Instruction Guide for Form I-765
J-2 Dependent Employment Authorization

The Form I-765 is an official government document that is used to request work authorization and obtain an Employment Authorization Document (EAD card).

- You can download the I-765 form from the USCIS website and review the I-765 instructions found here.
- Type or print legibly in black ink.
- Answer all questions fully and accurately.
- If a question does not apply to you, type or print “N/A” (short for “Not Applicable”). If the question asks for a number response that does not apply to you, write “None.”
- Print and complete ALL pages 1-7. If any pages are missing, your application will be rejected.
- Print all pages single-sided
Part 1:
1a: If you do not have an EAD based on your current J-2 status, check the box for “Initial permission to accept employment”
1c: If you were already issued an EAD under J-2 status and are renewing your EAD, check “Renewal of my permission to accept employment (Attach a copy of your previous EAD)”

Part 2:
1a-c: Complete this section with your name as shown on your passport. Write “N/A” if you do not have a middle name.

2-4: Enter your previous names, including nicknames you have used in official records or documentation. If none, write “N/A”
5a-e: The mailing address is where your EAD card will be sent. If the mailing address belongs to someone other than yourself, put their full name (First Name, Last Name) under “In care of Name (if any)”. This person MUST be listed as a resident of the address with the U.S. Postal Service. If this is your address, write “N/A” for question 5a.
6: If you listed a mailing address that is not your current physical living address, select “No” and complete items 7a-e with your current physical address. Physical address should reflect where you actually live. If “Yes”, write “N/A” in 7a-e.

8: If this is an initial application, you will not have an A-Number, put “None”.
If this is a renewal, the A Number is the “USCIS #” on your EAD Card.
9: J Exchange Visitors do not have a USCIS Online Account Number, put “None”.
10: Check the box to indicate your gender.
11: Choose your appropriate marital status.
12: Check “No” if you have never applied for an EAD. Check “Yes” if you have previously applied for an EAD.
13a: Check “Yes” if you have been issued an SSN and enter your SSN with one number in each box in 13b. Check “No” if you do not yet have an SSN.

14: Check “Yes” if you want a new or replacement SSN card and complete 15-17b.
Check “No” if you do not want a new or replacement SSN card and put “N/A” in each box and then skip to 18.

18: Write the name of the country in which you are a citizen. If you are a citizen of more than one country, write the second country in box 18b. Otherwise, write “N/A”.

If yes, complete 13.b.
If no, skip to 14.
If no, skip to 18.
19a-c: Answer these questions with information regarding your place of birth

20: Make sure your date of birth is in the correct format of Month/Day/Year.

21a: Write in your I-94 number. You can access your I-94 here: [https://i94.cbp.dhs.gov/I94/](https://i94.cbp.dhs.gov/I94/)
If you most recently crossed a land border, you may have a physical card stapled into your passport with your I-94 number.

21b-e: Enter the information directly from your passport. If you have renewed your passport since your most recent entry to the U.S., then you will put your old passport information on Page 7.

21c: Write “None” here

22: Your most recent entry date can be found on your I-94.

23: Write the airport or land border where you first entered the U.S. This information can be found on your passport admission stamp or travel history section of your electronic I-94 record (usually as a code, i.e. “SFR” for San Francisco).

24: Status in which you entered the U.S. If you entered with a J-2 DS-2019, write “J-2 Dependent.”

25: Current status should be “J-2 Dependent.” If not, talk to an ISSS advisor - this status should be reflected on your current I-94.

26: Your SEVIS ID appears on the top right side of your DS-2019 and starts with “N00…”

27: Use the code (c) (5) for J-2 Employment.

28-30c: Write “N/A” in these fields or leave the box unchecked. These questions are not applicable to applying for your J-2 EAD.
Part 2. Information About You (continued)

30d. Date you presented yourself to DHS
N/A

30e. Location where you presented yourself to DHS
N/A

30f. Country of claimed persecution
N/A

30g. Provide an explanation for why you did not enter the United States lawfully through a U.S. port of entry. If you need extra space to complete this item, use the space provided in Part 6. Additional Information.
N/A

Part 3. Applicant’s Statement, Contact Information, Declaration, Certification, and Signature

NOTE: Read the Penalties section of the Form I-765 Instructions before completing this section. You must file Form I-765 while in the United States.

Applicant’s Statement

NOTE: Select the box for either Item Number 1a. or 1b. If applicable, select the box for Item Number 2.

1a. [ ] I can read and understand English, and I have read and understand every question and instruction on this application and my answer to every question in

[ ] a language in which I am fluent, and understood everything.

1b. [ ] The interpreter named in Part 4, read to me every question and instruction on this application and my answer to every question in

[ ] a language in which I am fluent, and understood everything.

2. [ ] At my request, the preparer named in Part 5,

[ ] prepared this application for me based only upon information I provided or authorized.

Applicant’s Contact Information

3. Applicant’s Daytime Telephone Number

4. Applicant’s Mobile Telephone Number (if any)

5. Applicant’s Email Address (if any)

6. Select this box if you are a Salvadoran or Guatemalan national eligible for benefits under the ABC settlement agreement.

Applicant’s Declaration and Certification

Copies of any documents I have submitted are exact photocopies of unaltered, original documents, and I understand that USCIS may require that I submit original documents to USCIS at a later date. Furthermore, I authorize the release of any information from any and all of my records that USCIS may need to determine my eligibility for the immigration benefit that I seek.

I furthermore authorize release of information contained in this application, in supporting documents, and in my USCIS records, to other entities and persons where necessary for the administration and enforcement of U.S. immigration law.

30d-31b: Write “N/A” in these fields or leave the box unchecked. These questions are not applicable to applying for your J-2 EAD.

Part 3:
1: Select 1a to indicate that you have read and understood the questions.
1b-2: Write “N/A”
3-5: Provide your information as requested
6: Leave this box unchecked
7a-b: Hand sign your name (in black ink) and provide the date of the signature (Month/Day/Year format)

Note: Your signature will be scanned and must fit within the box. It must not touch the box outline. If the signature is too big and crosses a line, your application could be delayed. Be conservative and use a signature smaller than normal.

Troubleshooting Signature Line:
In some cases the “Don’t forget to sign!” automatic reminder will not disappear when you print the form. You should remove the auto filled “Don’t forget to sign!” We recommend trying:
• To open the form in the most recent version of Adobe Reader.
• To print a blank version of the form’s page from your web browser.

Part 4:
1a-7b: This section is not applicable to you, since you have completed the form yourself (this section is for those who use an interpreter or other paid preparer to complete the form); therefore, write “N/A” in response to all questions or leave the box unchecked
Part 5:

1a-8b: This section is not applicable to you, since you have completed the form yourself (this section is for those who use an interpreter or other paid preparer to complete the form); therefore, write "N/A" in response to all questions or leave the box unchecked.
**Part 6: Additional Information**

<table>
<thead>
<tr>
<th>Family Name</th>
<th>First Name</th>
<th><strong>Middle Name</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>None</td>
<td></td>
</tr>
</tbody>
</table>

If you have previously filed Form I-765 (this is a J-2 EAD renewal application or you have otherwise applied for an EAD) complete items 4a-d.

4a-c: Reference Pg. 2, Part 2, Item 12

4d: List all previous J-2 work authorizations or other employment authorization documents (EADs). Include the dates, receipt numbers “See attached documentation for previous work authorizations.”

5d: If you most recently entered the U.S. on a passport that is no longer valid and you now have a renewed passport

5a-c: Reference Pg. 3, Part 2, Item 21b

5d: Write an explanation that clarifies that you have two passports: one that you used for entry but is no longer valid, and one that is currently valid. Include copies of both passports with your application.

---

See attached evidence: Copy of J-1 DS-2019, visa, passport, I-94, copy of J-2 DS-2019, visa, passport, I-94 for applicant, financial documents, proof of marriage (or if J-2 child is applying include birth certificate)