

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.
<http://uscis.gov/graphics/formsfee/forms/files/i-765.pdf>
- 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) full-frontal/passport photos of yourself taken within 30 days prior to application. For more information on photo standards, You must print, with a pencil, your last name, first name and admission # (I-94 11-digit number) on the back of each photo. Place photos in small plastic bag, if available. Check for photo specifications at:
http://uscis.gov/graphics/publicaffairs/newsrels/04_08_02Photo_flyer.pdf
- Obtain a money order in the amount of \$180. Make money order payable to:

Department of Homeland Security/US CIS

- If you would like as 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/USCIS
 - Financial letters
 - Passport and I-94 (2 sets) for J-1 and J-2
 - Completed Form I-765
 - Money Order \$180.00
 - 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 (envelope will be provided by the ISSS):

U.S. CIS
Texas Service Center
P.O. box 851041
Mesquite, TX 75185-1041

Once your application is received at the 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 on 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.

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 DS-2019. This means that if you wish to continue working after your current DS-2019 expires, you must apply for renewal of your employment authorization at the time the extension of the DS-2019 is processed.