



OFFICE OF IMMIGRATION SERVICES

The UNIVERSITY of OKLAHOMA

Information for J-2 Dependents Form I-765; Application for Employment Authorization

Important Notes:

- Currently, J-2 employment application can only be submitted with the paper Form I-765 by mail.
- Applicants must file Form I-765 while being physically in the U.S.
- If you do not completely fill out Form I-765 or file it without the required initial evidence or signature, you will not establish a basis for your eligibility and USCIS may deny your application.
- Employment may not begin until the J-2 has received the work permit, called the Employment Authorization Document (EAD).

Include the following documents with your completed [Form I-765](#):

Submit ORIGINALS -

- Completed Form I-765 – make sure you have signed the form with a black ink pen.
TIP: The J-2 eligibility category for #27 is: () (c) (5).
- Staple to top page of the I-765 a personal check or money order in the amount of \$520 payable to "US Department of Homeland Security".
- Photos (2), U.S. passport-style. See instructions on the U.S. Department of State website. Lightly print your name and I-94 number on the back of each photo in case they get separated from your application. The photos must be taken no earlier than 6 months prior to application submission.

Submit PHOTOCOPY -

- Form DS-2019s of **both J-1** principle and **J-2** dependent;
- Electronic I-94 record or paper Form I-94 (**front and back**) of **both J-1** principle and **J-2** dependent (and any previous I-94s given to you since your last arrival in the U.S. --this would apply to people who have changed or extended their status since their last arrival, **and**);
- From your passport: (a) all pages that contain biographical information; (b) the page that has your picture; and (c) the page containing your most recent visa, **and**;
- A copy of your last EAD (front and back), if any, **and**;
- Marriage certificate or other legal proof of marriage to the J-1 principal, **and**;
- The financial statement (example on page 3) on which you explain your financial need.

In preparing your packet, please take note of the following:

- Do not use binders or folders that cannot be easily disassembled.
- Avoid using heavy-duty staples; instead use ACCO fasteners or heavy clips.
- Two-hole punching at the top of the material for easy placement in the file is appreciated.
- Avoid submitting oversized documentation when possible.
- Make a copy of your application before mailing the original to USCIS.

Your Receipt "Notice of Action"

You will receive a "Notice of Action" from the USCIS, usually within 2-6 weeks. This is an important document that can help track the status of your application. You may use the receipt number (beginning with "TSC" if you are applying through the Texas Service Center) to check the status of your case online. To check the status of your case, please visit the USCIS web site's [Case Status Service Online](#).

Work Authorization J-2 work permits (EAD) allow the holder to work in any job, full-time or part-time, but employment may not extend beyond the end date on the EAD. **For an extension/renewal** of a work permit (USCIS processing times for this type of application is 3-5 months), include all of the above items and a photocopy of your previous EAD card(s). Please note that you cannot file more than 120 days before your original employment authorization expires.

SUBMIT YOUR APPLICATION BY MAIL TO:

If your state of residence is **Oklahoma**, submit the application to the address listed below. *If you live in a State other than Oklahoma, please refer to the USCIS website for the Form I-765 to locate the USCIS lockbox address that has jurisdiction over your state of residence.*

USPS Regular or Certified Mail

USCIS
Attn: NFB
P.O. Box 660867
Dallas, TX 75266-0867

Express Mail and Courier Service
(e.g. FedEx, UPS, USPS)

USCIS
Attn: NFB (Box 660867)
2501 S. State Hwy. 121 Business
Suite 400
Lewisville, TX 75067-8003

You may request an E-Notification that your application has been accepted by attaching USCIS [Form G-1145](#) to your I-765 form. The E-Notification is **NOT** the official USCIS receipt notice. Send your package using a postal tracking number to ensure your application has reached the appropriate USCIS facility.

EXAMPLE FINANCIAL STATEMENT

[Your Name]
[Your Address]
[Your Phone or Email]

[Date]

To Whom It May Concern:

I am the J-2 dependent of the J-1 Exchange Visitor *[insert J-1's name]* and I wish to apply for permission for employment authorization. My *[insert spouse or parent]* receives a *[insert stipend or salary or grant]* from *[insert name of funding source]* sufficient to provide for *[insert his/her]* expenses. I wish to be employed to provide for my expenses (*if you have minor children in the US include: and those of my children*), and to pursue my interests in *[insert subject of interest]*. Any money which I earn from such employment will be used for my family's customary recreational and cultural activities and related travel, among other things, and not for the support of my *[insert J-1's name]*. Please grant me permission to be employed.

Enclosed are all required documents for my application:

- **List all documents**

Thank you very much for your assistance.

Respectfully,

[Signature]

[Print Your Name]