

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.
- \$410 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.*

<p><u>For US Postal Service Mail Deliveries (e.g. 1st class, Priority, Express):</u></p> <p>U.S. Citizenship and Immigration Services PO Box 660867 Dallas, TX 75266</p>	<p><u>For Express Mail and Courier Service Deliveries (e.g. FedEx, DHL):</u></p> <p>U.S. Citizenship and Immigration Services ATTN: AOS 2501 S. State Hwy. 121 Business Suite 400 Lewisville, TX 75067</p>
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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.