

J-2 REQUEST FOR EMPLOYMENT

Application should include:

- Copy of J-1's DS-2019 (remember, expiration date is important)
- Copy of J-2 DS-2019 (person requesting permission)
- One (1) copy of your passport page showing your identity (i.e. picture, name, etc.) and expiration date of your passport
- One (1) copy of your spouse's passport page showing his or her identity (i.e. picture, name, etc.) and expiration date of his or her passport
- One (1) copy of your I-94 (front and back) (two-sided copy)
- One (1) copy of your spouse's I-94 (front and back) (two-sided copy)
- One (1) copy of your recent visa page from your passport
- One (1) copy of your spouse's recent visa page from his or her passport
- Completed form I-765 (see instructions below)
- 2 full frontal/passport photos photographs (see instructions). Write your name and date of birth legibly on the back.
- \$340.00 check payable to: **Department of Homeland Security** (no abbreviations).
- Letter to United States Citizenship & Immigration Services requesting employment authorization (see sample letter.)

INSTRUCTIONS FOR FILLING OUT I-765

- ☞ Check **ONE** box 1/3 of the way down the page that says "Permission to accept employment" or "Renewal of my permission to accept employment".
- ☞ Item #10, write the 11 digit number on your I-94
- ☞ Item #11, if you checked YES, please make a copy of your previous EAD card(s)
- ☞ Item #12, write the date of your last entry to the United States (this is on your I-94)
- ☞ Item #13, write the place of your last entry to the United States (this is on your I-94)
- ☞ Item #14, write " SPOUSE"
- ☞ Item #15, write " J-2 SPOUSE"
- ☞ Item #16, fill in (c) (5) ()
- ☞ Do not forget to sign, put your phone number and date.

SAMPLE LETTER

THIS IS A **SAMPLE** LETTER TO OBTAIN PERMISSION TO WORK FOR J-2 VISA HOLDERS.

You must write your own letter using this as an example.

Your address
Phone number
Date

United States Citizenship & Immigration Services
Nebraska Service Center
850 S. Street
Box 87765
Lincoln NE 68501-7765

To Whom It May Concern:

I would like to request permission to work during my stay in the United States.

I am interested in working because [*explain your reason here**].

My earnings will in no way go to the support of my spouse, Mr.(Mrs.) [*your spouse's name*], who is working as a(n) [*your spouse's title*] with the Department of [*your spouse's department name*] and receives \$[*your spouse's monthly salary*] per month.

Sincerely,

[*sign here*]

Your name printed

* Possible reasons for requesting J-2 work authorization could include:

- I wish to improve my English skills
- I wish to learn more about American culture
- I wish to gain more experience in my professional/academic field
- I wish to earn money for discretionary expenses

If your reason for requesting work authorization is different from the reasons on the list above, you should explain your reason. You are not limited to the reasons listed above.

MAIL ALL OF THE ABOVE TO THE USCIS SERVICE CENTER (address listed above). YOUR EAD CARD WILL BE MAILED DIRECTLY TO YOU.

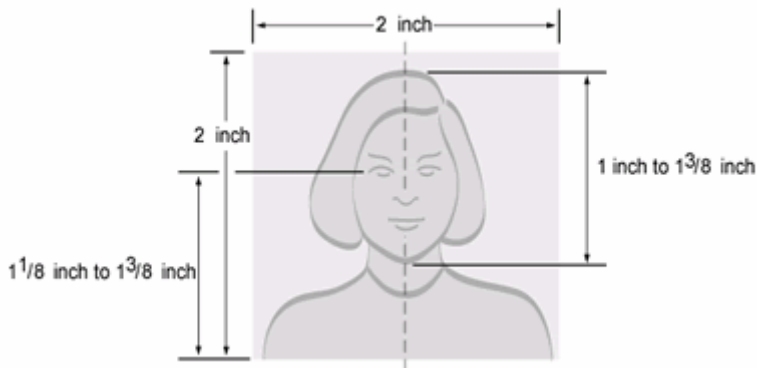
Other things to know and do after mailing your application:

USCIS will issue an EAD (employment card) **approximately four to five months** after receipt of your application unless you are found ineligible. **(United States Citizenship & Immigration Services will send you a receipt stating they received your application.)**

Steps to Successful Photos:

- Frame subject with full face, front view, eyes open.
- Make sure photo presents full head from top of hair to bottom of chin; height of head should measure 1 inch to 1-3/8 inches (25 mm to 35 mm).
- Center head within frame (see Figure below).
- Make sure eye height is between 1-1/8 inches to 1-3/8 inches (28 mm and 35 mm) from bottom of photo.
- Photograph subject against a plain white or off-white background.
- Position subject and lighting so that there are no distracting shadows on the face or background.
- Encourage subject to have a natural expression.

Color Photograph Specifications:



Full frontal/passport
(head facing camera)



All photos must be of just the applicant and must be identical. All photos must meet the specifications for full frontal/passport photos and must be no more than 30 days old when an application is filed.

Where to Get Photos On Campus: 126 Instructional Media Center (IMC). The IMC is at the north end of the Landscape Architecture Building (Corner of Red Cedar and Wilson Roads). Call 353-3960 to schedule an appointment. Appointment hours are Monday-Friday between 1:45 p.m. and 4:00 p.m. The IMC charges \$14.57 for 2 photos. Or you can go to Meijer, Sears or MotoPhoto to have the pictures taken.

Department of Homeland Security
U.S. Citizenship and Immigration Services

I-765, Application For
Employment Authorization

Do not write in this block.

Remarks, Action Block, Fee Stamp
A#
Applicant is filing under §274a.12
Application Approved. Employment Authorized / Extended (Circle One) until (Date).
Subject to the following conditions:
Application Denied.
Failed to establish eligibility under 8 CFR 274a.12 (a) or (c).
Failed to establish economic necessity as required in 8 CFR 274a.12(c)(14), (18) and 8 CFR 214.2(f)

I am applying for:
Permission to accept employment.
Replacement (of lost employment authorization document)
Renewal of my permission to accept employment (attach previous employment authorization document).

1. Name (Family Name in CAPS) (First) (Middle) Which USCIS Office? Date(s)
2. Other Names Used (Include Maiden Name) Results (Granted or Denied - attach all documentation)
3. Address in the United States (Number and Street) (Apt. Number) 12. Date of Last Entry into the U.S. (mm/dd/yyyy)
(Town or City) (State/Country) (ZIP Code) 13. Place of Last Entry into the U.S.
4. Country of Citizenship/Nationality 14. Manner of Last Entry (Visitor, Student, etc.)
5. Place of Birth (Town or City) (State/Province) (Country) 15. Current Immigration Status (Visitor, Student, etc.)
6. Date of Birth (mm/dd/yyyy) 7. Gender Male Female
8. Marital Status Married Single Widowed Divorced
9. Social Security Number (Include all numbers you have ever used) (if any)
10. Alien Registration Number (A-Number) or I-94 Number (if any)
11. Have you ever before applied for employment authorization from USCIS? Yes (If yes, complete below) No
16. Go to Part 2 of the Instructions, Eligibility Categories. In the space below, place the letter and number of the category you selected from the instructions (For example, (a)(8), (c)(17)(iii), etc.).
Eligibility under 8 CFR 274a.12 () () ()
17. If you entered the Eligibility Category, (c)(3)(C), in item 16 above, list your degree, your employer's name as listed in E-Verify, and your employer's E-Verify Company Identification Number or a valid E-Verify Client Company Identification Number in the space below.
Degree:
Employer's Name as listed in E-Verify:
Employer's E-Verify Company Identification Number or a valid E-Verify Client Company Identification Number

Certification

Your Certification: I certify, under penalty of perjury under the laws of the United States of America, that the foregoing is true and correct. Furthermore, I authorize the release of any information that U.S. Citizenship and Immigration Services needs to determine eligibility for the benefit I am seeking. I have read the Instructions in Part 2 and have identified the appropriate eligibility category in Block 16.

Signature Telephone Number Date

Signature of person preparing form, if other than above: I declare that this document was prepared by me at the request of the applicant and is based on all information of which I have any knowledge.

Print Name Address Signature Date

Table with columns: Remarks, Initial Receipt, Resubmitted, Relocated (Rec'd, Sent, Approved), Completed (Denied, Returned)

