

J-2 REQUEST FOR EMPLOYMENT

MICHIGAN STATE
UNIVERSITY

OFFICE FOR INTERNATIONAL STUDENTS AND SCHOLARS
Phone: 517.353.1720 | Fax: 517.355.4657
E-mail: oiss@msu.edu | Web: www.oiss.msu.edu

APPLICATION SHOULD INCLUDE:

- Copy of J-1's DS-2019 (remember, expiration date is important).
- Copy of J-2's DS-2019 (person requesting permission).
- One (1) copy of your passport page showing your identity (i.e., picture, name, etc.) and expiration date of your passport.
- One (1) copy of your spouse's passport page showing his/her identity (i.e., picture, name, etc.) and expiration date of his/her passport.
- One (1) copy of your I-94 document (If I-94 card, please copy front and back).
- One (1) copy of your spouse's I-94 document (If I-94 card, please copy front and back).
- One (1) copy of your recent visa page from your passport.
- One (1) copy of your spouse's recent visa page from his/her passport.
- Completed Form I-765 <http://www.uscis.gov/files/form/i-765.pdf> (See instructions below).
- 2 full frontal passport photos (See instructions). Write your name and date of birth legibly on the back.
- \$410.00 check payable to: **US Department of Homeland Security** (no abbreviations) **or** if you prefer to pay by credit card, completed Form G-1450: <https://www.uscis.gov/sites/default/files/files/form/g-1450.pdf>.
- Letter to United States Citizenship & Immigration Services requesting employment authorizations (see sample letter).
- Completed Form G-1145 E-Notification of Application/Petition Acceptance: <http://www.uscis.gov/files/form/g-1145.pdf>

INSTRUCTIONS FOR FILLING OUT I-765

- Check **ONE** box 1/3 of the way down the page that says "Permission to accept employment" or "Renewal of my permission to accept employment".
- Item #14, write the 11 digit number from your I-94 document.
- Item #15, if you checked YES, please make a copy of the front and back of your previous EAD card(s).
- Item #16, write the date of your last entry to the United States (this is on the entry stamp in your passport / I-94).
- Item #17, write the place of your last entry to the United States (this is on the entry stamp in your passport).
- Item #18 and Item #19, write "J-2 SPOUSE" for both
- Item #20, fill in (c) (5) ().
- Do not forget to sign, put your phone number and date.

SAMPLE LETTER

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

You must write your own letter using this as an example.

Your Address
Phone Number
Date

United States Citizenship & Immigration Services
PO Box 21281
Phoenix, AZ 85036

To Whom It May Concern:

I would like to request permission to work during my stay in the United States.

I am interested in working because [explain your reason here*].

My earnings will in no way go to the support of my spouse, Mr. /Mrs. [your spouse's name], who is working as a (n) [your spouse's title] with the Department of [your spouse's department name] and receives \$ [your spouse's monthly salary] per month.

Sincerely,

[Sign here]

Your name printed

*Possible reasons for requesting J-2 work authorization could include:

- I wish to improve my English skills
- I wish to learn more about American culture
- I wish to gain more experience in my professional/academic field
- I wish to earn money for discretionary expenses

If your reason for requesting work authorization is different from the reasons on the list above, you should explain your reason. You are not limited to the reasons listed above.

MAIL ALL DOCUMENTS TO THE USCIS SERVICE CENTER (address listed above). YOUR EAD CARD WILL BE MAILED DIRECTLY TO YOU.

OTHER THINGS TO KNOW AND DO AFTER MAILING YOUR APPLICATION:

USCIS will issue an EAD (employment authorization card) **approximately two to three months** after receipt of your application unless you are found ineligible. **(United States Citizenship & Immigration Services will send you a receipt stating they received your application.)** You can track the status of your application online at: www.uscis.gov and click 'Check Case Status' using your receipt number.

COLOR PHOTOGRAPH SPECIFICATIONS:

All photos must be of the applicant only and must be identical. All photos must meet the specifications for full frontal/passport photos and **must be no more than 30 days old** when an application is filed. (See figure and specifications below)

WHERE TO GET PHOTOS:

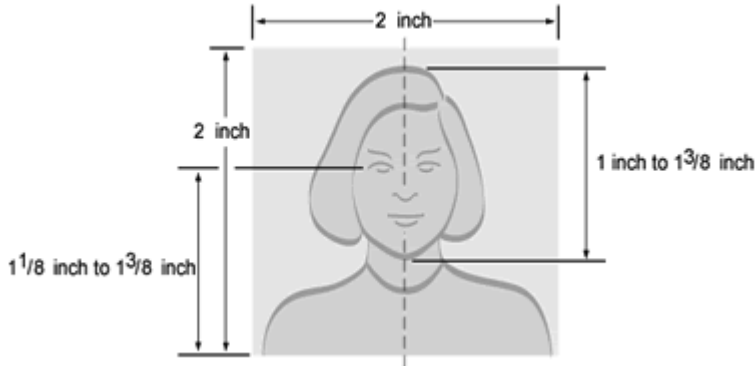
A few possible options:

On Campus: Contact University Relations, 311 Olds Hall, at 517-355-7505 or email photos@ur.msu.edu to set up an appointment. Hours of availability are 8am-5pm.

Off Campus: U.S. Post Office, 1140 Abbot Rd., East Lansing or
FedEx Office, 626 Michigan Ave., East Lansing

PASSPORT PHOTO SPECIFICATION REQUIREMENTS:

- Photos must be 2 inches in height by 2 inches in width (see figure below).
- The photos must be in color with full face, frontal view on a white to off-white background.
- Head height should measure 1 inch to 1 3/8 inches from top to bottom of chin.
- Eye height is between 1 1/8 inch to 1 3/8 inches from bottom of photo (see figure below).
- Head must be bare unless a headdress is required by religious order of which you are a member.



ADDRESSES FOR MAILING YOUR I-765 APPLICATION

NOTE: The below addresses correlate to the address that you fill on your I-765 form.

If Your Address Listed On I-765 Is In	Mail Your Application To
<p>Alaska, Arizona, California, Colorado, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Montana, Nebraska, Nevada, North Dakota, Ohio, Oregon, South Dakota, Utah, Washington, Wisconsin, Wyoming, Guam, or the Commonwealth of Northern Mariana Islands.</p>	<p>USCIS Phoenix Lockbox <i>For U.S. Postal Service (USPS) deliveries:</i> <i>Use Certified Mail Option</i></p> <p>USCIS P.O. Box 21281 Phoenix, AZ 85036</p> <p>OR</p> <p><i>For Express mail and courier deliveries:</i></p> <p>USCIS Attn: AOS 1820 E. Skyharbor Circle S Suite 100 Phoenix, AZ 85034</p>
<p>Alabama, Arkansas, Connecticut, Delaware, District of Columbia, Florida, Georgia, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Mississippi, New Hampshire, New Jersey, New Mexico, New York, North Carolina, Pennsylvania, Puerto Rico, Rhode Island, South Carolina, Oklahoma, Tennessee, Texas, Vermont, Virginia, U.S. Virgin Islands, or West Virginia</p>	<p>USCIS Dallas Lockbox <i>For U.S. Postal Service (USPS) Deliveries:</i> <i>Use Certified Mail Option</i></p> <p>USCIS P.O. Box 660867 Dallas, TX 75266</p> <p>OR</p> <p><i>For Express mail and courier deliveries:</i></p> <p>USCIS Attn: AOS 2501 S. State Hwy. 121 Business Suite 400 Lewisville, TX 75067</p>