

# Instructions for Applying for a Work Permit from the USCIS

## J-2 Visa Holders

1. Complete the Form I-765. Go to: 1) [www.uscis.gov](http://www.uscis.gov) 2) Click on the Forms button upper right area 3) scroll down to Form I-765 4) Choose: Download I-765. For question #14, enter the status you held upon entering the U.S. (usually J-2). For #15, enter your current status (J-2 dependent). For #16, your Eligibility Category is ( c ) ( 5 ) ( ). Question #17 does not apply to J-2 status.
2. Write a letter to the USCIS requesting permission for employment. Please refer to the sample letter on page 2 of this document.
3. You will need to have two passport-size photographs (2 x 2) to include with the packet.
4. A check for \$380.00 made payable to: Department of Homeland Security. This must accompany the application.
5. The following are all items to be sent with the application:
  - ✓ \$380.00 check made payable to: Department of Homeland Security
  - ✓ Completed Form I-765
  - ✓ Letter to the USCIS
  - ✓ Two passport photos (2 x 2)
  - ✓ Copy of DS-2019 Form
  - ✓ Copy of passport
  - ✓ Copy of Visa and I-94 Card (white card usually inside your passport)
6. Make a copy for your records of all items you are sending to USCIS.
7. The application should be sent by certified mail with return receipt. This will allow you to receive a notice that the USCIS received the application. Mail the application to the address below:

***For U.S. POSTAL SERVICES (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
8. Your Employment Authorization Card will be sent to you approximately 80 to 110 days after the USCIS has received all the required documents.

