## Eligibility

J-2 visa holders are eligible to receive authorization for employment in the United States from the United States Citizenship and Immigration Services (USCIS). As this authorization is dependant on the status of the J-1 visa holder, it will be granted only for the duration of the program as described on the most recently issued DS-2019 form. The dates on the Employment Authorization Document, or “EAD card”, will be the approved dates for authorized employment. **NO OTHER DATES WILL BE VALID.** Employment is not authorized until the Employment Authorization Document (EAD) has been received. The EAD card is the picture ID that should be shown to an employer to verify employment authorization.

## Procedures

The following documents are required in order to apply for employment authorization

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>I-765 Form. <em>(Included in this packet)</em></td>
</tr>
<tr>
<td></td>
<td>2 photographs <em>(See instructions in packet)</em></td>
</tr>
<tr>
<td></td>
<td>Current Forms DS-2019 for J-1 and J-2</td>
</tr>
<tr>
<td></td>
<td>I-94 Card - arrival/departure record <em>(the small white card or print-out)</em></td>
</tr>
<tr>
<td></td>
<td>Letter of Request <em>(See sample in packet)</em></td>
</tr>
<tr>
<td></td>
<td>Passport – Visa page</td>
</tr>
</tbody>
</table>

## Instructions

Detailed instructions and required documentation for the I-765 form are included in this packet. Follow directions carefully in order to avoid processing delays.

This packet explains the first step to filing for an EAD card. Changes, exceptions, and/or additions to required documents and procedures could occur. You are encouraged to contact ISS if you have questions.

For best results, organize documents for mailing in the order listed below with item #1 on top.

1. **$410.00 fee** Payable to U.S. Citizenship and Immigration Services (USCIS). Either a personal check or a money order is acceptable. NO CASH.

2. **Two photographs (print name on back of photos)**
   Please note specifications for the photographs as given in the instructions for the I-765 form and the photograph instruction sheet in this packet. The photos should be placed in a small envelope and attached to the application (do not let the staple puncture photos when attaching to application). **Do not cut or trim photos.**

3. **Completed I-765 Form**
   Item #3 If you would like your EAD receipt and card sent to the ISS Office, please list the address as the following:

   250 Student Union
   Stillwater, OK 74078

   Item #16 write (c) (5) ( )

(Continued on next page)
4. _______ Photocopies of previous EAD(s)  
Send if applicable.

5. _______ DS-2019 Forms – Photocopies  
Copies of both J-1’s and J-2’s DS-2019 forms.  
Form G-1145 – You may submit the bottom of this form with your application so you can receive an email or text message when your OPT packet has been received. Attach to the top of the I-765.

6. _______ I-94 – Photocopy  
A copy of both sides of the paper white card of the I-94. Or print the entire page of the electronic I-94 which can be printed out at https://i94.cbp.dhs.gov

7. _______ Copy of Visa Page  
Make a slightly enlarged colored photocopy of your valid visa page in your passport. If the visa has expired, you need to include a colored copy of your driver’s license or passport biographical page. FedEx, in the basement of the Student Union, is a convenient location to make these copies.

8. _______ Letter

It is suggested that all of the above should be sent by priority mail with a delivery confirmation through the US Postal Service (pay the applicable charge for a tracking number – do not send by certified mail or Federal Express). Documents should be mailed to:

If using USPS:  
USCIS  
PO BOX 660867  
Dallas, TX 75266

If using FedEx:  
USCIS Attn: AOS  
2501 S. State Hwy. 121 Business  
Suite 400  
Lewisville, TX 75067

You should receive a receipt notice within 3-4 weeks after mailing. Keep this receipt for inquiry about the application. Note that changing your address after submitting your application may delay receipt of the CIS decision. However, to record a change of address or correction of name, call (800) 375-5283 to reach the National Customer Service Center. You will need to be very patient and remain on hold. Eventually you will get to talk to an Information Officer. You may also bring the corrections to the attention of the ISS and we will try to communicate with the Service Center. After receiving your receipt notice you may check your case status online by going to www.uscis.gov and selecting the “Case Status Online” link (Right hand side of the website.)

Approval and issuance of the EAD card may take 70-90 days. The card will be mailed to the address you entered on the I-765 form. As mail from USCIS will not be forwarded to a new address, you are encouraged to use the ISS address – 250 Student Union, Stillwater, OK 74078. If you use the address for ISS, please complete the EAD Card Mailing Request Form and leave at ISS.

Upon receipt of the EAD the ISS will contact you as directed on this form. You will have the option to pick up the EAD card in person, or obtain the card using E-ship. You can set up your E-ship account here: https://study.eshipglobal.com/ For more information on the E-Ship process please visit our website here: http://iss.okstate.edu/optional-practical-training-opt. Friend or Family pick-up will not be allowed.
United States Citizenship & Immigration Services
PO BOX 660867
Dallas, TX 75266

Date

To Whom It May Concern:

I am applying for employment authorization as a J-2 dependant.

My spouse’s DS-2019 form shows a total $xx,xxx of support. Of this total amount, $x,xxx goes to the university for tuition and fees. We pay approximately $xxx in income tax and $xxx for health insurance. This leaves only $xxx for our living expenses. Our monthly budget is as follows:

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rent</td>
<td>$ xxx.xx</td>
</tr>
<tr>
<td>Food</td>
<td>$ xxx.xx</td>
</tr>
<tr>
<td>Utilities</td>
<td>$ xxx.xx</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>$ xxx.xx</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$ xxx.xx</strong></td>
</tr>
</tbody>
</table>

As this budget shows, we have enough to live modestly, but there are no funds left for expenses that are not essential. It is for these non-essential costs, such as travel, extra clothing, improved furnishings and gifts to send home that I desire to be employed. I clearly understand that my earnings are not to be used for the support of my J-1 spouse.

Thank you for your attention to my request for employment authorization.

Sincerely,

Signature

Name
Application For Employment Authorization
Department of Homeland Security
U.S. Citizenship and Immigration Services

For USCIS Use Only

Fee Stamp

Action Block

Initial Receipt Resubmitted

Relocated Received Sent

Completed Approved Denied

A#

START HERE - Type or print in black ink.

I am applying for:

- Permission to accept employment.
- Replacement (of lost employment authorization document).
- Renewal of my permission to accept employment (attach a copy of your previous employment authorization document).

1. Full Name
   Family Name  First Name  Middle Name

2. Other Names Used (include Maiden Name)
   Family Name  First Name  Middle Name

3. U.S. Mailing Address
   Street Number and Name  Apt. Number
   Town or City  State  ZIP Code

4. Country of Citizenship or Nationality

5. Place of Birth
   Town or City  State/Province  Country

6. Date of Birth (mm/dd/yyyy)

7. Gender  Male  Female

8. Marital Status
   Single  Married  Divorced  Widowed

9.a. Has the Social Security Administration (SSA) ever officially issued a Social Security card to you?
   Yes  No

NOTE: If you answered “Yes” to Item Number 9.a., provide the information requested in Item Number 9.b.

9.b. Provide your Social Security number (SSN) (if known)

10. Do you want the SSA to issue you a Social Security card?
    (You must also answer “Yes” to Item Number 11., Consent for Disclosure, to receive a card.)
    Yes  No

NOTE: If you answered “No” to Item Number 10., skip to Item Number 14. If you answered “Yes” to Item Number 10., you must also answer “Yes” to Item Number 11.

11. Consent for Disclosure: I authorize disclosure of information from this application to the SSA as required for the purpose of assigning me an SSN and issuing me a Social Security card.
    Yes  No

NOTE: If you answered “Yes” to Item Numbers 10. - 11., provide the information requested in Item Numbers 12.a. - 13.b.

Father's Name

12.a. Family Name (Last Name)
12.b. Given Name (First Name)
Mother's Name (Provide your mother's birth name.)

13.a. Family Name
   (Last Name)

13.b. Given Name
   (First Name)

14. Alien Registration Number (A-Number) or Form I-94 Number (if any)

15. Have you ever before applied for employment authorization from USCIS?
   ☐ Yes (Complete the following questions.)
   ☐ No (Proceed to Item Number 16.)

16. Date of Your Last Arrival or Entry Into the U.S., On or About (mm/dd/yyyy)

17. Place of Your Last Arrival or Entry Into the U.S.

18. Status at Last Entry (B-2 Visitor, F-1 Student, No Lawful Status, etc.)

19. Current Immigration Status (Visitor, Student, etc.)

20. Eligibility Category. Go to the Who May File Form I-765? section of the Instructions. In the space below, place the letter and number of the eligibility category you selected from the instructions. For example, (a)(8), (c)(17)(iii), etc.

21. (c)(3)(C) Eligibility Category. If you entered the eligibility category (c)(3)(C) in Item Number 20. 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.

22. (c)(26) Eligibility Category. If you entered the eligibility category (c)(26) in Item Number 20. above, please provide the receipt number of your H-1B principal spouse's most recent Form I-797 Notice of Approval for Form I-129.

23. (c)(35) and (c)(36) Eligibility Category
   a. If you entered the eligibility category (c)(35) or (c)(36) in Item Number 20. above, please provide the receipt number of the Form I-140 beneficiary's Form I-797 Notice of Approval for Form I-140.
   b. Have you EVER been arrested for and/or convicted of any crime? ☐ Yes ☐ No

NOTE: If you answered "Yes" to Item Number 23.b., refer to Item Number 5., Item H., or Item I. in the Who May File Form I-765 section of these Instructions for information about providing court dispositions.

Certification

I certify, under penalty of perjury, 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 Who May File Form I-765 section of the Instructions and have identified the appropriate eligibility category in Item Number 20.

Applicant's Signature

Date of Signature (mm/dd/yyyy)

Telephone Number

Signature of Person Preparing Form, If Other Than Applicant

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.

Preparer's Signature

Date of Signature (mm/dd/yyyy)

Printed Name

Address
What Is the Purpose of This Form?

Use this form to request an electronic notification (e-Notification) when U.S. Citizenship and Immigration Services accepts your immigration application. This service is available for applications filed at a USCIS Lockbox facility.

General Information

Complete the information below and clip this form to the first page of your application package. You will receive one e-mail and/or text message for each form you are filing.

We will send the e-Notification within 24 hours after we accept your application. Domestic customers will receive an e-mail and/or text message; overseas customers will only receive an e-mail. Undeliverable e-Notifications cannot be resent.

The e-mail or text message will display your receipt number and tell you how to get updated case status information. It will not include any personal information. The e-Notification does not grant any type of status or benefit; rather it is provided as a convenience to customers.

USCIS will also mail you a receipt notice (I-797C), which you will receive within 10 days after your application has been accepted; use this notice as proof of your pending application or petition.

USCIS Privacy Act Statement

AUTHORITIES: The information requested on this form is collected pursuant to section 103(a) of the Immigration and Nationality Act, as amended INA section 101, et seq.

PURPOSE: The primary purpose for providing the information on this form is to request an electronic notification when USCIS accepts immigration form. The information you provide will be used to send you a text and/or email message.

DISCLOSURE: The information you provide is voluntary. However, failure to provide the requested information may prevent USCIS from providing you a text and/or email message receipting your immigration form.

ROUTINE USES: The information provide on this form will be used by and disclosed to DHS personnel and contractors in accordance with approved routine uses, as described in the associated published system of records notices [DHS-USCIS-007 - Benefits Information System and DHS-USCIS-001 - Alien File (A-File) and Central Index System (CIS), which can be found at www.dhs.gov/privacy]. The information may also be made available, as appropriate for law enforcement purposes or in the interest of national security.

Paperwork Reduction Act

An agency may not conduct or sponsor an information collection and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. The public reporting burden for this collection of information is estimated at 3 minutes per response, including the time for reviewing instructions and completing and submitting the form. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Citizenship and Immigration Services, Regulatory Coordination Division, Office of Policy and Strategy, 20 Massachusetts Avenue, NW, Washington, DC 20529-2140. OMB No. 1615-0109. Do not mail your completed Form G-1145 to this address.

Complete this form and clip it on top of the first page of your immigration form(s).

<table>
<thead>
<tr>
<th>Applicant/Petitioner Full Last Name</th>
<th>Applicant/Petitioner Full First Name</th>
<th>Applicant/Petitioner Full Middle Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>E-mail Address</td>
<td>Mobile Phone Number (Text Message)</td>
<td></td>
</tr>
</tbody>
</table>
J-2 EAD CARD MAILING REQUEST FORM

The EAD card will be mailed to the address you entered on the I-765 form. Since mail from USCIS will be not be forwarded to a new address, you are encouraged to use the ISS address – 250 Student Union, Stillwater, OK 74078 when completing the I-765. If you use the ISS address, please complete this form and leave it with the ISS office. Upon receipt of the EAD the ISS will contact you as directed on this form.

Please complete the following information:

J-2 Name : _____________________________________________________________________________  
Family                               First/Given

J-1 Name :   ____________________________________________________________________________  
Family                               First/Given

Phone : _________________________  Email:  ______________________________________________

Please complete the following information:

Phone : _________________________  Email:  ______________________________________________

□ I will pick up my EAD card at ISS, 250 Student Union

□ If I am unable to pick-up my EAD card in person, I will use E-ship to obtain my card. You can set up your E-ship account here. [https://study.eshipglobal.com/](https://study.eshipglobal.com/).

Further instructions will be e-mailed to you upon receipt of your EAD Card. You can also visit our website here: [http://iss.okstate.edu/optional-practical-training-opt](http://iss.okstate.edu/optional-practical-training-opt) to learn more about the E-ship process.

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OPT - Photo Instructions

All photos must be of just the person. Where more than one photo is required, all photos of the person must be identical. All photos must meet the specification for full-frontal/passport photos.

Passport photos may also be taken at Walgreens, Wal-Mart and Kinko’s (FEDEX office)

New Passport  
Style Photo

Photos Must Be in Color

07/2017