J-2 Employment Application Document Checklist

The links to all documents and forms are listed on the ISSO website.

___ 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. Copy of 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. There is a Sample Letter on our website 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.)