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

- J-2 employment applications can only be submitted with the paper I-765 application by mail.
- J-2 I-765 EAD applications MUST be submitted from inside the U.S. You must be physically present inside the U.S. when your application is received by USCIS. There are no exceptions.
- You must sign and date the I-765 by hand in black ink. USCIS rejects all digital and electronic signatures on the printed USCIS forms.

Monitor BIO’s [Immigration Policy Updates & FAQs page](#) for updates regarding travel, employment and other issues. This page is updated as we receive new guidance from government agencies including USCIS.
EAD Application Guide for J-2 Dependents

Please note that this application guide is for instructional purposes only.

An EAD application to USCIS is your own personal application. You alone are responsible for the accuracy of your Form I-765, for timely filing, for including all required documentation, for including the correct fee, and for properly maintaining your J-2 status.

Please review the USCIS instructions in addition to this guide and consult with a BIO adviser if you have questions or if there are any inconsistencies.
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. Prepare and mail your application materials

Allow approximately 1 week to gather and organize your materials for mailing. You must be present in the U.S. to apply for the EAD.


See current USCIS processing times for Form I-765, Potomac Service Center here: https://egov.uscis.gov/processing-times/
Step 1: 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
- USCIS Fee. SEE the USCIS I-765 page for current filing fee.
- Form G-1145 to confirm receipt and obtain case number in advance of paper notification: https://www.uscis.gov/g-1145
- Original form I-765: https://www.uscis.gov/i-765 SEE I-765 SECTION FOR DETAILS.
- J-2 Work Permission Letter (see example)
- Photocopy of passport biographical page and visa stamp for the J-1 and J-2, if applicable
- Copy of J-2’s expired passport biographical page if you used that document to enter the U.S. most recently
- Photocopy of current DS-2019 documents for both the J-1 and J-2
- Photocopy of electronic I-94 record (found at https://i94.cbp.dhs.gov/I94/#/recent-search) OR paper Form I-94 (both sides) for the J-1 and J-2
- Financial documentation. Photocopy of the funding documentation dated within the past six 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

Make a copy of your complete application packet to keep for your personal records before sending your application to USCIS.
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 web site.

• Submit 2 identical color passport photos taken within 30 days of filing your application. The photos must have a white to off-white background, be printed on thin paper with a glossy finish, and be unmounted and unretouched. The passport-style photos must be 2” by 2”. You must remove your glasses and your head must be bare unless you are wearing headwear as required by a religious order of which you are a member.

• Using pencil or felt tip (soft) pen, lightly print your name and I-94 number on the back of the photo. Do not damage the photo surface by pressing hard while writing.

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, Money Order, or Credit Card:

Please review the following USCIS Filing Fees page on how to pay USCIS filing fees, how to write a check and paying with a credit or debit card.

- **USCIS Fee:** The current fee can be found on the USCIS website. You must pay the correct fee at the correct time. SEE THE I-765 FORM/FEE UPDATE SECTION BEFORE MAKING YOUR PAYMENT!

- **Check/Money Order** should be made payable to "U.S. Department of Homeland Security" with SEVIS number in the memo line. 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.

- **For Credit Card** payment, submit form G-1450, authorized payment for the correct fee amount. You may only use a credit card account with a U.S. billing address—no foreign billing address is allowed. You can use cards with Visa, MasterCard, American Express, and Discover. See Pay Your USCIS Fees with a Credit Card

- MOST DENIALS ARE DUE TO BAD PAYMENTS! IF YOU USE A CHECK OR CREDIT CARD MAKE SURE YOU MAINTAIN SUFFICIENT FUNDS IN THE ACCOUNT.

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

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Check & money order images are examples. Remember to check the fee before mailing!
Gather the required documentation.

**Form G-1145**

- Attach to the top of the EAD application packet.
- Use this form to request text and email notification(s) regarding your application. Download the form at [https://www.uscis.gov/g-1145](https://www.uscis.gov/g-1145)
I-765 FORM & FEES

USCIS occasionally updates both the I-765 FORM and the I-765 FEE. Please pay attention if you are mailing your application to be sure you pay exactly the correct fee and use exactly the correct edition of the I-765 form.

• Check the USCIS I-765 website ON THE DATE OF MAILING to be certain you are using the correct form edition and paying the correct fee.

Some parts of the I-765 can be confusing. The following slides will help you complete those “tricky” questions.

Contact BIO with ANY questions or uncertainties about completing the I-765.
I-765 Form & Fee

Form I-765
Download the Form I-765 DIRECTLY from the USCIS I-765 web site and review the Instructions for Form I-765 found there. You **DO NOT** need to complete the I-765WS (I-765 Worksheet). **DO NOT download and complete any form titled Preview: Form I-765**!

**Important:** Use **ONLY** the I-765 version indicated under the “Edition Date” on the USCIS website.
1. Download I-765 form just before mailing the application since USCIS updates the form frequently.
2. Check the Filing Fee on the date of mailing!

**How to fill out Form I-765**
- Type or print legibly in **black ink**.
- Answer all questions fully and accurately.
- If a question does not apply to you, type or print “N/A”
- Print and complete **ALL pages 1-7**. If any pages are missing, your application will be rejected!
- Print all pages single-sided
FORM I-765 UPDATES

Where can I find the Form Edition date on the I-765?

The form edition date is found in the lower left-hand corner of the I-765 form. These are examples. You are responsible for confirming the correct edition at the time of mailing.
Complete the Form I-765

Top Portion: leave this entire section blank

PART 1. Reason for Applying, pg. 1

Item 1a: If you do not have an EAD based on your current J-2 status, check the box for “Initial permission to accept employment”

Item 1c: If you were already issued an EAD under J-2 status and are renewing your EAD, check “Renewal of my permission to accept employment (Attach a copy of your previous EAD)”.

START HERE - Type or print in black ink. Answer all questions fully and accurately. If a question does not apply to you (for example, if you have never been married and the question asks, "Provide the name of your current spouse"), type or print “N/A” unless otherwise directed. If your answer to a question which requires a numeric response is zero or none (for example, “How many children do you have” or “How many times have you departed the United States”), type or print “None” unless otherwise directed.
Complete the Form I-765

PART 2. Information About You, pg. 1

#1 Name
Your entire family name should be in CAPITAL letters. Use upper & lower case for the first name. Write your name exactly as it appears in the Surname/Primary Name and Given Name fields on your DS-2019. Note that your DS-2019 does NOT use the Middle Name field!

<table>
<thead>
<tr>
<th>1.a. Family Name (Last Name)</th>
<th>FAMILY NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.b. Given Name (First Name)</td>
<td>First Name</td>
</tr>
<tr>
<td>1.c. Middle Name</td>
<td>N/A</td>
</tr>
</tbody>
</table>

#2-4 Other Names Used
Enter your previous names, including nicknames you have used in official records or documentation. If none, write “N/A”

If you are typing out the I-765 electronically, be aware that the form does not allow you to write the “/” character into these fields. You will need to hand-write the “N/A” wherever this appears in the instructions.
Complete the Form I-765
PART 2. Information About You, pg. 2

U.S. Mailing Address
This is where you would like the Receipt Notice and the EAD card to be mailed. *This is very important!*

The address should be valid for the current USCIS processing times. If you have plans to move during this time, use a reliable friend or family member’s address to receive the EAD (indicate this in #5.a.) It is also possible to use a P.O. Box for mailing addresses.

OR- you can use your current address and **update your address with USCIS.** Keep in mind that address changes can take 10 business days to process and could jeopardize your EAD delivery. We recommend keeping the same address for your entire EAD processing, if possible.

#5.a. If the mailing address belongs to someone other than yourself, put their full name (First Name Last Name) here. This person MUST be listed as a resident of the address with the U.S. Postal Service. If this is your address, write “N/A.”

#5.b-5.e Write a valid mailing address in the U.S. It may be a residence, commercial address, or PO Box. **You may not use BIO’s address.**

#6 If you listed a mailing address that is NOT your current physical living address, select “No” and complete #7.a-7.e. with your current physical address. If “Yes,” write “N/A” in #7.a-7.e. Physical address should reflect where you actually live.

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If you live outside of CA, please pay attention to the special mailing instructions later in the tutorial.
Complete the Form I-765

PART 2, pg. 2, continued...

Other Information

8. J Exchange Visitors do not have an A-Number, leave this blank.

9. J Exchange Visitors do not have a USCIS Online Account Number, leave this blank.

10. Check the box to indicate your gender.

11. Check “Married” if you are a J-2 spouse.

12. Check “No” if you have never applied for an EAD. Check “Yes” if you have previously applied for an EAD. You will need to provide copies of your previous EADs.

If yes, you will need to provide copy(s) of your previous EAD(s)
Complete the Form I-765

PART 2, pg. 2, continued…

#13.a.-17.b. Social Security Number (SSN)

#13.a. Check “Yes” if you have been issued an SSN and enter your SSN with one letter in each box.

#13.b. Skip this if you don’t already have an SSN.

#14. Check “Yes” if you want a new or replacement SSN card and complete. Check “No” if you do not want a new or replacement SS card

#15-17.b. If you checked "Yes" for #14, answer these questions. If you checked "No" for #14, skip these questions.

You should receive your Social Security card from SSA about 2 weeks after receiving your approved EAD from USCIS.
Complete the Form I-765

PART 2, pg. 2-3 continued...

The responses to these questions are straightforward. Please complete them accurately.

**#18 Countries of Citizenship, pg 2**

List all as applicable *(use Part 6 of the I-765 if needed)* or write “N/A” in 18.b. if you do not have multiple citizenships.

**#19-20 Place of Birth, pg 3**

List the name of the country as it was named when you were born, even if its name has changed.

Make sure your Date of Birth is in the correct format of MONTH - DAY - YEAR. *(01/31/1998 not 31/01/1998)*
Complete the Form I-765

PART 2, pg. 3 continued...

Information About Your Last Arrival

#21.a. I-94 Number
Use your current I-94 number. This is at the number found on the electronic I-94 record or on the top left corner of the paper Form I-94 card (see example). I-94 numbers issued prior to May 2019 are 11 characters long and contain only numbers. Example: 01234567890. I-94 numbers starting in May 2019 have a format of 9 numbers, followed by a letter, then another number. Example: 0123456781A.

#21.b.-e. Passport Information
Enter the information directly from your passport. This passport should match the country on your I-20.

In cases where you entered the US on a passport that is now expired, enter the number of your expired passport. (You will provide information on the new passport on pg. 7 of the application.)

#21.c. Travel Document
Write “None” here.
Complete the Form I-765

PART 2, pg. 3 continued...

#22 Date of Last Entry into the U.S.
Your most recent entry date can be found on your passport admission stamp, electronic I-94 record, or paper I-94 card.

#23 Place of Last Arrival into the U.S.
Name of the Port of Entry city from your most recent entry. This information can be found on your passport admission stamp, travel history section of your electronic I-94 record, or paper I-94 card (usually as a code, i.e. “SFR” for San Francisco). If you drove across the border, write the name of the city where you entered the U.S.

#24 Immigration Status at Last Entry
Status in which you entered the U.S. If you entered with a J-2 DS-2019, write “J-2 Dependent.”

#25 Current Immigration Status
Current status should be “J-2 Dependent.” If not, talk to a BIO adviser, and this status should be reflected on your current I-94.

#26 SEVIS ID
Your SEVIS ID appears on the top right side of your DS-2019 and starts with N00...
Complete the Form I-765

PART 2, pg. 3 continued...

#27 Eligibility Category

Use the code (c)(5) for J-2 Employment.

DO NOT USE a different code!

#28-30.c. Other Eligibility Categories: (c)(3)(c), (c)(26), (c)(8)

Write “N/A” in these fields. These questions are for other types of I-765 applications for other visa categories. They are NOT related to J-2 employment.
PART 2, pg. 4: 30.d-31.b
These questions are for other visa categories, NOT for J-2 employment.

If you answered “Yes” to Item Number 30.c., provide the following information:

30.d. Date you presented yourself to DHS
   - N/A

30.e. Location where you presented yourself to DHS
   - N/A

30.f. Country of claimed persecution
   - N/A

30.g. Provide an explanation for why you did not enter the United States lawfully through a U.S. port of entry. If you need extra space to complete this item, use the space provided in Part 6. Additional Information.
   - N/A

NOTE: Refer to the Special Filing Instructions for Those With Pending Asylum Applications (c)(8) section of the Form I-765 Instructions for more information.

31.a. (c)(35) and (c)(36) Eligibility Category. If you entered the eligibility category (c)(35) in Item Number 27., please provide the receipt number of your Form I-797 Notice for Form I-140, Immigrant Petition for Alien Worker. If you entered the eligibility category (c)(36) in Item Number 27., please provide the receipt number of your spouse’s or parent’s Form I-797 Notice for Form I-140.

   Leave blank

31.b. If you entered the eligibility category (c)(35) or (c)(36) in Item Number 27., have you EVER been arrested for and/or convicted of any crime? □ Yes □ No

NOTE: If you answered “Yes” to Item Number 31.b., refer to Employment-Based Nonimmigrant Categories, Items 8. - 9., in the Who May File Form I-765 section of the Form I-765 Instructions for information about providing court dispositions.
Complete the Form I-765

PART 3. Applicant’s Statement, pg. 4

#1.a. Select 1.a. to indicate that you have read and understood the questions.

#3-6 Provide your information as requested

1.a. I can read and understand English, and I have read and understand every question and instruction on this application and my answer to every question.

2. At my request, the preparer named in Part 5, leave blank, prepared this application for me based only upon information I provided or authorized.

Applicant's Contact Information

3. Applicant's Daytime Telephone Number

1234567890

4. Applicant's Mobile Telephone Number (if any)

1234567890

5. Applicant's Email Address (if any)

oskibear067@gmail.com

6. Select this box if you are a Salvadoran or Guatemalan national eligible for benefits under the ABC settlement agreement.
Complete the Form I-765

PART 3, pg. 4-5

Applicant’s Declaration and Certification

Read the entire declaration carefully.

Applicant’s Signature

#7.a.-7.b. Hand sign your name and provide the date of the signature in black ink.

Important!

Because your signature will be scanned at USCIS, it must fit within the box. It must NOT touch the box outline. If it touches a line, your application could be delayed. You must sign and date by hand in black ink. Do NOT use any form of e-signature including those that are replicas of your exact hand-written signature. Print the form and sign it with an actual pen. USCIS will DENY applications with e-signatures.

Troubleshooting Signature Line:

In some cases the “Don’t forget to sign!” automatic reminder will not disappear when you print the form. You should remove the auto filled “Don’t forget to sign!”

We recommend trying to...

- open the form in the most recent version of Adobe Reader.
- print a blank version of the form’s second page from your web browser.
**Complete the Form I-765**

**PARTS 4 and 5, pgs. 5-6**

These sections are not applicable to you, since you’ve completed the form yourself, so write “N/A.” This section is for those who use an interpreter or translator, or other paid preparer (i.e. an attorney) to complete the form.

### Part 4 pg. 5

**Interpreter’s Contact Information, Certification, and Signature**

Provide the following information about the interpreter.

<table>
<thead>
<tr>
<th>Interpreter’s Full Name</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Interpreter’s Family Name (Last Name)</td>
<td>N/A</td>
</tr>
<tr>
<td>2. Interpreter’s Given Name (First Name)</td>
<td>N/A</td>
</tr>
<tr>
<td>3. Interpreter’s Business or Organization Name (if any)</td>
<td>N/A</td>
</tr>
</tbody>
</table>

**Preparer’s Statement**

By my signature, I certify, under penalty of perjury, that I prepared this application at the request of the applicant. The applicant then reviewed this completed application and informed me that he or she understands all of the information contained in, and submitted with, his or her application, including the Applicant’s Declaration and Certification, and that all of this information is complete, true, and correct. I completed this application based on information that the applicant provided to me or authorized me to obtain or use.

**Preparer’s Certification**

By my signature, I certify, under penalty of perjury, that I prepared this application at the request of the applicant. The applicant then reviewed this completed application and informed me that he or she understands all of the information contained in, and submitted with, his or her application, including the Applicant’s Declaration and Certification, and that all of this information is complete, true, and correct. I completed this application based on information that the applicant provided to me or authorized me to obtain or use.

### Part 5 pg. 6

**Preparer’s Full Name**

<table>
<thead>
<tr>
<th>Preparer’s Full Name</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Preparer’s Family Name (Last Name)</td>
<td>N/A</td>
</tr>
<tr>
<td>2. Preparer’s Business or Organization Name (if any)</td>
<td>N/A</td>
</tr>
</tbody>
</table>

**Preparer’s Mailing Address**

<table>
<thead>
<tr>
<th>Preparer’s Mailing Address</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Street Number and Name</td>
<td>N/A</td>
</tr>
<tr>
<td>2. City or Town</td>
<td>N/A</td>
</tr>
<tr>
<td>3. State</td>
<td>N/A</td>
</tr>
<tr>
<td>4. Postal Code</td>
<td>N/A</td>
</tr>
</tbody>
</table>

**Preparer’s Contact Information**

<table>
<thead>
<tr>
<th>Preparer’s Contact Information</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Preparer’s Daytime Telephone Number</td>
<td>N/A</td>
</tr>
<tr>
<td>2. Preparer’s Mobile Telephone Number (if any)</td>
<td>N/A</td>
</tr>
</tbody>
</table>

**Preparer’s Signature**

<table>
<thead>
<tr>
<th>Preparer’s Signature</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Preparer’s Signature</td>
<td>N/A</td>
</tr>
<tr>
<td>2. Date of Signature (mm/dd/yyyy)</td>
<td>N/A</td>
</tr>
</tbody>
</table>
Complete the Form I-765

PART 6, Additional Information, pg. 7

#1.a.-1.c. Provide your name again as listed in Part 2, 1.a-1.c.

#2. Leave blank

#3.a-3.c. Reference Pg. 3, Part 2, Item 27

#3d.

See attached evidence:

Copy of J-1 DS-2019, visa, passport, I-94

Copy of J-2 DS-2019, visa, passport, I-94 for applicant

Financial documents

Proof of marriage (or if J-2 child is applying include birth certificate)
Complete the Form I-765

PART 6, Additional Information, pg. 7, if you:

Have previously filed Form I-765 (this is a J-2 EAD renewal application, or you have otherwise applied for an EAD) complete sections 4a through 4d.

#4.a-4.c. Reference Pg. 2, Part 2, Item 12

#4d. List all previous J-2 work authorizations or other employment authorization documents (EADs). Include the dates, receipt numbers, “See attached documentation for previous work authorizations.”

<table>
<thead>
<tr>
<th>4.a.</th>
<th>Page Number</th>
<th>4.b.</th>
<th>Part Number</th>
<th>4.c.</th>
<th>Item Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td></td>
<td>2</td>
<td></td>
<td>12</td>
<td></td>
</tr>
</tbody>
</table>
Complete the Form I-765

PART 6, Additional Information, pg. 7, if you:

Most recently entered the US on a passport that is no longer valid and you now have a renewed passport

PART 6, Additional Information, pg. 7

#1.a.-1.c. Provide your name again as listed in Part 2, 1.a-1.c.

#2. Leave blank


#3d. Write an explanation that clarifies that you have two passports: one that you used for entry but is no longer valid, and one that is currently valid.

#3.d. Include copies of both passports and your I-94 with your application.
Complete the Form I-765

PART 6, Additional Information, pg. 7

You must add your signature and the date to page 7.

Simply sign and date in the blank space at the bottom of page 7.

Oski Bear  March 1, 2024
Complete the Form I-765

You are done with the I-765!

1. Review all the information on the form for accuracy. You must submit **ALL** pages of the I-765.

2. Make a copy of your completed I-765 application to keep for your records, in case there is a problem with the application.

3. Next, gather the additional required documentation and copies. See the following slides.
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 Passport and Visa for J-1 and J-2:

- Photocopy the passport biographic page (with photo and passport expiration date); passport must be valid into the future.

- Photocopy the visa, if applicable; visa can be expired.
Gather the required documentation.

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

- Keep the original.
- J-1 scholar should sign the original J-1 DS-2019 and J-2 should sign the original J-2 DS-2019 before making copies.
Gather the required documentation.

Photocopy of I-94 Information (For J-1 and J-2):

The I-94 can be either:

- An electronic I-94 record. Visit www.cbp.gov/i94 to access and print your record
- OR -
- a paper I-94 card stapled into your passport. Include a copy of both sides, even though the back side may be blank
- OR -
- a copy of an I-797 Change of Status Approval Notice which includes a new I-94
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 adviser at BIO.
Gather the required documentation.

Proof of Marriage

- Photocopy of marriage certificate.
- Include certification of translation, if not in English.
Gather the required documentation.

Photocopy of Previous EAD, if applicable:

- If an EAD was received in the past, include a copy of the front and back of the card.
- Can be from employment approved during a stay at prior institution or if an EAD was ever issued while in a different immigration status.
Mailing the I-765 Application

Review the current filing address for the I-765 ON THE DATE OF MAILING at https://www.uscis.gov/i-765-addresses

BIO recommends FedEx as a reliable option. If using US Postal Service, choose Express or Priority Mail option. Be sure your mailing option includes tracking and guaranteed delivery.

1. Click on the Foreign Students section.
2. Find your eligibility category (c)(5).
3. Choose the address based on your type of mailing: Either U.S. Postal Service or private courier (FedEx, UPS, DHL) Write the address EXACTLY as indicated on the webpage.
I-797 Notice of Action

- The I-797 is very important. If you lose the receipt, it may be difficult to replace it.
- The I-797 is necessary if you want to 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](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 adviser immediately.

Contacting USCIS
If you have any problems or questions with the EAD application, contact a BIO adviser before calling the USCIS Customer Service.
USCIS Issues & Tracking Your Case

Case Status Updates
Sign up for an account at https://www.uscis.gov. This will allow you to receive automatic updates and monitor your case. Click “Check Your Case Status” and then select “Sign Up”.

General Case Tracking:
If you don’t sign up for an account, you can still track your case using the “Check Your Case Status” Tool.

Address Changes:
If your address changes, you can update it online through the “Change of Address” tool. Keep in mind that address changes can take 10 business days to process and could jeopardize your EAD delivery. We recommend keeping the same address for your entire EAD processing, if possible.

Case Inquiries:
You can submit inquiries about your case using the Case Inquiry tool, if you don’t receive your receipt or other notifications, or if your EAD has been pending for more than 75 days.
Application Problems- RFE or Rejection or Denial

RFE- If there is a problem with your application, the USCIS may send you a notice by mail called a “Request for Evidence (RFE).” An RFE does not mean that your application has been rejected. It simply means that you need to send in additional documents before your EAD can be issued.

• Getting an RFE will delay the processing of your application
• You must respond by the due date on the notice

Rejection or Denial- In some cases, if too many items are missing from your application or if USCIS determines you are not eligible for a J-2 EAD, USCIS will return the entire application to you or they may deny the application. If this happens, contact a BIO adviser to discuss next steps.

Contact BIO IMMEDIATELY if you receive an RFE, rejection, or denial.

To avoid delays, review your application materials for completeness and sign all the forms before mailing them to the USCIS.
The Employment Authorization Document (EAD)

- Official approval of work authorization in the United States.

- Review card to make sure the information is accurate. If not, consult with a BIO adviser.

- Present your EAD to employers as a form of work authorization.

- J-2 dependents are only eligible to work on the validity dates indicated on the card.
Avoiding Immigration Scams

It is very rare for USCIS to contact you via phone regarding your 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.

- See USCIS’s website on how to avoid **immigration scams**, report fraud, and find **authorized legal services**.
- You can report immigration scams by contacting the FTC. Please visit the USCIS **Avoid Scams Initiative** website to learn more about avoiding immigration scams and reporting fraud.
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 adviser 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.
• There are increased risks of traveling outside of the U.S. while your EAD application is pending. Please consult with a BIO adviser before planning international travel.
Renewal of EAD – Important Reminders

• You can ONLY work during the dates listed on the approved EAD card – NOT before or after. **Please review your employment authorization dates closely.**

• The expiration date specifies when your work authorization ends. If your extended EAD has **not arrived** before your card expires, you will need to stop working.

• Please note that there is **no 180-day extension while the J-2 EAD renewal is pending**. This benefit is not available to the J-2 EAD renewal application.
Eligibility to Renew EAD and Application Timeline

• You can only apply for a new EAD if the J-1’s program in the U.S. has been extended and/or if the EAD dates are shorter than the DS-2019 dates.

• The J-2 can apply for a new EAD authorization up to 180 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 extend the program in a timely manner.

• After reapplying, it may take 3-5 months to receive the new EAD. Please note: If your EAD for your renewal has not been approved by the time it expires, you will need to stop working until you have your new EAD card.
Renewal of EAD

- Part 1, #1: To apply for the renewal of the EAD, on the I-765, check “Renewal of my permission to accept employment (Attach a copy of your previous employment authorization document.)”
- Part 2, #12: Answer “Yes” to “Have you ever previously filed Form I-765?”
- Part 6. #4a-4d (page 7): You will then also need to complete and sign PART 6, Additional Information, pg. 7 question 4a-4d.

### Part 1. Reason for Applying

I am applying for (select only one box):

1.a. Initial permission to accept employment.

1.b. Replacement of lost, stolen, or damaged employment authorization document, or correction of my employment authorization document NOT DUE to U.S. Citizenship and Immigration Services (USCIS) error.

**NOTE:** Replacement (correction) of an employment authorization document due to USCIS error does not require a new Form I-765 and filing fee. Refer to Replacement for Card Error in the What is the Filing Fee section of the Form I-765 Instructions for further details.

1.c. Renewal of my permission to accept employment. (Attach a copy of your previous employment authorization document.)
Contact Us:

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

When calling/emailing our office, please tell us your J-1 spouse’s name and SEVIS ID or Date of Birth.