

# 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.

**THIS IS A SAMPLE LETTER TO OBTAIN  
PERMISSION TO WORK FOR J-2 VISA HOLDERS.**

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You must write your own letter using this as an example. **DO NOT USE THIS ACTUAL DOCUMENT.**

Your Address  
City, State Zip Code  
Your Phone Number

Today's Date

U.S. Citizenship and Immigration Services  
P.O. Box 87765  
Lincoln, NE 68501-7765

To Whom It May Concern:

I hold the J-2 visa classification and would like to request permission to work to pursue education and cultural opportunities available to me during my stay in the United States.

My earnings will in no way go to the support of my spouse, Mr./Mrs. \_\_\_\_\_, who is a student/visiting scholar with the Department of \_\_\_\_\_ at the University of Nebraska Medical Center.

Sincerely,

Your Signature  
Your Name Printed