

## **Application for J-2 Work Permission or Extension of J-2 Work Permission**

❖ **You must send the following documents to DHS** (See Note 1 below.):

1. Form I-765 (See Note 2 below.)
2. Statement of Request for J-2 Work Permission (See Note 3 below.)
3. \$410 Check or Money Order Payable to “Department of Homeland Security”.
4. Photocopies of Most Recent DS-2019s of Both the J-1 and J-2 (See Note 4 below.)
5. Photocopies of I-94 Cards of Both the J-1 and J-2
6. Photocopy of Current EAD Card (If asking for an extension of J-2 work permission. Copy the front and back of the card. See Note 4 below.)
7. Two Photos (See Note 5 below.)

❖ **J-2 living in Minnesota can send their applications to:  
USCIS (DHS) Phoenix Lockbox**

For U.S. Postal Service (USPS) deliveries:

USCIS  
PO Box 21281  
Phoenix, AZ 85036

For Express mail and courier deliveries:

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

J-2 living in a state other than Minnesota should check the I-765 instructions (Available at <http://www.uscis.gov>) for the address to which they should send their applications. Note that failure to file forms with the correct office or with the correct fee may result in your application or petition being returned to you and additional delays in processing.

❖ **Notes:**

1. As of 3/1/03, the Immigration and Naturalization Services (INS) no longer exists. Its functions are now under the Department of Homeland Security (DHS).
2. Download the I-765 form at: <http://www.uscis.gov> Individuals applying for J-2 work permission need to complete the I-765. Answer to #16 in the I-765 form is (C)(5).
3. Download the template letter at: <[http://www.iss.uminn.edu/forms/pdf/j2/statement\\_of\\_request.pdf](http://www.iss.uminn.edu/forms/pdf/j2/statement_of_request.pdf)>. You must show that the J-1 has enough money to meet both the J-1 and J-2 living expenses. DHS will only grant J-2 work permission for the purpose of “supporting the family’s customary recreational and cultural activities and related travel, among other things.” [8 CFR 214.2 (j)(v)]
4. J-2 work permission is valid only if both the Employment Authorization Document (EAD) and the J-1’s DS-2019 are current. It is your responsibility to ensure that both documents are valid. If you are

asking for an extension of your J-2 work permission, you may need to first extend your DS-2019. Work permission will not be extended past the expiration date of the J-1's DS-2019. However, your work permission does not necessarily expire on the same date as the J-1's DS-2019; your work permission may expire earlier.

5. Photos specified in the instructions for form I-765 are available at Learning Abroad Center, 230 Heller Hall. See the photo specifications at: <<http://www.isss.umn.edu/forms/j2forms.html>>.

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International Student and Scholar Services  
University of Minnesota

190 Humphrey Center, 301 – 19<sup>th</sup> Ave. S., Minneapolis, MN 55455  
Phone: 612-626-7100, Fax: 612-626-7361  
Website: <http://www.isss.umn.edu>

## INSTRUCTIONS Form I-765

### Application for Employment Authorization

*(Used for F-1 Optional Practical Training, F-1 Off-Campus Work Permission Based on Unforeseen Financial Change, and J-2 Work Permission)*

1. **Name:** Print your last, first, and middle name. Immigration requires that your full middle name appear on the form. If you do not have a middle name, write (none) in parenthesis.
  2. **Other names used** – Last, First, Middle. If you have not used other names, write n/a (not applicable) in this area.
  3. **Address in the U.S.:** Use an address that will be valid for the 1- to 4-month period of time it will take immigration to process your application. Must be a residential address. Immigration mail cannot be forwarded to a new address by the postal authorities. If the address you decide to use is in “care of” a friend, write the friend’s name as well as address in this space (i.e., c/o J. Doe, 0000 4th Str., SE, #204).
  4. **Country of Citizenship/Nationality:** Self Explanatory
  5. **Place of Birth:** Self Explanatory
  6. **Date of Birth:** Self Explanatory
  7. **Sex:** Self Explanatory
  8. **Marital Status:** Self Explanatory
  9. **Social Security Number:** Self Explanatory
  10. **Alien Registration Number or I-94 Number:**  
*F-1 Students:* Use the 11-digit Admission Number on your Form I-94. It may also be on your I-20 located directly below your date of birth. This is the number assigned to you when you made your entry into the U.S. as an F-1 visa holder. The number may also be found in your passport near your F-1 entry visa stamp.  
*J-2 Dependents:* For your first application to Immigration for work authorization, use the 11-digit number on your Form I-94. Immigration will assign an Alien Registration Number at the time the work authorization is issued. The number will appear on the Employment Authorization Document and should be used for subsequent applications.
  11. **Have You Ever Before Applied for Employment Authorization from INS:** F-1 curricular practical training authorized by ISSS is not employment authorization from Immigration. If you have previously submitted an employment authorization application to immigration for approval, check yes and provide the additional information requested in item 11.
  12. **Date of Last Entry into the U.S.:** Includes entry from Canada or Mexico.
  13. **Place of Last Entry into the U.S.:** Self-Explanatory
  14. **Manner of Last Entry:** Self-Explanatory
  15. **Current Immigration Status:** Self-Explanatory
  16. **Eligibility Category:** The eligibility category for:  
F-1 Optional Practical Training is: (c) (3) (B)  
Off Campus Work Permission is: (C) (3) (iii)  
J-2 Work Permission is: (c) (5)
  17. **Signature, Telephone Number, Date:** Required.
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