1. **Form G-1145**
   - Put this form on the top of your application. This allows USCIS to notify you (via email or text) when they accept your application.

2. **Required $410 fee, payable to the ”Department of Homeland Security”**
   - This may pay by:
     - [Credit card](#) (Visa, MasterCard, American Express or Discover)
     - Personal check must be from U.S. checking account (write "USCIS I-765” in the memo line). [Learn how to write a check.](#)
     - A certified U.S. bank check
     - Money order

3. **Form G-1450, Authorization for Credit Card Transaction**
   - This is an optional form if you are paying the required fee by credit card. Type your information into the fillable form.

4. **Completed Form I-765**
   - Completed form I-765 signed in blue ink. Send the original, not a photocopy.
   - Note: Only this latest version of the form (dated 7/17/2017 on bottom left) will be accepted by USCIS as of December 4, 2017.

5. **Photocopies of all pages of all DS-2019 forms**
   - Include copies of the DS-2019 forms for both you and you J-1 spouse.

6. **Photocopies of your unexpired passport ID pages**
   - Both your passport and your spouse's passport must be valid 6 months into the future.

7. **Photocopy of your most recent J-1 / J-2 entry visa**
   - Canadians are exempt.
   - If you changed your status to J-1/J-2 in the U.S. and don't have a visa, include your change of status approval notice.

8. **Most recent I-94 arrival records**
   - Access and print your I-94 arrival records in J-1 /J-2 status [here.](#)
   - Note: This is not the “travel history” page.

9. **Two U.S. passport style photos**
   - For photo standards, visit the [Department of State website](#). Other tips:
     - Photos should not be more than 30 days old when the application is filed. Do not use a copy of a photograph you used for your passport or visa.
     - We recommend that you write your name on the back of each picture in pencil.
     - Passport photos can be taken at The UPS Store at 603 West 115th Street and 42 Tiemann Place (equivalent to 124th St.)

10. **A brief cover letter**
    - [Sample Letter](#)

11. **Photocopy of any previously issued EAD cards**
    - Only if re-applying for J-2 work permission.