AUTHORIZATION FOR J-2 VISA HOLDERS

INCLUDE THE FOLLOWING DOCUMENTS IN YOUR APPLICATION, PAYING CLOSE ATTENTION TO WHICH FORMS SHOULD BE IN ORIGINAL VERSION, AND WHICH FORMS SHOULD BE ONLY IN PHOTOCOPIED VERSION:

Originals of:

- Form I-765--be sure you have signed it at the bottom. Note: (On Item 16, list ( ) (c) (5) if you hold J-2 status. Remember to leave first bracket blank.
- $380 check or money order made out to "Department of Homeland Security"
- Two identical photographs of you which conform to the following specifications:
  - White to off-white background, to be printed on thin paper with glossy finish un-mounted and un-retouched
  - Passport-style photos must be 2" by 2"
  - Must be in color with full face, frontal view
  - Head height should measure 1" to 1 3/8" from top to bottom of chin
  - Eye height is between 1 1/8" to 1 3/8" from bottom of photo
  - Head must be bare unless you are wearing headwear as required by a religious order of which you are a member
  - Using pencil or felt pen, lightly print your name and SEVIS ID number on the back of the photo
- You may request an E-Notification that your application has been accepted by attaching USCIS Form G-1145 to the I-765 form. The E-Notification is NOT the official USCIS receipt notice.

Photocopies of:

- Your DS-2019 form and your Form I-94, (and any previous I-94s given you since your last arrival in the U.S.--this would apply to people who have changed or extended their status since their last arrival);
- From you passport: (a) all pages that contain biographical information; (b) the page that has your picture; and (c) the page containing your most recent visa;
- A copy of your last EAD (front and back), if any;
- The DS-2019 and I-94 of your J-1 spouse; marriage certificate or other legal proof of marriage to the J-1 principal;
- A budget sheet on which you explain your financial need and you note that none of the J-2’s income will go towards supporting the J-1 principal.

SUBMIT YOUR APPLICATION BY MAIL TO:

If your state of residence is New Jersey, New York, or Pennsylvania, please submit the application to the address listed below. If you live in a State other than the ones listed above please refer to the instructions for the form I-765 to find out which USCIS lockbox address has jurisdiction over your state of residence and mail your application there.

For US Postal Service Mail Deliveries (e.g. 1st class, Priority, Express):

U.S. Citizenship and Immigration Services
PO Box 660867
Dallas, TX 75266

For Express Mail and Courier Service Deliveries (e.g. FedEx, DHL):

U.S. Citizenship and Immigration Services
ATTN: AOS
2501 S. State Hwy. 121 Business Suite 400
Lewisville, TX 75067

We suggest you make a copy of your application before mailing and that you mail the application by "certified mail, return receipt requested." This will cost a couple of dollars more than regular mail.