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 J-1's passport page showing his/her identity (i.e., picture, name, etc.) and passport expiration date.
- ☐ One (1) copy of J-2's passport page showing his/her identity (i.e., picture, name, etc.) and passport expiration date.
- ☐ One (1) copy of J-1's I-94 document (If I-94 card, please copy front and back).
- ☐ One (1) copy of J-2's I-94 document (If I-94 card, please copy front and back).
- ☐ One (1) copy of J-1's recent visa page from his/her passport.
- ☐ One (1) copy of J-2's recent visa page from his/her passport.
- ☐ One (1) copy of marriage certificate (spouse) or birth certificate (child) with a third-party English translation.
- ☐ Completed Form I-765 **https://www.uscis.gov/i-765** (See instructions below).
- ☐ Two (2) full frontal passport photos (See instructions). Write J-2's name and date of birth legibly on the back.
- ☐ 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. Application fee amount found **here**
- ☐ Letter to United States Citizenship & Immigration Services requesting employment authorizations (see sample).
- ☐ Completed Form G-1145 E-Notification of Application/Petition Acceptance: https://www.uscis.gov/g-1145

INSTRUCTIONS FOR FILLING OUT I-765

- Part 1. Item #1 Check 1.a. "Permission to accept employment" OR 1.c. "Renewal of my permission to accept employment" (if renewing your EAD).
- Part 2. Item #21.a., write the 11 digit number from your I-94 document.
- Part 2. Item #22, write the date of your last entry to the U.S. (this is on the entry stamp in your passport / I-94).
- Part 2. Item #23, write the place of your last entry to the U.S. (this is on the entry stamp in your passport).
- Part 2. Item #24 and Item #25, write "J-2 dependent" for both
- Part 2. Item #27, fill in (c) (5) ( ).
- Part 3 Item #7 - Do not forget to sign and date.
- Part 6 Item #1.a. write in your Family Name and #1.b write in your Given Name.

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

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/parent, Mr. /Mrs. [J-1's name], who is working as a(n) [J-1's title] with the Department of [J-1's department name] and receives $ [J-1'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 below). YOUR EAD CARD WILL BE MAILED DIRECTLY TO YOU.

OTHER THINGS TO KNOW AND DO AFTER MAILING YOUR APPLICATION:
USCIS will send you a receipt notice 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. Approximately 90-120 days after your application is received, you will receive your EAD, unless you are found ineligible.

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: ,

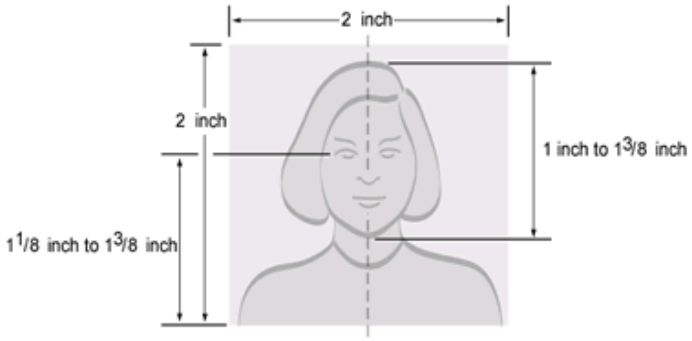
On Campus: **MSU Library** 366 W. Circle Drive, East Lansing

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.



OISS REVIEW OF PREPARED APPLICATION(recommended, not required)

You can request a J-1 Advisor to review your application prior to mailing it to check for errors or completeness. To do so, email a scanned copy of all the documents to jvisas@msu.edu. Review of the application can take 10-15 business days.

MAIL YOUR I-765 APPLICATION

If your address listed on I-765 is in Michigan, mail your application to USCIS Chicago Lockbox

U.S. Postal Service (USPS):

USCIS
Attn: NFB
P.O. Box 805371
Chicago, IL 60680-5371

FedEx, UPS, and DHL deliveries:

USCIS
Attn: NFB (Box 805371)
131 South Dearborn-3rd Floor
Chicago, IL 60603-5517

If your address listed on I-765 is in another state, go to this webpage to determine which USCIS lockbox you should use for your application.