

GENERAL APPLICATION PROCEDURES
J-2 WORK AUTHORIZATION

The following procedures must be followed by individuals on J-2 visas who wish to apply for work authorization.

- Compose a letter to the **Department of Homeland Security (DHS)/Citizenship and Immigration Services (CIS)**.
- Provide **Proof of funding**. This could be an offer letter for the J-1, bank letters and/or sponsorship letters.
- Complete **Form I-765**.
<https://www.uscis.gov/i-765>
- Make **2 sets of copies** of the following documents for J-1 (principal) and J-2 (dependent)
 - Passport identification page.
 - Passport page showing expiration, (if on different page).
 - Passport page with J-1/ J-2 visa stamp, if available.
 - Form I-94 (front & back).
 - DS 2019 (all forms).
- Have two (2) photos of yourself taken within 30 days prior to application. The photos must have a white to off-white background, be printed on thin paper with a glossy finish, and be unmounted and unretouched. The two identical passport-style photos must be 2 by 2 inches. The photos must be in color with a full face, frontal view, on a white to off-white background. Head height should measure 1 to 1 3/8 inches from the top of your hair to the bottom of your chin, and eye height is between 1 1/8 to 1 3/8 inches from the top of your eyes to the bottom of photo. Your head must be bare unless you are wearing headwear as required by a religious denomination of which you are a member. Using a pencil or felt pen, lightly print your name and A-Number (if any) on the back of the photo. For more information on photo, check in the form I-765 instructions (*Please note that it is your responsibility for USCIS' decision as to whether your photographs meet the I-765 specifications.*).
- Obtain a money order in the amount of \$410. Make money order payable to:

US Department of Homeland Security

- If you would like an ISSS advisor to review your documents, schedule an appointment. You must bring with you at the appointment the complete application packet, which should include the following:
 - **Your letter to DHS/CIS**
 - **Financial letters**
 - **Passport and I-94 (2 sets)**
 - **Completed Form I-765**
 - **Money Order \$410**
 - **Photos cut and prepared according to specifications**

The ISSS advisor will review your application documents and eligibility. If all is in order, the ISSS advisor will return the packet to you for mailing. You will need to mail the entire application packet by **Certified/Return-Receipt** (through the US Post Office) to the DHS/CIS Regional Service Center:

For U.S. Postal Service (USPS):

USCIS
P.O. Box 660867
Dallas, TX 75266

For FedEx, UPS, and DHL deliveries:

USCIS
Attn: NFB AOS
2501 S. State Hwy. 121 Business
Suite 400
Lewisville, TX 75067

Once your application is received at the INS Service Center, you will be mailed a **Form I-797 (Notice of Action: Receipt Notice)**. Keep this notice in a safe place as you may need it for any future inquiries.

The **Employment Authorization Document (EAD)** will be mailed to you to the address you stated in Form I-765. The EAD is the official approval for your employment. Make sure to check that all the personal information on the EAD is correct. You should send a copy of the EAD to ISSS to be kept in your file.

It is estimated that it will take USCIS a minimum of 90 to 120 days to process this application.

REMINDERS:

- **You CANNOT begin employment UNTIL you have the EAD card from DHS.** Working without authorization is unauthorized employment, a deportable offense.
- Please note that **J-2 employment authorization expires at the same time as the DS2019.** This means that if you wish to continue working after your DS2019 expires you must **apply for renewal of your employment authorization** at the time the extension of the DS2019 is processed.

10/18/18