

J-2 Employment Authorization Application Procedures

All J-2 visa holders must follow the procedures below when submitting the forms for employment authorization. Applications must be mailed to the following address:

**U. S. Citizenship and Immigration Service
Nebraska Service Center
P. O. Box 87765
Lincoln, NE 68501-7765**

The following documents must be submitted to the U.S. Citizenship and Immigration Service (CIS) when applying for an Employment Authorization Document (EAD):

1. **Form I-765. DO NOT E-FILE.** Obtain the CIS form I-765 from the following CIS web site, <http://www.uscis.gov/files/form/I-765.pdf>. See instructions on the back of this page.
2. Photocopies of the J Document issued to principal J-1 visa holder and the J-2 visa holder.
3. A copy of the passport identification page with picture
4. A copy of the visa page in passport
5. A copy of the I-94 front and back for both the J-2 and J-1 visa holder
6. A check or money order for \$340.00 made payable to the Department of Homeland Security (DHS). Do not send cash.
7. Copy of previous issued EAD card (if you have one).

8. **Two photographs.**

Two (2) color photos with a plain background taken no earlier than 30 days before submission to CIS. **They must be full-face (facing the camera directly)**, un-mounted photos (*NOTE: This is a change effective September 1, 2004, from the previously required three quarter front profile photo*). Head coverings and hats are only acceptable due to religious beliefs and even then may not obscure any portion of the applicant face. Photo size is 2 inches by 2 inches, with the distance from the top of the head to just below the chin between 1 inch and 1 and 3/8 inches. The distance from the eyes down to the bottom of the photo should be between 1 and 1/8 inches and 1 and 3/8 inches. Where more than one photo is required, all photos of the person must be identical.

Local Establishments for pictures: (Approximate cost is around \$13.00)

- **Division of Instructional Services-Stewart Ctr., Room G59**
- **Camera Craftsmen-101 N. 6th Street-Lafayette;**

Lightly print your name, I-94 # and date of birth on the back side of the photo(s) with a #2 pencil. Have an Immigration Counselor in ISS check the photos to make sure they are correct. Seal them in a plastic bag and staple them to your application form, I-765.

9. A written statement by the J-2 dependent concerning the work authorization. The letter must state that the money earned will not be used in any way to support the J-1 principal. The J-2 dependent may express in their letter that they wish to work for purposes of: paying for their education, recreational reasons, cultural reasons, or development of their professional expertise in their area of education. If there is any implication in the cover letter that the funds will be used in any way for the J-1 principal, the application for employment will be denied.

Be sure to keep copies of all documents submitted to CIS. Staple all materials together and mail your application through the U.S. Post Office by **CERTIFIED MAIL, RETURN RECEIPT REQUESTED**. Processing time at CIS will be approximately 90 days (3 months) from the date on the receipt notice that CIS will send to you. Once your application is processed, you will receive the EAD card in the mail. The U.S. Post Office will not forward your EAD card so make sure the address on the I-765 is correct and will be valid for at least 4 months.

Remember to have an Immigration Counselor in ISS check over your application (during walk-in hours) prior to mailing the forms to CIS.

OFFICE OF INTERNATIONAL STUDENTS & SCHOLARS
Schleman Hall of Student Services • 475 Stadium Mall Drive • West Lafayette, IN 47907-2050
e-mail: iss@purdue.edu • <http://www.iss.purdue.edu>
Phone # (765)494-5770 • FAX # (765)494-6859

INSTRUCTIONS FOR COMPLETING FORM I-765

J-2 spouses applying for employment authorization must complete Form I-765 to submit with the appropriate documents to CIS in Lincoln, NE. Please print legibly or type the following information on the application. See an ISS counselor before submitting this application to CIS. (Please ask an Immigration Counselor if you need to see the complete I-765 instructions).

Check the box which applies to your particular situation. If you have ever applied for and received an Employment Authorization Document (EAD) card in the past you should check "renewal of my permission to accept employment" attaching a copy of the card(s) previously obtained.

- 1. Name.** Be sure to print in CAPITAL letters your Family/Last/Surname. Use the name from your passport.
- 2. Other names.** Fill this in only if you use another name other than the one listed in #1, including maiden name. If this does not apply to you, leave blank.
- 3. Address.** This is where CIS will send your EAD card, and should be valid until you receive it. **The U.S. Post Office will not forward this mail; it will be returned to the CIS.** If you plan on moving during this time, you should list a friend or family member's address or ask an ISS counselor for an address label so the ISS can receive it for you (also provide an email address for yourself valid for 4 months). If you list an alternate address, it should be written like this:
c/o Friend's Name
Friend's Street Address
Friend's City, State, Zip Code
- 4. Country of Citizenship/Nationality.** Fill in both if different.
- 5. Place of Birth.**
- 6. Date of Birth (month/day/year).**
- 7. Sex.** Check applicable box.
- 8. Marital status.** Check applicable box.
- 9. Social Security Number.** If you don't have one, write in "N/A" (not applicable).
- 10. Alien Registration Number (A number).** You will have an A number if you have applied for an

EAD card before. Otherwise, use your I-94 card number. Your I-94 card is the small white card issued to you when you first entered the U.S. The number will be an 11-digit number at the top of the card.

- 11. Indicate whether or not you have ever applied for an EAD card,** with the specific CIS office where the document was obtained, date issued, expiration date, and whether it was granted or denied. Attach a copy of the EAD card to the application.
- 12. Date of last entry to the U.S.** This will appear on your I-94 card.
- 13. Place of last entry.** This will be the place where you were last admitted and your documents inspected by an Immigration Officer.
- 14. Manner of last entry.** Nonimmigrant status as it appears on the I-94 card received upon last entry to the U.S. (e.g., J-2 dependent).
- 15. Current immigration status.** Nonimmigrant status you received when you last entered the U.S. or changed status (J-2).
- 16. Eligibility Category.** J-2 dependents applying for work authorization - **(c)(5)**

The I-765 must be accompanied with the following supporting documents.

- 2 passport size photos (See CIS requirements)
- Personal check or money order made payable to "CIS" for \$340.
- Copies of the passport pages showing identity, visa, and expiration date, copy of I-94 card of both the J-1 and J-2 visa holders
- Copies of all previous EAD cards (if applicable)
- A copy of the DS 2019 form for both the J-1 and the J-2 visa holders
- Letter of explanation from the J-2 dependent