

International Scholar and Student Services  
107 Classroom Unit  
Office Hours: Monday – Thursday 9:30-Noon and 1-4 and Friday 9:30-Noon  
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### J-2 Work Authorization Application Electronic (E-filing) Method

After arrival in the U.S. J-2 spouses and dependents may apply for work authorization from the USCIS for supplementary income for themselves and other dependents (not the J-1 scholar). Application forms and sample letters are available from the International Scholar Adviser. We recommend that you contact the adviser at least 4 months before you want to start working.

J-2 dependents need an Employment Authorization Document (EAD card) to prove you may work in the United States. One step in the application process is to apply to the USCIS for an EAD using Form I-765. Once the application is received by the USCIS it could take up to four months before it's approved.

There are two methods to apply for the EAD. You may use the Traditional, paper filing method described at <http://oie.ucsc.edu/forms/J2WorkPermissionGuide.pdf>.

There is also an Electronic Filing (E-Filing) method described below:

- For E-Filing, see the USCIS Home Page at <http://www.uscis.gov/portal/site/uscis>.
- Use the menu bar on the left and choose:  .
- Go to the heading [Forms Currently Available for E-Filing](#).
- Go to the heading [Instructions for Electronically Filing Form I-765](#).

Follow instructions carefully. After you have read the instructions, click on: Login to your E-Filing Account [Login to Your E-Filing Account](#). Set up a profile, complete the I-765 application, choose (C)(5) for **J-2 Spouse or Minor Child of an Exchange Visitor**. Pay the fee and submit the application.

**Confirmation Receipt Notice of E-Filing:** After electronic filing is complete, the applicant receives electronic confirmation that the application was received. Print (and sign) at least one copy of your completed application and the Confirmation Receipt notice for your records. The Confirmation Receipt notice will contain a Receipt Number associated with your application. The Confirmation Receipt notice does not mean that the application was approved, but it does provide proof that the application was filed. Your application will then be sent electronically to the appropriate USCIS location for processing. A paper receipt, Form I-797, will be mailed to the applicant after filing.

**Send Supporting Documents for the E-Filing Process:** After electronic submission, applicants are instructed to send supporting documentation or evidence to the address listed on the Confirmation Receipt notice.

Applicants should attach a copy of the Confirmation Receipt notice to the documents to help USCIS match them to the e-filed application. Send COPIES of the following documents: DS-2019, passport identity page, front and back of the I-94, visa stamp, and any other copies requested.

You will need to send a letter requesting J-2 work authorization. A sample is available on our website at [http://oie.ucsc.edu/forms/is3/j2\\_work\\_sample\\_letter.doc](http://oie.ucsc.edu/forms/is3/j2_work_sample_letter.doc) . Your request must be for the purpose of supporting yourself and for children's expenses, if applicable, and/or for your professional interests, not to pay for the expenses of the J-1 scholar. You will need to include a list of income and expenses.

Go to your Appointment at USCIS: Follow the instructions on your Confirmation Receipt notice. The USCIS will schedule your biometrics appointment for you at the local Application Support Center (ASC). You will receive the ASC appointment notice in the mail with the date, time and location of your appointment. The ASC will collect biometric data such as electronic photographs, finger prints and your signature. Bring copies of the following documents to the ASC appointment: Receipt notice, DS-2019 and Passport.

**IMPORTANT NOTE:** The I-765 Employment Application can not be processed until you have appeared for your appointment at the ASC and have mailed all of your supporting documents to the USCIS prior to the end of the term. The application may be denied if you do not follow these procedures.. A list of ASC offices and locations is listed at [Application Support Center Locator](#) . The closest centers to Santa Cruz are located in San Jose, CA and Salinas, CA.

**Photographs and Fingerprints:** The Application Support Center will collect a digital photograph, signature, and fingerprints from you during appointment. Bring two copies of the e-filed I-765 application and a copy of the Confirmation Receipt notice to the Application Support Center. The application cannot be processed until you have appeared at the Application Support Center.

After your appointment at the ASC, you can check the status of your application: Go to the USCIS web site for complete instructions. Use the USCIS Receipt Number to check the status of your application at [Case Status](#) .

If you have any questions, please contact the International Scholar Adviser in ISSS.

“J2 e filing of I-765”  
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