PROCEDURE FOR J-2 EMPLOYMENT AUTHORIZATION APPLICATIONS

INCLUDE THE FOLLOWING DOCUMENTS IN YOUR APPLICATION, PAYING CLOSE ATTENTION TO WHICH FORMS SHOULD BE IN ORIGINAL VERSION, AND WHICH FORMS SHOULD BE ONLY IN PHOTOCOPIED VERSION:

Originals of:
- Form I-765--be sure you have signed it at the bottom. Note: (On Item 16, list (c)(5) if you hold J-2 status.)
- $340 check or money order made out to “Department of Homeland Security”
- Two identical photographs of you which conform to the following specifications:
  - The photos should show a clear, front view, full face of the applicant;
  - The applicant should be in normal street attire, without hat or dark glasses against a plain white or off-white background. The applicant should have a natural expression, mouth closed, and eyes open and looking directly ahead. Photos in which the face of the person being photographed is not in focus will not be accepted;
  - The photos must measure exactly 2 inches by 2 inches;
  - The applicant’s head, measured from the bottom of the chin to the top of the hair, should be between 1 inch and 1-3/8 inches. The head should be centered in the photo. The head of the person being photographed should not be tilted up, down or to the side. It should cover about 50% of the area of the photo;
  - The photos must be taken no earlier than 6 months prior to application submission;
  - In case your photos get separated from your application, the Vermont Service Center requests you write your name & SEVIS ID number in PENCIL on the back of both photographs.

Photocopies of:
- Your DS-2019 form and your Form I-94, front and back (and any previous I-94s given you since your last arrival in the U.S.--this would apply to people who have changed or extended their status since their last arrival);
- From your passport: (a) all pages that contain biographical information; (b) the page that has your picture; and (c) the page containing your most recent visa;
- A copy of your last EAD (front and back), if any;
- The DS-2019 and I-94 of your J-1 spouse; marriage certificate or other legal proof of marriage to the J-1 principal;
- The application budget sheet (attached) on which you explain your financial need and you note that none of the J-2’s income will go towards supporting the J-1 principal.

SUBMIT YOUR APPLICATION BY MAIL TO:
U.S. Citizenship and Immigration Services
Vermont Service Center
75 Lower Welden St.
St. Albans, VT 05479-9765

We suggest you make a copy of your application before mailing and that you mail the application by "certified mail, return receipt requested." This will cost a couple of dollars more than regular mail.