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**Auburn University**

**Office of International Programs**

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**J-2 Dependent Employment Authorization**

For Dependents of J-1 Students and Scholars

J-2 dependents of J-1 students and scholars are eligible for employment authorization during the J-1 visitor’s stay in the U.S. Please gather the following application materials to request employment authorization. Once you have gathered this information you must have it reviewed by your advisor in the Office of International Programs.

[ ]  Form I-765. **Do not E-file.** Obtain via this website: <http://www.uscis.gov/files/form/i-765.pdf> . Follow the instructions on the next page for completing Form I-765.

[ ]  A check or money order for $410.00 made payable to the U.S. Department of Homeland Security. **Do not send cash.**

[ ]  Copy of previous USCIS-issued employment authorization documents (EAD cards), if applicable.

[ ]  Two passport style photographs.

* + - * Color photos with a plain background taken no earlier than 30 days before sending the J-2 employment application to USCIS. Head coverings and hats are only acceptable due to religious beliefs and even then may not obscure any portion of the applicant’s face.
			* Using an oil-based ink pen, lightly print the J-2 dependent’s name, date of birth, and I-94 number on the back of the photos.
			* Place the photos in a clear plastic bag to attach to the application.
			* Passport photos can be obtained at Walgreens or CVS.

[ ]  A letter written by the J-2 stating:

* + - * The money earned will not be used in any way to support the J-1 primary.
			* The reasons for requesting employment authorization, such as paying for the J-2 dependent’s education, recreation, cultural excursions, or development of professional expertise.

[ ]  Photocopies of the following for both the J-1 primary and the J-2 dependent:

* + - * Current DS-2019 forms
			* Passport pages showing photos, names, and birth dates
			* Current J visa
			* I-94

**Additional Instructions on the Second Page**

**Important Reminder**

**Upon receiving your Employment Authorization Document (EAD), please provide a copy to Office of International Programs.**

**Mailing the Application:** Before mailing this application, you must have it reviewed by your advisor in the Office of International Programs. Once your application has been reviewed and approved, staple all materials together and mail your application through the U.S. Postal Service (USPS) by Certified Mail or by express mail and courier service deliveries (FedEx, UPS or DHL) to either of the following addresses:

**For U.S. Postal Service (USPS) Deliveries: For Express mail (FedEx, UPS or DHL) deliveries:**

USCIS USCIS

PO Box 660867 Attn: AOS

Dallas, TX 75266 2501 S. State Hwy. 121, Business Suite 4000

 Lewisville, TX 70567

Processing time at USCIS will be approximately 90 days (3 months) from the date on the Receipt Notice that you will receive from USCIS. With the receipt number, you application status and email updates can be obtained from this website: <https://egov.uscis.gov/casestatus/landing.do>

Once your application has been processed, the EAD card will be mailed to you. The U.S. Post Office will not forward your EAD card; make sure the address on the I-765 is correct and will be valid for at least 4 months.

**How to Fill Out Form I-765**

1. Type or print legibly in black ink
2. If extra space is needed to complete any item, attach a continuation sheet, write your name and Alien Registration Number (A-Number) (if any), at the top of each sheet of paper, indicate the Part and item number to which your answer refers, and date and sign each sheet.
3. Answer all questions fully and accurately. State that an item is not applicable with "N/A." If the answer is none, write "None."

First, in the section beginning “I am applying for:” check the box which applies to your particular situation. Normally, select “Permission to accept employment,” but if you have ever applied for and received an EAD card in the past, you should check “renewal of my permission to accept employment” attaching a copy of the previous EAD card(s). For the number items on the I-765, follow these instructions (numbers not listed need no explanation).

**1.** **Full** **Name:** Be sure to print in CAPITAL letters your Family/Last/Surname. Use the name from your passport. Put a comma afterwards and enter the rest of your name.

**2.** **Other name Used:** Fill this in only if you use a name other than the one listed in #1, including maiden name. If this does not apply to you, leave it blank.

**3. U.S. Mailing** **Address:** USCIS will send your EAD card here, so it should remain valid until you receive the card. The U.S. Post Office will not forward this mail; it will be returned to USCIS. If you plan on moving, list a friend or family member’s address or ask OIP for an address label so the OIP can receive it for you (also provide an email address for yourself that will be valid for 4 months). If you list an alternate address, list the address as “c/o [Friend’s Name]” and then the friend’s address.

**4.** **Country of Citizenship/Nationality:**  Fill in both if different.

**9.** **Social Security Number:**  If you don’t have one, write “N/A” (not applicable).

**10. Alien Registration Number (A number) or Form I-94 Number:** You will have an A number if you have applied for an EAD card before. Otherwise, use your I-94 number. The number will be an 11-digit number on the very top.

**11.** Indicate whether or not you have ever applied for an EAD card in the past, the specific USCIS office where the document was obtained, the date issued, the expiration date, and whether it was granted or denied. Attach a copy of the EAD card.

**12.** **Date of Last Entry:** As listed on your I-94 – most recent entry date.

**13.** **Place of Last Entry:** Fill in the place where you where last admitted to the U.S.

**14.** **Status at Last Entry:** The non-immigrant status shown on your I-94, received upon last entry to the U.S. (for example, J-2 dependent).

**15.** **Current Immigration Status:** The non-immigrant status you received when you last entered the U.S. or changed status (for example, J-2 dependent).

**16.** **Eligibility Category:** J-2 dependents applying for employment authorization write this code: **(c)(5)().**

**17 & 18.** **Skip these items as they do not apply.**

**Sign and date the form where indicated.**