

J-2 Employment Application Document Checklist

- ___ 1. Original **Form G-1145** to allow USCIS to notify you when they accept your application (not a copy)

- ___ 2. **\$410 USCIS fee payable by:** [**1**] Recommended method: Personal check from a U.S. checking account or bank check, or money order, payable to the "Department of Homeland Security". Write "USCIS I-765" in the memo line, or [**2**] Credit card via **Form G-1450**. Must use U.S. credit card and U.S. billing address, and sign the form. If using as a debit card, make sure your account has sufficient funds!

- ___ 3. Original **Form I-765**, signed in dark blue or black ink only (not a copy). Must include all pages of I-765, even if pages are blank.

- ___ 4. **DS-2019 forms** (current and all previous) of **both yours and** the J-1 student or scholar's.

- ___ 5. Copy of **Passport Identification pages** for both you and the J-1 scholar (valid at least 6 months into the future)

- ___ 6. Photocopies of your most recent **J-1 and J-2 visa pages** (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.

- ___ 7. Copy of your most recent **I-94 arrival record and the J-1 scholar's I-94 record** (click "Get Most Recent I-94" at i94.cbp.dhs.gov/)

- ___ 8. **Two U.S. passport style photos** using standards from the [Department of State website](#) and be aware that [**1**] photos cannot be more than **30 days old** when you send the application and [**2**] you should write your name on the back of each photo in pencil. [**3**] You can take your photos at UPS Stores (603 West 115th Street & 42 Tiemann Place), among other places.

- ___ 9. A brief cover letter to explain why you are applying for permission to work. Here is a [Sample Letter](#) you may use as a guide.

- ___ 10. Photocopy of both sides of any previously issued **EAD card(s)**. Only if re-applying for J-2 work permission.)
