



Please refer to the DOS [Directory of VISA Categories](#) to accurately advise each dependent on limitations and responsibilities specific to each VISA. For the most up-to-date forms, instructions, and official information, please visit the [USCIS Website](#).

Instructions for J-2 EAD Application Procedure

The following materials are needed to apply for an Employment Authorization Card:

- 1. Form 1-765, Application for Employment Authorization**
 - a. Download latest version from USCIS website
 - b. Use “(c) (5)” for section 16 about Eligibility Category

- 2. Check or money order for \$410 application fee**
 - a. Checks should be payable to “Department of Homeland Security”
 - b. Cash will not be accepted for this payment

- 3. A letter written by the J-2 dependent, including the following information:**
 - a. Explanation of why employment is desired (for example: recreational activities, cultural activities, development of professional expertise in field of study, etc.)
 - b. Statement of the source and amount of financial support that the J-1 scholar already has
 - c. Statement that the money earned from employment will not be used to support the J-1 scholar
 - d. Note: if there is any implication that the J-2 employment will be used to support the J-1, the application for employment will be denied.
 - e. Recommended: it is a good idea to include a summary of your monthly budget/expenses, in order to show that the employment is not needed to support the J-1. Please see this [SAMPLE LETTER](#) for an example of what this would look like.

- 4. Copy of DS-2019 for J-2 AND J-1 (include all previously issued copies)**
- 5. Copy of visa stamp for J-2 and J-1**
- 6. Copy of I-94 arrival records for J-2 and J-1 (can be obtained and printed from CBP website)**
- 7. Copy of passport identification pages for J-2 and J-1**
- 8. Copy of your marriage certificate**
 - a. If not in English, enclose a translated copy. The translation can be done by yourself or by someone else.
 - b. Any translation should include a statement that the person translating the document is fluent in both English and the other language, and they certify that the translation is true and accurate. (Please see [EXAMPLE LETTER](#).)

9. Two identical, color passport-style photographs
 - a. Should show face frontal view, and measure 2 by 2 inches.
 - b. It is recommended to have these taken at a location that normally issues photographs intended for passports (such as CVS, Walgreens, etc.).
 - c. Photos should be recent, no more than 30 days old.
 - d. Write your name and I-94 number on the back of both photos, and place them in an envelope with your name and I-94 written on it.

Once you are ready to send in your application, clip everything together and mail it the correct address below, depending on which mail service you are using:

For USPS (regular mail):

USCIS

PO Box 660867

Dallas, TX 75266

For FedEx, UPS, and DHL deliveries:

USCIS

Attn: AOS

2501 S. State Hwy. 121 Suite 400

Lewisville, TX 75067

Date: _____

USCIS/Department of Homeland Security
Texas Service Center
P.O. Box 660867
Dallas, Texas 75266

To Whom It May Concern:

My spouse, _____, is a J-1 Exchange Visitor at Georgia State University. I would like to request employment authorization to gain valuable U.S. work experience, further engage in exchange with U.S. culture, and to pay for my own expenses during my spouse's program. My J-1 spouse has funding for his/her own expenses. The money I earn will not be used for my spouse's support.

Our estimated monthly budget is below:

MONTHLY EXPENSES		MONTHLY INCOME OF J-1 EXCHANGE VISITOR	
Rent	\$ _____	Program Sponsor/GSU Funds	\$ _____
Food	\$ _____	Personal/Family Funds	\$ _____
Transportation	\$ _____	Other	\$ _____
Medical	\$ _____		
Other	\$ _____		
Total expenses	\$ 0.00	Total income	\$ 0.00

Your consideration of my request for employment authorization is appreciated.

Sincerely,

Signature

Printed Name

Address Line 1

Address Line 2

Name of Translator
Credential, if any
Address & Phone Number

date

Translator's Certification

I, (name) certify that I am fluent in the English and (language of documents) languages,
and that the attached document is an accurate rendering of the original item
entitled

"Title of Sample Document"

Signature of Translator