

CHECKLIST FOR J-2 EMPLOYMENT
United States Citizenship and Immigration Service Requirements
(Appointment requested)

ELIGIBILITY: Active J-2 status and present in the U.S. [Work authorization is for one year.]

If J-1 status ends in less than a year, the work authorization will be for that period of time. If an extension of the J-1 is expected, consider waiting for the new extended dates, to receive the maximum of 1 year authorization.

APPLICATION MATERIALS NEEDED AT TIME OF APPOINTMENT:

- _____ **Form I-765** from the isao website or at www.uscis.gov
Item 16 on form I-765 should read **(C) (5)**.
If address changes while the application is pending, a completed AR-11 form www.uscis.gov should be mailed to the Nebraska Service Center or the service center that serves the state where the student will reside.
- _____ **Copies of current Forms DS-2019 for J-1 and J-2.**
- _____ **Copies of Form I-94 (both front and back) for J-1 and J-2**
- _____ **Copies of passport and recent visa page for J-1 and J-2**
- _____ **2 passport-style photos of J-2 (taken within last 6 months)**
<http://travel.state.gov/passport/pptphotos/index.html>
- _____ **Check or Money Order for Application Fee of \$340.00**
made payable to **USCIS**
- _____ **J-2 Written Statement to USCIS**
Submit a written statement with supporting evidence that employment is not necessary to support the J-1 but is for other purposes.
Include expenses and source and of support for J-1 (i.e. monthly pay stub)
- _____ **EAD Card** (If previous work authorization has been granted.)

Applicants should send these items to the following address if they reside in Missouri or Kansas.

U.S. Post Office (certified return receipt recommended)

↓

U.S. Department of Homeland Security
Nebraska Service Center
P. O. Box 87765
Lincoln, NE 68501-7765

OR

Overnight Courier (FedEx, UPS)

↓↓

USCIS
850 S Street
Box 87765
Lincoln, NE 68501

Within one month of receiving the application materials the J-2 should receive a **receipt notice** (I-797) from USCIS that includes a receipt number (series of numbers preceded by “LIN” if it comes from the Nebraska Service Center). This number is required to check the status of the application <https://egov.immigration.gov/cris/jsps/index.jsp>.

If an EAD card is approved and issued the J-2 dependent may not commence employment until the start date indicated on the card.

Contact ISAO and make an appointment with a student advisor: (816) 235-1113