

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. Use our **sample form** (new sample in progress) as a guide to complete your **I-765 Application for Employment Authorization**. **Always** download the I-765 from this USCIS link for the current version. USCIS will reject applications with older versions of the I-765. When you're finished, print and sign with dark blue or black ink.
- ___ 3. **\$410 USCIS fee**. Pay with personal check from a U.S. checking account, cashier's check from a bank, or money order, payable to the "U.S. Department of Homeland Security." Write "USCIS I-765" in the memo line (use our **sample personal check** as a guide). We do not recommend using the Credit Card form G-1450 due to reported issues.
- ___ 4. Copies of **Forms DS-2019** (current and all previous) of **both you and** the J-1 student or scholar.
- ___ 5. Copy of **Passport biographical data** for both you and the J-1 student or (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 student or 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.)