

Guidelines for Applications for J-2 Work Permission

Prepare the following:

- Letter explaining the need to work, with a list of income and expenses. You must show that the employment is NOT necessary to support the J-1 scholar but is for other purposes. (See J-2 work sample letter).
- Completed Form I-765. In Part 16 put code (C)(5) from Page 2 of instructions. Form I-765 is available on the web at <http://www.uscis.gov/files/form/I-765.pdf>.

→ **Note: There is the option to file the I-765 electronically.** Information is available at the website above and on our instruction sheet for “J-2 Work Authorization Application Electronic (E-filing) Method.”

To file a **paper** I-765 (**not** e-filing) prepare the following in addition to the paper I-765 form:

- Two Photos as per the Photo Specifications Sheet. Take specifications sheet to photographer. Specifications sheet is available on the web at http://www.uscis.gov/files/article/04_08_02Photo_flyer.pdf
- Check for required fee (see <http://www.uscis.gov/files/form/I-765.pdf> Part 4 of instructions for fee payment information)
- Copy of BOTH sides of Form I-94 of J-2 dependent (small white card in passport)
- Copy of Form DS-2019 of J-2 dependent
- Copy of passport identity page and page with expiration date of J-2
- Copy of J-2 visa
- Copy of BOTH sides of Form I-94 of J-1 scholar
- Copy of Form DS-2019 of J-1 scholar
- Copy of passport identity page and page with expiration date of J-1 scholar
- Copy of J-1 visa of scholar

Send paper I-765 form with above documents to:

California Service Center
P. O. Box 10765
Laguna Niguel, CA 92607-1076

If using a mail courier other than the US Postal Service, use the following address (for Federal Express, UPS, DHL, etc.):

California Service Center
24000 Avila Road, 2nd Floor, Room 2312
Laguna Niguel, CA 92677

Mail all documents by a method which will allow you to receive proof that your application was received.

Keep photocopies of all documents you send to the USCIS.

You should receive your Employment Authorization Document (EAD) from the USCIS in 90-120 days. You should remain in the U.S. while you are waiting for the EAD since the California Service Center considers your application to be abandoned if you leave the U.S. while the application is being processed. You may not begin

employment until you receive your EAD and may only work during the dates authorized on the EAD. We recommend applications to renew the EAD be filed at least 5 months in advance.

If the USCIS does not approve or deny the EAD application within 90 days (from the date on your receipt notice) you may request an interim EAD. You must go to the local district USCIS office (not the Application Support Center) and bring proof of your identity and any documents that USCIS has sent you about your employment authorization application. Please contact the international adviser if you have any questions.

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