

J-2 Work Permit Application

Follow these steps in order to obtain Employment Authorization as a J-2 visa holder.

1. Gather all of the following documents:

- [Form I-765](#) (Form accessible at uscis.gov - Link provided.)
- [Form G-1145](#) (click to open this form)
- \$410.00 processing Fee – You may use a personal check (or money order) made payable to the **U.S. Department of Homeland Security** (example on page 2) or pay by credit card here.
- Letter (This letter should state why employment is needed and specifically state that the income from this employment is not necessary for the support of the J-1 spouse. Example: “I want to work in order to take a trip to Disney World.” Or “I would like to take some classes to improve my English skills”).
- Monthly budget (income and expenses)
- Photocopy of J-1’s I-94 card, visa and passport
- Photocopy of J-2’s I-94 card, visa and passport
- Photocopy of J-1 and J-2’s DS-2019
- Photocopy of any previous EAD received (employment card)
- Employment photos (see below “Photograph Requirements”)

2. After you have gathered these documents, make an appointment with an advisor by email to issinfo@siu.edu to finalize your application.

3. After your appointment you will need to send your application to the USCIS Lockbox in Phoenix, AZ.

If you are sending your application via the U.S. Postal Service (Certified, Express Mail) you must send it to the following address:

USCIS
Attn: NFB
PO Box 21281
Phoenix, AZ 85036-1281

If you are sending your application through a courier (such as **UPS or FedEx**) then you must send it to the following address:

USCIS
Attn: NFB (Box 21281)
1820 E Skyharbor Circle S Suite 100
Phoenix, AZ 85034-4850

PHOTOGRAPH REQUIREMENTS

Two (2) color full frontal face/passport photos with a white background.

Both photos must be of just you, and both photos must be identical. They should NOT be mounted or retouched, and they must be printed on thin-glossy paper. Your head should be bare unless you are wearing a headdress as required by a religious order to which you belong. Your photos should not be larger than 2 x 2 inches, with the distance from the top of your hair to just below your chin about 1-3/8 inches. Lightly print your name, with a pencil, and your 11 digit admission number from your I-94 card on the back of each photo.

For more information on photo standards visit the Department of State website at: http://www.travel.state.gov/passport/pptphotoreq/pptphotoreq_5333.html

