

Employment Authorization Document (EAD) Application Guide for J-2 Dependents

*Preparing the application
to the U.S. Citizenship and
Immigration Service (USCIS)*

Berkeley
INTERNATIONAL OFFICE

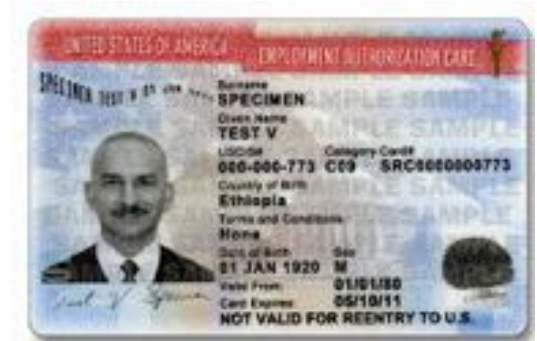


What is the EAD?

The Employment Authorization Document (EAD) is an employment benefit available to J-2 dependents.

The EAD allows a J-2 dependent to work in any job, full-time or part-time.

Employment eligibility is based on the start and end dates listed on the EAD.



The Application Process: An Overview

1. Complete the Form I-765, Application for Employment Authorization

You must be present in the U.S. to apply for the EAD.

2. Prepare and mail your application materials

Allow approximately 1 week to gather and organize your materials for mailing.

3. Receive the Employment Authorization Document (EAD)

Average processing time at the United States Citizenship and Immigration Services (USCIS) is 90 days.

Step 1:
Complete Form I-765,
Application for Employment Authorization

The I-765 is the USCIS form needed to submit with the EAD application.

Use the most current version of the I-765 from the [USCIS web site](#).

Important: Best to download the I-765 before mailing the application since USCIS updates forms frequently.

BIO does not recommend completing the e-file option of the I-765.

You must be present in the U.S. to apply for the EAD.

OMB No. 1615-0040, Expires 02/28/2018
I-765, Application For Employment Authorization

Department of Homeland Security
U.S. Citizenship and Immigration Services

For USCIS Use Only	Fee Stamp	Action Block	Initial Receipt	Reconstructed
				Revised New
				Approved Denied

Application Approved

Authorized/Extension Valid From _____

Authorized/Extension Valid To _____

Subject to the following conditions: _____

Application Denied - Failed to establish

Eligibility under 8 CFR 274a.12 (a) or (c)

Economic necessity under 8 CFR 274a.12(b)(14), (16) and 8 CFR 274a.20

Applicant is filing under section 274a.12 _____

I am applying for: Permission to accept employment, Replacement of lost employment authorization document, Renewal of my permission to accept employment (attach a copy of your previous employment authorization document).

1. Full Name
(Family Name) (First Name) (Middle Name)

2. Other Names Used (include Maiden Name)

3. U.S. Mailing Address
(Street Number and Name) (Apt. Number)
(Town or City) (State) (ZIP Code)

4. Country of Citizenship or Nationality

5. Place of Birth
(Town or City) (State/Province) (Country)

6. Date of Birth (mm/dd/yyyy)

7. Gender Male Female

8. Marital Status
 Married Single Divorced Widowed

9. Social Security Number (Include all numbers you have ever used, if any)

10. Alien Registration Number (A-Number) or Form I-94 Number (if any)

11. Have you ever before applied for employment authorization from USCIS?
 Yes (Complete the following questions.)
Which USCIS Office? _____ Date: _____
Result (Granted or Denied - attach all documentation) _____
 No (Proceed to Question 12.)

12. Date of Last Entry into the U.S., on or about (mm/dd/yyyy)

13. Place of Last Entry into the U.S.

14. Status at Last Entry (B-2 Visitor, T-1 Student, No Lawful Status, etc.)

15. Current Immigration Status (Visitor, Student, etc.)

16. Eligibility Category. Go to the "Who May File Form I-765?" section of the Instructions. In the space below, place the letter and number of the eligibility category you selected from the instructions. For example, (A)(3), (B)(7)(a), etc.

17. (a)(3)(C) Eligibility Category. If you entered the eligibility category (B)(7)(C) in Question 16 above, list your degree, your employer's name as listed in E-Verify, and your employer's E-Verify Company Identification Number or a valid E-Verify Client Company Identification Number in the space below.
Degree: _____ Employer's Name as listed in E-Verify: _____
Employer's E-Verify Company Identification Number or a Valid E-Verify Client Company Identification Number: _____

18. (a)(2)(B) Eligibility Category. If you entered the eligibility category (B)(7)(B) in Question 16 above, please provide the receipt number of your I-94 principal spouse's most recent Form I-797 Notice of Approval for Form I-765.

Applicant's Signature
I certify, under penalty of perjury, that the foregoing is true and correct. Furthermore, I authorize the release of any information that U.S. Citizenship and Immigration Services needs to determine eligibility for the benefit I am seeking. I have read the "Who May File Form I-765?" section of the instructions and have identified the appropriate eligibility category in Question 16.

Signature: _____
Date of Signature (mm/dd/yyyy): _____
Telephone Number: _____

Signature of Person Preparing Form, if Other Than Applicant
I declare that this document was prepared by me at the request of the applicant and is based on all information of which I have any knowledge.

Signature: _____
Date of Signature (mm/dd/yyyy): _____
Printed Name: _____
Address: _____

Form I-765 02/13/13 Y

Complete the Form I-765.

Completing the I-765 for an EAD is a simple task, but a few items can be confusing. The tips in the following slides will answer any tricky questions to avoid delays in receiving the EAD.

Check the box for “Permission to accept employment.”

OMB No. 1615-0040, Expires 02/28/2018
I-765, Application For Employment Authorization

Department of Homeland Security
U.S. Citizenship and Immigration Services

For USCIS Use Only	For Stamp	Action Block	Initial Receipt	Re-submitted	
				Submitted	
				Received	Sent
				Completed	
<input type="checkbox"/> Application approved <input type="checkbox"/> Authorization/Extension Valid From: _____ <input type="checkbox"/> Authorization/Extension Valid To: _____		<input type="checkbox"/> Application denied - Failed to establish: <input type="checkbox"/> Eligibility under 8 CFR 274a.12 <input type="checkbox"/> Economic necessity under 8 CFR 274a.12(b)(4), (5) and 8 CFR 274.5(b)		Approved Denied All	
Subject to the following conditions: _____		<input type="checkbox"/> Applicant is filing under section 274a.12			
<input type="checkbox"/> I am applying to:		<input checked="" type="checkbox"/> Permission to accept employment. <input type="checkbox"/> Replacement (of last employment authorization document). <input type="checkbox"/> Renewal of my permission to accept employment (attach a copy of your previous employment authorization document).			
I. Full Name (Family Name) (First Name) (Middle Name)		15. Current Immigration Status (Visitor, Student, etc.)			

If you have previously had an EAD under J-2 status, check “Renewal of my permission to accept employment.”

Complete the Form I-765.

#1: Entire family name should be in CAPITALS or UPPER CASE letters.
Use upper and lower case for the first name.

#3: Put the address* where the receipt notice and EAD card should be sent once it is produced. The address needs to be valid for at least 3 months, the length of time it will take to process the EAD application. If there are plans to move during this time, use a reliable friend or family member’s address to receive the EAD (see the C/O reference). If your name is not registered at the I-765 address, there must be the C/O notation to ensure delivery.

***If the address listed is outside of California, talk to an advisor at Berkeley International Office who works with the J-1’s program, i.e. scholar advisor or student advisor.**

I am applying for:			
<input type="checkbox"/>	Permission to accept employment.	<input type="checkbox"/>	Renewal of my permission to accept employment.
1. Full Name			
(Family Name)	(First Name)	(Middle Name)	
FAMILY NAME	First Name		
2. Other Names Used (include Maiden Name)			
3. U.S. Mailing Address			
(Street Number and Name)			(Apt. Number)
C/O John Smith, 2299 Piedmont Ave.			#8
(Town or City)	(State)	(ZIP Code)	
Berkeley	CA	<input type="text"/>	94720

Complete the Form I-765.

#9: Social Security Number (SSN)

Leave this space blank if there is no SSN.

J-2 dependents can [apply for a SSN](#) after receiving the EAD.

#10: I-94 Number

11-digit number found on the electronic I-94 record or the top left corner of the paper Form I-94 card. Alien Registration Numbers are not issued to J-2 dependents. Fill this out by hand since the online form has a character limit and you need to enter all 11 numbers.

#11: Previous Employment Authorization

Check “no” here if there has never been employment authorization through USCIS before.

Check “yes” if an EAD was received in the past. Fill the next two lines (at the top of the right column) with the information related to the previous EAD(s). Include a photocopy of the EAD(s) the application package. (If the EAD has been lost, write “lost EAD” in the space). If you have received an EAD in the past, you still need to submit the same documents as your first application.

9. Social Security Number (Include all numbers you have ever used) (if any)
123-45-6789
10. Alien Registration Number (A-Number) or I-94 Number (if any)
58961478523
11. Have you ever before applied for employment authorization from USCIS?

Complete the Form I-765.

#12: Date of Last Entry into the U.S., on or about

Date of the most recent entry into the U.S. The entry date can be found stamped on the paper form I-94 card, passport admission stamp or electronic I-94 record.

#13: Place of Last Entry into the U.S.

Name of the city where you entered the U.S. during your last entry. The information is on the passport admission stamp or paper Form I-94 card (usually as a code , i.e. "SFR" for San Francisco).

If driving across the border from Canada, write the name of the city where you entered the U.S.

#14: Status at Last Entry

Status received upon entering the U.S. For example, if you initially entered with an F-1 Student visa, write "F-1." If you entered with a DS-2019 as a J-2 dependent, write "J-2 Dependent."

12. Date of Last Entry into the U.S., on or about (mm/dd/yyyy)

6/11/2015

13. Place of Last Entry into the U.S.

SFR

14. Status at Last Entry (B-2 Visitor, F-1 Student, No Lawful Status, etc.)

J-2 Dependent

Complete the Form I-765.

#15: Current Immigration Status

Current status should be “J-2 Dependent.” If not, talk to an advisor in Berkeley International Office.

#16: Eligibility Category

Use the following code: (C) (5) ()

15. Current Immigration Status (Visitor, Student, etc.)

J-2 Dependent

16. Eligibility Category. Go to the “Who May File Form I-765?” section of the Instructions. In the space below, place the letter and number of the eligibility category you selected from the instructions. For example, (a)(8), (c)(17)(iii), etc.

(C) (5) ()

Complete the Form I-765.

Sign your name.*

Fill in your telephone number and the date of signature on the form.

Applicant's Signature

I certify, under penalty of perjury, that the foregoing is true and correct. Furthermore, I authorize the release of any information that U.S. Citizenship and Immigration Services needs to determine eligibility for the benefit I am seeking. I have read the "Who May File Form I-765?" section of the instructions and have identified the appropriate eligibility category in **Question 16**.

Signature *Your signature above the line and below text**

Date of Signature (mm/dd/yyyy) **MM/DD/YYYY**

Telephone Number **U.S. Phone Number**

*** Important:** Your signature must fit between the text and the line below. If the signature is too big or touches the text above or goes below the line, the application will be returned and will cause a delay in the processing of the application. Be conservative and use a signature smaller than normal. Please see the example.

Step 2: Preparing & Mailing the EAD Application

Gather the required documentation.

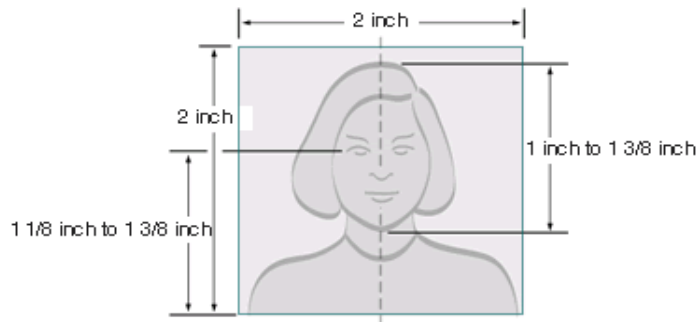
- 2 U.S. Passport Photos (with name and I-94 number written lightly in pencil on back of each), taken within the past 30 days.
- Check or Money Order for **\$380** made payable to: “U.S. Department of Homeland Security” if the application is mailed prior to 12/23/2016. Applications postmarked or filed after 12/23/2016, will need to pay an increased fee of **\$410**.
- Form G-1145 (Optional) to confirm receipt and obtain case number in advance of paper notification: <http://www.uscis.gov/files/form/g-1145.pdf>.
- Original form I-765. <http://www.uscis.gov>
- J-2 Work Permission Letter (see [example](#))
- Photocopy of passport biographical page and visa stamp for the J-1 and J-2, if applicable.
- Photocopy of DS-2019 documents for both the J-1 and J-2.
- Photocopy of electronic I-94 record (found at www.cbp.gov/i94) OR paper Form I-94 (both sides) for the J-1 and J-2. The electronic I-94 record is available ONLY to those with passport admission stamp.
- Financial documentation. Photocopy of the funding documentation dated within the past 6 months. (I.e. J-1 appointment letter on campus, employment letters from overseas, bank statements)
- Proof of marriage. Photocopy of marriage certification with [certification of translation](#) if not in English.
- Photocopy of previous EAD card(s), if applicable.

Gather the required documentation.

Passport Photo Requirements

The photos required to use for the EAD application must meet the specifications of U.S. style passport photos. To see a full description of these specifications, go to the [U.S. Department of State](http://www.state.gov) web site.

- Passport photos must be 2"x2" and taken within the past 30 days.
- Write your name and I-94 number lightly on the back of each photo.



Professional Photography

USCIS has been examining passport photos more strictly. BIO recommends J-2 dependents have their photos taken professionally. Recently, J-2 dependents have been visiting the following locations to obtain their photos.

Metro Publishing

2440 Bancroft Way
Berkeley, CA 94704

<http://www.yelp.com/biz/metro-publishing-berkeley>

Foto Shop

131 Berkeley Sq
Berkeley, CA 94704

<http://www.yelp.com/biz/foto-shop-berkeley>

Gather the required documentation.

Check or Money Order:

- Use a personal check or money order made payable to “U.S. Department of Homeland Security”.
- Money orders can be purchased at banks, post office and some local grocery stores.
- Make sure a name and address are printed on the check. If the address has changed, that is fine.
 - ✓ Do not use “temporary checks” often issued by the bank when opening a new account. These checks have no name or address in the upper left hand corner.
 - ✓ In the memo line, write your SEVIS ID number and name, if different than the name on the check.

****The I-765 fee will change effective Decmeber 23, 2016. The current fee is \$380. Applications postmarked or filed on or after December 23, 2016 will be increased to \$410. If you have questions about when to file and the fee associated at that time, please see a BIO advisor.***

Money orders and cashier checks should include the same information as a personal check.

your Name Here
 Your Street Address Here
 Your City, State, Zip Code Here
 Your Telephone Number

Date MM/DD/YYYY

4299
10-06-12 178

PAY to the order of U.S. Department of Homeland Security **\$*380.00**

Three hundred eighty dollars 00/100 Dollars

Bank of America
 Berkeley Branch
 2147 Shattuck Ave
 Berkeley, CA
 94704-1234

Customer Service
1-899-899-8999

For Your SEVIS ID Number *Signature*

Gather the required documentation.

Form G-1145 (Optional)

Use this form to request a text message and/or email when USCIS receives your EAD application and when there are any updates.

Download at <http://www.uscis.gov/files/form/g-1145.pdf>

- No cost
- Attach to the top of the EAD application packet.

e-Notification of Application Petition Acceptance

Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form G-1145
OMB No. 1615-0108
Issued 08/30/2014

What Is the Purpose of This Form?

Use this form to request an electronic notification (e-Notification) when U.S. Citizenship and Immigration Services accept your immigration application. This service is available for applications filed at a USCIS Lockbox facility.

General Information

Complete the information below and clip this form to the first page of your application package. You will receive one e-mail and/or text message for each form you are filing.

We will send the e-notification within 24 hours after we accept your application. Domestic customers will receive an e-mail and/or text message, whereas customers will only receive an e-mail. Unsubscribeable e-notifications cannot be opted out.

The e-mail or text message will display your receipt number and tell you how to get updated case status information. It will not include any personal information. The e-notification does not grant any type of status or benefit, rather it is provided as a convenience to customers.

USCIS will also send you a receipt notice (I-797C), which you will receive within 30 days after your application has been accepted. Use this notice as proof of your pending application or petition.

USCIS Privacy Act Statement

AUTHORITY: The information requested on this form, and the associated evidence, is collected under the Immigration and Nationality Act, section 101, et seq.

PURPOSE: The primary purpose for providing the requested information on this form is to determine if you have established eligibility for the immigration benefit for which you are filing. The information you provide will be used to grant or deny the benefit sought.

DISCLOSURE: The information you provide is voluntary. However, failure to provide the requested information, and any requested evidence, may delay a final decision or result in denial of your form.

ROUTINE USE: The information you provide on this form may be shared with other Federal, State, local, and foreign government agencies and authorized organizations following approved routine uses described in the associated published system of records notices (DHS-USCIS-007 - Benefits Information System and DHS-USCIS-001 - Alien File, Index, and National File Tracking System of Records, which can be found at www.dhs.gov/privacy). The information may also be made available, as appropriate, for law enforcement purposes or in the interest of national security.

Paperwork Reduction Act

An agency may not conduct or sponsor an information collection and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. The public reporting burden for this collection of information is estimated to average per response, including the time for reviewing instructions and completing and reviewing the form. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Citizenship and Immigration Services, Regulatory Coordination Division, Office of Policy and Strategy, 25 Massachusetts Avenue, NW, Washington, DC 20528-2040. OMB No. 1615-0108. Do not mail your completed Form G-1145 to this address.

Complete this form and clip it to the top of the first page of your immigration form(s).

Applicant/Petitioner Full Last Name	Applicant/Petitioner Full First Name	Applicant/Petitioner Full Middle Name
E-mail Address		Mobile Phone Number (Text Message)

Form G-1145 02/28/13 Page 1 of 1

Gather the required documentation.

Form I-765:

The I-765 is the USCIS form needed to submit with the EAD application.

Downloaded from the [USCIS web site](https://uscis.dhs.gov).

Instructions for filling out the form are included on slides 5-11.

OMB No. 1615-0040, Expires 02/28/2018

I-765, Application For Employment Authorization

Department of Homeland Security
U.S. Citizenship and Immigration Services

For USCIS Use Only	Fee Stamp		Action Block		Initial Receipt	Reinstated	
					Reinstated		
					Received	New	
					If completed		
					Approved	Denied	
					Not		
<input type="checkbox"/> Application Approved <input type="checkbox"/> Authorization/Extension Valid From _____ <input type="checkbox"/> Authorization/Extension Valid To _____			<input type="checkbox"/> Application Denied: Failed to establish <input type="checkbox"/> Eligibility under 8 CFR 274a.02 <input type="checkbox"/> Economic necessity under 8 CFR 274a.14a, (b) and 8 CFR 274a.20 <input type="checkbox"/> Applicant is filing under section 274a.12				
Subject to the following conditions: _____							
I am applying for: <input type="checkbox"/> Permission to accept employment. <input type="checkbox"/> Replacement of lost employment authorization document. <input type="checkbox"/> Renewal of my permission to accept employment (attach a copy of your previous employment authorization document).							
1. Full Name (Family Name) (First Name) (Middle Name)			15. Current Immigration Status (Visitor, Student, etc.)				
2. Other Names Used (include Maiden Name)			16. Eligibility Category. Go to the "Who May File Form I-765?" section of the Instructions. In the space below, place the letter and number of the eligibility category you selected from the instructions. For example, (A)(3), (B)(7)(a), etc.				
3. U.S. Mailing Address (Street Number and Name) (Apt. Number) (Town or City) (State) (ZIP Code)			17. (a)(3)(C) Eligibility Category. If you entered the eligibility category (B)(3)(C) on Question 16 above, list your degree, your employer's name as listed in (b)(5)(vii), and your employer's E-Verify Company Identification Number or a valid E-Verify Client Company Identification Number in the space below. Degree: _____ Employer's Name as listed in (b)(5)(vii): _____ Employer's E-Verify Company Identification Number or a Valid E-Verify Client Company Identification Number: _____				
4. Country of Citizenship or Nationality			18. (a)(3)(B) Eligibility Category. If you entered the eligibility category (a)(3)(B) in Question 16 above, please provide the receipt number of your (b)(5) principal spouse's most recent Form I-797 Notice of Approval for Form I-765.				
5. Place of Birth (Town or City) (State/Province) (Country)			Applicant's Signature I certify, under penalty of perjury, that the foregoing is true and correct. Furthermore, I authorize the release of any information that U.S. Citizenship and Immigration Services needs to determine eligibility for the benefit I am seeking. I have read the "Who May File Form I-765?" section of the instructions and have identified the appropriate eligibility category in Question 16.				
6. Date of Birth (mm/dd/yyyy)			Signature _____ Date of Signature (mm/dd/yyyy) _____ Telephone Number _____				
7. Gender <input type="checkbox"/> Male <input type="checkbox"/> Female			Signature of Person Preparing Form, if Other Than Applicant I declare that this document was prepared by me at the request of the applicant and is based on all information of which I have any knowledge.				
8. Marital Status <input type="checkbox"/> Married <input type="checkbox"/> Single <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed			Signature _____ Date of Signature (mm/dd/yyyy) _____ Printed Name _____ Address _____				
9. Social Security Number (Include all numbers you have ever used, if any)			12. Date of Last Entry into the U.S., on or about (mm/dd/yyyy)				
10. Alien Registration Number (A-Number) or Form I-94 Number (if any)			13. Place of Last Entry into the U.S.				
11. Have you ever before applied for employment authorization from USCIS? <input type="checkbox"/> Yes (Complete the following questions.) Which USCIS Office? _____ Date: _____ Result (Granted or Denied + attach all documentation) _____			14. Status at Last Entry (B-2 Visitor, T-1 Student, No Lawful Status, etc.)				
<input type="checkbox"/> No (Proceed to Question 12.)							

Form I-765 02/13/13 Y

Gather the required documentation.

J-2 Work Permission Letter

- USCIS wants to ensure the employment of a J-2 dependent is for customary recreational and cultural activities; therefore they require a work permission letter showing the J-1 has sufficient funding for the length of their program.
- For template Work Permission Letter, see this [example](#).
 - Please use this template letter for the EAD application because USCIS generally requires the applicant present a breakdown of monthly expenses.
- If your J-2 status is valid for more than one year, add the following statement to the Work Permission Letter: "I would like to request employment until the end date of my DS-2019 on **include your actual end date here**, under federal regulations 8 CFR274a.12(a) and (c)."

Gather the required documentation.

Photocopy of J-1 and J-2 DS-2019 documents:

- Keep the original.
- J-1 scholar should sign the J-1 DS-2019 and J-2 should sign the J-2 DS-2019.

U.S. Department of State
CERTIFICATE OF ELIGIBILITY FOR EXCHANGE VISITOR(J-1) STATUS

FORM APPROVED BY USCIS 01-10-2009
EXPIRES 10-28-2010
ISSUES FOR EXCHANGE VISITOR (J-1)
Use Page 1

1. Family Name: Wu		Given Name: Wen		Middle Name: Wen		Gender: MALE		BIOMETR. 0	
Date of Birth (or other): 04/14/1982		City of Birth: Wuhan		Country of Birth: CHINA		University/Country Code: UN		Exchange Category: STUDENT	
Legal Permanent Resident Country Code: UN		Legal Permanent Resident Country: CHINA		Passport Code: 315		Position: UNIVERSITY UNDERGRADUATE STUDENT			
U.S. Address: 1237 FINEBOUL Berkeley, CA 94720-1231									
1. Program Sponsor: University of California at Berkeley								Exchange Visitor Program Number: P-1-00312	
Participating Program Official Designation: PROFESSOR; RESEARCH SCHOLAR; SHORT-TERM FELLOW; SPECIALIST; STUDENT ASSOCIATE; STUDENT BACHELOR; STUDENT DOCTORATE; STUDENT MASTER; STUDENT NON-DEGREE									
Purpose of this form: Begin new program; accompanied by member (1) of immediate family members.									
3. Exam (Exam Period): 08-20-2004		4. Exchange Visitor Category: STUDENT NON-DEGREE							
To (see address): 05-20-2005		Subject Field Code: 26.0130		Academic/Field Code Description: LIBERAL ARTS AND SCIENCES, GENERAL STUDIES and Human Sciences—Other					
5. During the period covered by this form, the total estimated financial support (U.S. \$) to be provided to the exchange visitor by: Personal Funds: \$15,500.00 Sponsor: \$15,500.00									
6. U.S. DEPARTMENT OF STATE USE ONLY (OR CERTIFICATION BY RESPONSIBLE OFFICER ONLY) A NOTARY ATION COPY OF THIS FORM MUST BE SUBMITTED TO THE U.S. DEPARTMENT OF STATE OFFICE DATE:						7. Richard Weber Name of Official Signing Form 1237 FINEBOUL AVE Address Berkeley, CA 94720 Office or Alternate Responsible Office Signature of Responsible Officer or Alternate Responsible Office		Alternate Responsible Officer Tom Title 510-642-2892 Telephone Number 05-28-2004 Date (mm-dd-yyyy)	
8. Signature of Responsible Officer for Relating Sponsor (FORM DS-2019) OR PROGRAM OFFICER (EXCHANGE VISITOR) (see instructions for use of this form) (see instructions for use of this form) (see instructions for use of this form) (see instructions for use of this form) (see instructions for use of this form) (see instructions for use of this form) (see instructions for use of this form) (see instructions for use of this form) (see instructions for use of this form) (see instructions for use of this form)									
9. PRELIMINARY DETERMINATION OF CONSULAR OR IMMIGRATION OFFICER REGARDING SECTION 202(a) OF THE IMMIGRATION AND NATIONALITY ACT AND PL 96-48, AS AMENDED (see the E-ADVISOR)						10. TRAVEL VALIDATION BY RESPONSIBLE OFFICER (Maximum validation period is six years) EXCEPT: Maximum validation period is six years for those who have been in Camp David and before Travel Work (1) Exchange Visitor is in good standing at the present time Date (mm-dd-yyyy) Signature of Responsible Officer or Alternate Responsible Officer (2) Exchange Visitor is in good standing at the present time Date (mm-dd-yyyy) Signature of Responsible Officer or Alternate Responsible Officer			
THE U.S. DEPARTMENT OF STATE RESERVES THE RIGHT TO MAKE FINAL DETERMINATION REGARDING THIS EXCHANGE VISITOR CERTIFICATE. I have read and agree with the statement on item 2 on page 2 of this document.									
Signature of Applicant		Date		Signature of Sponsor		Date		Date (mm-dd-yyyy)	

DS-2019 (January 1997) (E-ADVISOR) Page 1 of 2

Gather the required documentation.

Photocopy of I-94 Information for J-1 and J-2:

The I-94 can be *either*:

- a passport admission stamp and electronic I-94 record.
- Visit: www.cbp.gov/i94 to access and print your electronic I-94 record. The electronic I-94 record is what USCIS requires for the EAD application.

OR

- a small, white card stapled into passport. Include a copy of both sides of the I-94, even though the back side may be blank.



Passport Admission Stamp



Electronic I-94 Record



Paper I-94 (front)



Paper I-94 (back)

Gather the required documentation.

Financial Documentation Can Be:

- Funding letter used to obtain the J-2 visa stamp at the US embassy.
- Funding letter submitted to UC Berkeley for the DS-2019 documents.
- Income letter from home country
- Personal funds, etc.
- UC Berkeley Salary, please include last 3 pay statements.



In addition to the above, include copies of current U.S. and/or home country bank statements.

All financial documentation must be dated within the past 6 months.

For questions about financial documentation, please see an advisor at BIO.

Gather the required documentation.

Proof of Marriage

- Photocopy of marriage certificate.
- Include [certification of translation](#), if not in English.



Mail the EAD application.

- **Express Mail (Federal Express, UPS, USPS Priority Mail)**
- BIO recommends FedEx as a reliable option.
- If using FedEx or UPS, use the express mail address. If using USPS, choose the Priority Mail option and use the USPS address.

USCIS Mailing Addresses

*for people who live in California**

Express Mail:

USCIS
Attn: AOS
1820 E. Skyharbor, Circle S
Suite 100
Phoenix, AZ 85034

U.S. Postal Service Mail

USCIS
PO Box 21281
Phoenix, AZ 85036



*If your address on the I-765 is **NOT** in California, speak with an advisor at the Berkeley International Office. The EAD application may need to be mailed to a different address.

Step 3:

Receive the Employment Authorization Document (EAD)

I-797 Notice of Action

You should receive the notice by mail within 2-4 weeks after mailing the EAD application to USCIS.

- **The I-797 is very important.**
If you lose the receipt, there is no way to replace it.
- **The I-797 is necessary if you want to:**
 - 1) inquire about the status of your EAD application.

Receipt Number

The case number for the EAD application at USCIS. Check the status of the case on the USCIS web site at <http://www.uscis.gov>

Received Date

Date when USCIS begins processing the application. (It may not be the actual date the application was received, but it is when the case was entered into the system.)

Address Information

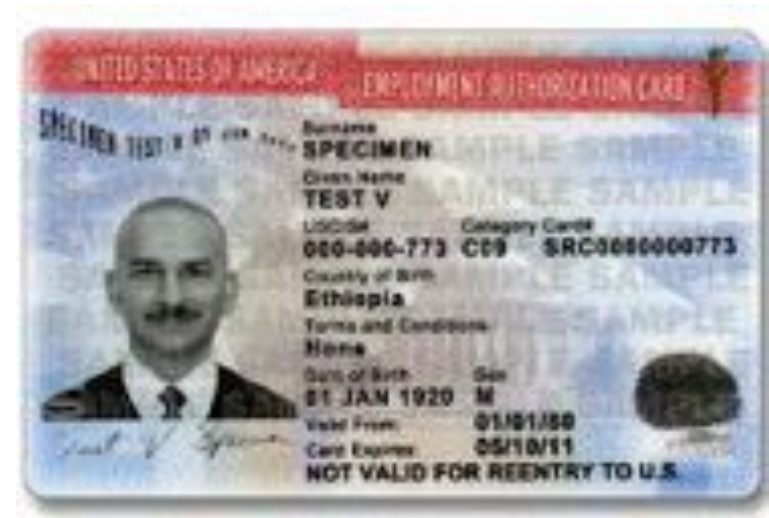
Verify the name and address on the I-765 receipt notice.
If incorrect, contact a BIO advisor immediately.

Contacting USCIS

If you have any problems or questions with the EAD application, contact a BIO advisor before calling the USCIS Customer Service.

The Employment Authorization Document (EAD)

- Average processing time at USCIS is 90 days.
- Official approval of work authorization in the United States.
- Review card to make sure the information is accurate. If not, see an advisor at BIO.
- Present your EAD to employers as a form of work authorization.
- Only eligible to work the dates issued on the card.



Communication from USCIS (a.k.a. Beware of Scams!)

While your EAD application is pending, you may receive text message, email, and paper letter updates from USCIS regarding the status of your application.

USCIS will rarely contact you by phone regarding the status of your EAD application.

If you receive a phone call from a person claiming to work for USCIS or any other government agency, **do not provide your personal information to them.** Note the person's name and phone number and contact Berkeley International Office before responding.

General Tips for Travelers

- Be sure to have ALL necessary documents for travel and re-entry to the US.
- Don't enter the U.S. in a status other than J-2 unless willing to give up the EAD and other benefits associated with J-2 status.
- Consult a BIO advisor if your Form DS-2019 has expired or will expire within 30 days of your expected return to the U.S.

Travel Before EAD Card is received

- Must be in the U.S. to apply for the EAD.
- No international travel is recommended while the J-2 work permit (EAD) application is pending at USCIS. The application could be denied based on the fact that the applicant is not in any U.S. immigration status while they are abroad, and therefore ineligible for any status-associated benefits, including the EAD.

Extension of EAD

You can only apply for a new EAD if the J-1's program in the U.S. has been extended. The J-2 can apply for a new EAD authorization up to 120 days before the current EAD expires. If you have future plans in the U.S., please make sure the J-1 works with their department 5-6 months prior to the DS-2019 end date.

To apply for the extension of EAD, on the I-765, check "Renewal of my permission to accept employment" and answer "Yes" to question 11. You will then need to complete which USCIS office approved your EAD, when and that it was Granted. The remainder of the form would be completed as the prior slides explain.

I am applying for: Permission to accept employment. Replacement (of lost employment authorization document).
 Renewal of my permission to accept employment (attach a copy of your previous employment authorization document).

11. Have you ever before applied for employment authorization from USCIS?

Yes (Complete the following questions.)

Which USCIS Office?

CSC

Dates

Dates on the EAD

Results (Granted or Denied - attach all documentation)

Granted

No (Proceed to Question 12.)



Contact Us:

<http://internationaloffice.berkeley.edu/contact-us>

When calling/emailing our office, please tell us your spouse's name and SEVIS ID or Date of Birth.