

Employment Authorization Document (EAD) Application Guide for J-2 Dependents

*Preparing the application
to the U.S. Citizenship and
Immigration Service (USCIS)*

Berkeley
INTERNATIONAL OFFICE

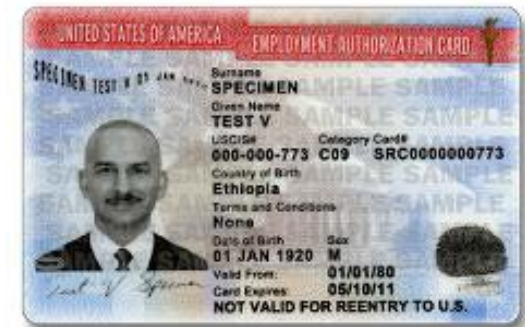


What is the EAD?

The Employment Authorization Document (EAD) is an employment benefit available to J-2 dependents.

The EAD allows a J-2 dependent to work in any job, full-time or part-time.

Employment eligibility is based on the start and end dates listed on the EAD.



The Application Process: An Overview

1. Complete the Form I-765, Application for Employment Authorization

You must be present in the U.S. to apply for the EAD.

2. Prepare and mail your application materials

Allow approximately 1 week to gather and organize your materials for mailing.

3. Receive the Employment Authorization Document (EAD)

Average processing time at the United States Citizenship and Immigration Services (USCIS) is 90 days.

Step 1:
Complete Form I-765,
Application for Employment Authorization

The I-765 is the USCIS form needed to submit with the EAD application.

Use the most current version of the I-765 from the [USCIS web site](https://uscis.dhs.gov).

Important: Best to download the I-765 before mailing the application since USCIS updates forms frequently.

BIO does not recommend completing the e-file option of the I-765.

You must be present in the U.S. to apply for the EAD.

I-765, Application For Employment Authorization

Department of Homeland Security
U.S. Citizenship and Immigration Services

Do not write in this block.

Remarks	Action Block	Fee Stamp
A#		
Applicant is filing under §274a.12 _____		
<input type="checkbox"/> Application Approved. Employment Authorized / Extended (<i>Circle One</i>) until _____ (Date). Subject to the following conditions: _____ (Date). Application Denied. <input type="checkbox"/> Failed to establish eligibility under 8 CFR 274a.12 (a) or (c). <input type="checkbox"/> Failed to establish economic necessity as required in 8 CFR 274a.12(c)(14), (18) and 8 CFR 214.2(f)		

I am applying for:

Permission to accept employment.
 Replacement (of lost employment authorization document)
 Renewal of my permission to accept employment (attach previous employment authorization document).

1. Name (Family Name in CAPS) (First)	(Middle)	Which USCIS Office?	Date(s)
2. Other Names Used (Include Maiden Name)			Results (Granted or Denied - attach all documentation)
3. Address in the United States (Number and Street)			12. Date of Last Entry into the U.S. (mm/dd/yyyy)
(Town or City)	(State/Country)	(ZIP Code)	13. Place of Last Entry into the U.S.
4. Country of Citizenship/Nationality			14. Manner of Last Entry (Visitor, Student, etc.)
5. Place of Birth (Town or City)			15. Current Immigration Status (Visitor, Student, etc.)
6. Date of Birth (mm/dd/yyyy)	7. Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	16. Go to Part 2 of the Instructions, Eligibility Categories. In the space below, place the letter and number of the category you selected from the instructions (For example, (a)(8), (c)(17)(ii), etc.).	
8. Marital Status <input type="checkbox"/> Married <input type="checkbox"/> Single <input type="checkbox"/> Widowed <input type="checkbox"/> Divorced	Eligibility under 8 CFR 274a.12 () () ()		
9. Social Security Number (Include all numbers you have ever used) (if any)			17. If you entered the Eligibility Category, (c)(3)(C), in item 16 above, list your degree, your employer's name as listed in E-Verify, and your employer's E-Verify Company Identification Number or a valid E-Verify Client Company Identification Number in the space below.
10. Alien Registration Number (A-Number) or I-94 Number (if any)			Degree: _____ Employer's Name as listed in E-Verify: _____ Employer's E-Verify Company Identification Number or a valid E-Verify Client Company Identification Number: _____
11. Have you ever before applied for employment authorization from USCIS? <input type="checkbox"/> Yes (If yes, complete below) <input type="checkbox"/> No			

Certification

Your Certification: I certify, under penalty of perjury under the laws of the United States of America, that the foregoing is true and correct. Furthermore, I authorize the release of any information that U.S. Citizenship and Immigration Services needs to determine eligibility for the benefit I am seeking. I have read the Instructions in Part 2 and have identified the appropriate eligibility category in Block 16.

Signature _____ Telephone Number _____ Date _____

Signature of person preparing form, if other than above: I declare that this document was prepared by me at the request of the applicant and is based on all information of which I have any knowledge.

Print Name _____ Address _____ Signature _____ Date _____

Remarks	Initial Receipt	Resubmitted	Relocated		Completed		
			Rec'd	Sent	Approved	Denied	Returned

Complete the Form I-765.

Completing the I-765 for an EAD is a simple task, but a few items can be confusing. The tips in the following slides will answer any tricky questions to avoid delays in receiving the EAD.

Check the box for “Permission to accept employment.”

If you have previously had an EAD under J-2 status, check “Renewal of my permission to accept employment.”

**I-765, Application For
Employment Authorization**

Department of Homeland Security
U.S. Citizenship and Immigration Services

Do not write in this block.

Remarks	Action Block	Fee Stamp
A#		
Applicant is filing under §274a.12 _____		
<input type="checkbox"/> Application Approved. Employment Authorized / Extended (Circle One) until _____ (Date). Subject to the following conditions: _____ (Date). Application Denied. <input type="checkbox"/> Failed to establish eligibility under 8 CFR 274a.12 (a) or (c). <input type="checkbox"/> Failed to establish economic necessity as required in 8 CFR 274a.12(c)(14), (18) and 8 CFR 214.2(f)		

I am applying for: Permission to accept employment.
 Replacement (of lost employment authorization document)
 Renewal of my permission to accept employment (attach previous employment authorization document).

1. Name (Family Name in CAPS) (First)	(Middle)	Which USCIS Office?	Date(s)
2. Other Names Used (Include Maiden Name)		Results (Granted or Denied - attach all documentation)	
3. Address in the United States (Number and Street)	(Apt. Number)	12. Date of Last Entry into the U.S.	(mm/dd/yyyy)
(Town or City)	(State/Country)	13. Place of Last Entry into the U.S.	
4. Country of Citizenship/Nationality		14. Manner of Last Entry (Visitor, Student, etc.)	
5. Place of Birth (Town or City)	(State/Province)	(Country)	15. Current Immigration Status (Visitor, Student, etc.)
6. Date of Birth (mm/dd/yyyy)	7. Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	16. Go to Part 2 of the Instructions, Eligibility Categories. In the space below, place the letter and number of the category you selected from the instructions (For example, (a)(8), (c)(17)(ii), etc.).	
8. Marital Status <input type="checkbox"/> Married <input type="checkbox"/> Single <input type="checkbox"/> Widowed <input type="checkbox"/> Divorced		Eligibility under 8 CFR 274a.12 () () ()	
9. Social Security Number (Include all numbers you have ever used) (if any)		17. If you entered the Eligibility Category, (c)(3)(C), in item 16 above, list your degree, your employer's name as listed in E-Verify, and your employer's E-Verify Company Identification Number or a valid E-Verify Client Company Identification Number in the space below.	
10. Alien Registration Number (A-Number) or I-94 Number (if any)		Degree: _____ Employer's Name as listed in E-Verify: _____ Employer's E-Verify Company Identification Number or a valid E-Verify Client Company Identification Number: _____	
11. Have you ever before applied for employment authorization from USCIS? <input type="checkbox"/> Yes (If yes, complete below) <input type="checkbox"/> No			

Certification
 Your Certification: I certify, under penalty of perjury under the laws of the United States of America, that the foregoing is true and correct. Furthermore, I authorize the release of any information that U.S. Citizenship and Immigration Services needs to determine eligibility for the benefit I am seeking. I have read the Instructions in Part 2 and have identified the appropriate eligibility category in Block 16.

Signature _____ Telephone Number _____ Date _____

Signature of person preparing form, if other than above: I declare that this document was prepared by me at the request of the applicant and is based on all information of which I have any knowledge.

Print Name _____ Address _____ Signature _____ Date _____

Remarks	Initial Receipt	Resubmitted	Relocated		Completed		
			Rec'd	Sent	Approved	Denied	Returned

Complete the Form I-765.

#1: Entire family name should be in CAPITALS or UPPER CASE letters.
Use upper and lower case for the first name.

#3: Put the address* where the receipt notice and EAD card should be sent once it is produced. The address needs to be valid for at least 3 months, the length of time it will take to process the EAD application. If there are plans to move during this time, use a reliable friend or family member’s address to receive the EAD (see the C/O reference). If name is not registered at the I-765 address, there must be the C/O notation to ensure delivery.

1. Name (Family Name in CAPS) (First)		(Middle)
FAMILY NAME	First Name	
2. Other Names Used (Include Maiden Name)		
3. Address in the United States (Number and Street)		(Apt. Number)
C/O John Smith, 2299 Piedmont Ave.		#8
(Town or City)	(State/Country)	(ZIP Code)
Berkeley	CA	94720

***If the address listed is outside of California, talk to an advisor at Berkeley International Office who works with the J-1’s program, i.e. scholar advisor or student advisor.**

Complete the Form I-765.

#9: Social Security Number (SSN)

Leave this space blank if there is no SSN.

J-2 dependents can [apply for a SSN](#) after receiving the EAD.

#10: I-94 Number

11-digit number found on the electronic I-94 record or the top left corner of the paper Form I-94 card. Alien Registration Numbers are not issued to J-2 dependents. Fill this out by hand since the online form has a character limit and you need to enter all 11 numbers.

#11: Previous Employment Authorization

Check “no” here if there has never been employment authorization through USCIS before.

Check “yes” if an EAD was received in the past. Fill the next two lines (at the top of the right column) with the information related to the previous EAD(s). Include a photocopy of the EAD(s) the application package. (If the EAD has been lost, write “lost EAD” in the space). If you have received an EAD in the past, you still need to submit the same documents as your first application.

9. Social Security Number (Include all numbers you have ever used) (if any)
<u>123-45-6789</u>
10. Alien Registration Number (A-Number) or I-94 Number (if any)
<u>58961478523</u>
11. Have you ever before applied for employment authorization from USCIS?
<input type="checkbox"/> Yes (If yes, complete below) <input type="checkbox"/> No

Complete the Form I-765.

#12: Date of Last Entry into the U.S.

Date of the most recent entry into the U.S. The entry date can be found stamped on the paper form I-94 card, passport admission stamp or electronic I-94 record.

#13: Place of Last Entry into the U.S.

Name of the city where you entered the U.S. during your last entry. The information is on the passport admission stamp or paper Form I-94 card (usually as a code , i.e. "SFR" for San Francisco).

If driving across the border from Canada, write the name of the city where you entered the U.S.,

#14: Manner of Last Entry

Status received upon entering the U.S. For example, you initially entered with an F-1 Student visa, write "F-1." If you entered with a DS-2019 as a J-2 dependent, write "J-2 Dependent."

12. Date of Last Entry into the U.S. (mm/dd/yyyy)	08/27/2013
13. Place of Last Entry into the U.S.	SFR
14. Manner of Last Entry (Visitor, Student, etc.)	J-2 Dependent
15. Current Immigration Status (Visitor, Student, etc.)	J-2 Dependent
16. Go to Part 2 of the Instructions, Eligibility Categories. In the space below, place the letter and number of the category you selected from the instructions (For example, (a)(8), (c)(17)(iii), etc.).	Eligibility under 8 CFR 274a.12 (C) (5) ()

#15: Current Immigration Status

Current status should be "J-2 Dependent." If not, talk to an advisor in Berkeley International Office.

#16: Eligibility Category

Use the following code: (C) (5) ()

Complete the Form I-765.

Sign your name.*

Fill in your telephone number and the date of signature at the bottom of the form.

Certification							
Your Certification: I certify, under penalty of perjury under the laws of the United States of America, that the foregoing is true and correct. Furthermore, I authorize the release of any information that U.S. Citizenship and Immigration Services needs to determine eligibility for the benefit I am seeking. I have read the Instructions in Part 2 and have identified the appropriate eligibility category in Block 16 .							
Signature		Telephone Number			Date		
<i>Your signature here</i>		123-456-7890			MM/DD/YYYY		
Signature of person preparing form, if other than above: I declare that this document was prepared by me at the request of the applicant and is based on all information of which I have any knowledge.							
Print Name		Address		Signature		Date	
Remarks	Initial Receipt	Resubmitted	Relocated			Completed	
			Rec'd	Sent	Approved	Denied	Returned

*** Important:** Your signature must fit between the lines on the form. If the signature is too big or touches the lines, the application will be returned and will cause a delay in the processing of the application. Be conservative and use a signature smaller than normal.

Step 2: Preparing & Mailing the EAD Application

Gather the required documentation.

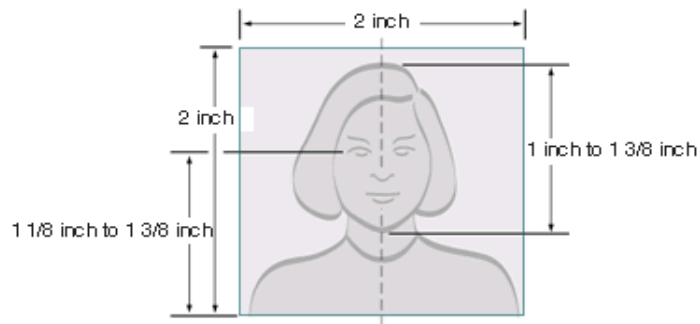
- 2 U.S. Passport Photos (with name and I-94 number written lightly in pencil on back of each), taken within the past 30 days.
- Check or Money Order for **\$380** made payable to: “U.S. Department of Homeland Security.”
- Form G-1145 (Optional) to confirm receipt and obtain case number in advance of paper notification:
<http://www.uscis.gov/files/form/g-1145.pdf>.
- Original form I-765. <http://www.uscis.gov>
- J-2 Work Permission Letter (see [example](#))
- Photocopy of passport biographical page and visa stamp for the J-1 and J-2, if applicable.
- Photocopy of DS-2019 documents for both the J-1 and J-2.
- Photocopy of electronic I-94 record (found at www.cbp.gov/i94) OR paper Form I-94 (both sides) for the J-1 and J-2. The electronic I-94 record is available ONLY to those with passport admission stamp.
- Financial documentation. Photocopy of the funding documentation dated within the past 6 months. (I.e. J-1 appointment letter on campus, employment letters from overseas, bank statements)
- Proof of marriage. Photocopy of marriage certification with [certification of translation](#) if not in English.
- Photocopy of previous EAD card(s), if applicable.

Gather the required documentation.

Passport Photo Requirements

The photos required to use for the EAD application must meet the specifications of U.S. style passport photos. To see a full description of these specifications, go to the [U.S. Department of State](http://www.state.gov) web site.

- Passport photos must be 2"x2" and taken within the past 30 days.
- Write your name and I-94 number lightly on the back of each photo.



Professional Photography

USCIS has been examining passport photos more strictly. BIO recommends J-2 dependents have their photos taken professionally. Recently, J-2 dependents have been visiting the following locations to obtain their photos.

Metro Publishing

2440 Bancroft Way
Berkeley, CA 94704

<http://www.yelp.com/biz/metro-publishing-berkeley>

Foto Shop

131 Berkeley Sq
Berkeley, CA 94704

<http://www.yelp.com/biz/foto-shop-berkeley>

Gather the required documentation.

Check or Money Order:

- Use a personal check or money order made payable to “U.S. Department of Homeland Security”.
- Money orders can be purchased at banks, post office and some local grocery stores.
- Make sure a name and address are printed on the check. If the address has changed, that is fine.
 - ✓ Do not use “temporary checks” often issued by the bank when opening a new account. These checks have no name or address in the upper left hand corner.
 - ✓ In the memo line, write your SEVIS ID number and name, if different than the name on the check.

Money orders and cashier checks should include the same information as a personal check.

Your Name Here	4299
Your Street Address Here	
Your City, State, Zip Code Here	Date MM/DD/YYYY
Your Telephone Number	11-88/1218 176
PAY to the order of	U.S. Department of Homeland Security \$
	Three hundred eighty dollars 00/100 Dollars
Bank of America	380.00
Berkeley Main 2129 Bluffton Ave Berkeley CA 510.849.6600	Customer Since 1991
For Your SEVIS ID Number	Signature


Gather the required documentation.

Form G-1145 (Optional)

Use this form to request a text message and/or email when USCIS receives your EAD application and when there are any updates.

Download at <http://www.uscis.gov/files/form/g-1145.pdf>

- No cost
- Attach to the top of the EAD application packet.

e-Notification of Application/Petition Acceptance		USCIS Form G-1145 OMB No. 1615-0109 Expires 09/30/2014
 <p>Department of Homeland Security U.S. Citizenship and Immigration Services</p>		
What Is the Purpose of This Form?		
Use this form to request an electronic notification (e-Notification) when U.S. Citizenship and Immigration Services accepts your immigration application. This service is available for applications filed at a USCIS Lockbox facility.		
General Information		
Complete the information below and clip this form to the first page of your application package. You will receive one e-mail and/or text message for each form you are filing.		
We will send the e-Notification within 24 hours after we accept your application. Domestic customers will receive an e-mail and/or text message; overseas customers will only receive an e-mail. Undeliverable e-Notifications cannot be resent.		
The e-mail or text message will display your receipt number and tell you how to get updated case status information. It will not include any personal information. The e-Notification does not grant any type of status or benefit; rather it is provided as a convenience to customers.		
USCIS will also mail you a receipt notice (I-797C), which you will receive within 10 days after your application has been accepted; use this notice as proof of your pending application or petition.		
USCIS Privacy Act Statement		
<p>AUTHORITIES: The information requested on this form, and the associated evidence, is collected under the Immigration and Nationality Act, section 101, et seq.</p> <p>PURPOSE: The primary purpose for providing the requested information on this form is to determine if you have established eligibility for the immigration benefit for which you are filing. The information you provide will be used to grant or deny the benefit sought.</p> <p>DISCLOSURE: The information you provide is voluntary. However, failure to provide the requested information, and any requested evidence, may delay a final decision or result in denial of your form.</p> <p>ROUTINE USES: The information you provide on this form may be shared with other Federal, State, local, and foreign government agencies and authorized organizations following approved routine uses described in the associated published system of records notices [DHS-USCIS-007 - Benefits Information System and DHS-USCIS-001 - Alien File, Index, and National File Tracking System of Records, which can be found at www.dhs.gov/privacy]. The information may also be made available, as appropriate, for law enforcement purposes or in the interest of national security.</p>		
Paperwork Reduction Act		
An agency may not conduct or sponsor an information collection and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. The public reporting burden for this collection of information is estimated at 3 minutes per response, including the time for reviewing instructions and completing and submitting the form. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Citizenship and Immigration Services, Regulatory Coordination Division, Office of Policy and Strategy, 20 Massachusetts Avenue, NW, Washington, DC 20520-2140. OMB No. 1615-0109. Do not mail your completed Form G-1145 to this address.		
Complete this form and clip it on top of the first page of your immigration form(s).		
Applicant/Petitioner Full Last Name	Applicant/Petitioner Full First Name	Applicant/Petitioner Full Middle Name
E-mail Address		Mobile Phone Number (Text Message)
Form G-1145 02/28/13		Page 1 of 1

Gather the required documentation.

Form I-765:

The I-765 is the USCIS form needed to submit with the EAD application. Downloaded from the [USCIS web site](https://uscis.dhs.gov).

Instructions for filling out the form are included on slides 5-10.

Department of Homeland Security
U.S. Citizenship and Immigration Services
**I-765, Application For
Employment Authorization**

Do not write in this block.

Remarks	Action Block	Fee Stamp
AR		

Applicant is filing under §274a.12 _____

Application Approved. Employment Authorized / Extended (*Circle One*) until _____ (Date).
 Subject to the following conditions: _____ (Date).
 Application Denied.
 Failed to establish eligibility under 8 CFR 274a.12 (a) or (c).
 Failed to establish economic necessity as required in 8 CFR 274a.12(c)(14), (18) and 8 CFR 214.2(f)

I am applying for: Permission to accept employment.
 Replacement (of lost employment authorization document)
 Renewal of my permission to accept employment (attach previous employment authorization document).

1. Name (Family Name in CAPS) (First) _____ (Middle) _____ Which USCIS Office? _____ Date(s) _____

2. Other Names Used (Include Maiden Name) _____ Results (Granted or Denied - attach all documentation) _____

3. Address in the United States (Number and Street) _____ (Apt. Number) _____ 12. Date of Last Entry into the U.S. (mm/dd/yyyy) _____
 (Town or City) _____ (State/Country) _____ (ZIP Code) _____ 13. Place of Last Entry into the U.S. _____

4. Country of Citizenship/Nationality _____ 14. Manner of Last Entry (Visitor, Student, etc.) _____

5. Place of Birth (Town or City) _____ (State/Province) _____ (Country) _____ 15. Current Immigration Status (Visitor, Student, etc.) _____

6. Date of Birth (mm/dd/yyyy) _____ 7. Gender Male Female

8. Marital Status Married Single Widowed Divorced

9. Social Security Number (include all numbers you have ever used) (if any) _____

10. Alien Registration Number (A-Number) or I-94 Number (if any) _____

11. Have you ever before applied for employment authorization from USCIS?
 Yes (If yes, complete below) No

16. Go to **Part 2** of the Instructions, Eligibility Categories. In the space below, place the letter and number of the category you selected from the instructions (For example, (a)(3), (c)(17)(ii), etc.).
 Eligibility under 8 CFR 274a.12 () () ()

17. If you entered the Eligibility Category, (c)(3)(C), in item 16 above, list your degree, your employer's name as listed in E-Verify, and your employer's E-Verify Company Identification Number or a valid E-Verify Client Company Identification Number in the space below.
 Degree: _____
 Employer's Name as listed in E-Verify: _____
 Employer's E-Verify Company Identification Number or a valid E-Verify Client Company Identification Number: _____

Certification
Your Certification: I certify, under penalty of perjury under the laws of the United States of America, that the foregoing is true and correct. Furthermore, I authorize the release of any information that U.S. Citizenship and Immigration Services needs to determine eligibility for the benefit I am seeking. I have read the Instructions in **Part 2** and have identified the appropriate eligibility category in **Block 16**.

Signature _____ Telephone Number _____ Date _____

Signature of person preparing form, if other than above: I declare that this document was prepared by me at the request of the applicant and is based on all information of which I have any knowledge.

Print Name _____ Address _____ Signature _____ Date _____

Remarks	Initial Receipt	Resubmitted	Relocated		Completed		
			Rec'd	Sent	Approved	Denied	Returned

Gather the required documentation.

J-2 Work Permission Letter

- USCIS wants to ensure the employment of a J-2 dependent is for customary recreational and cultural activities; therefore they require a work permission letter showing the J-1 has sufficient funding for the length of their program.
- For template Work Permission Letter, see this [example](#).
 - BIO recommends you use this template letter for the EAD application.
- If your J-2 status is valid for more than one year, add the following statement to the Work Permission Letter: "I would like to request employment until the end date of my DS-2019 on **include your actual end date here**, under federal regulations 8 CFR274a.12(a) and (c)."


Gather the required documentation.

Photocopy of J-1 and J-2 DS-2019 documents:

- Keep the original.
- J-1 scholar should sign the J-1 DS-2019 and J-2 should sign the J-2 DS-2019.

U.S. Department of State
CERTIFICATE OF ELIGIBILITY FOR EXCHANGE VISITOR(J-1) STATUS

OMB APPROVAL NO 1405-0119
EXPIRES: 02-28-2005
ESTIMATED BURDEN TIME: 45 min
*See Page 3

1. Family Name: _____		First Name: _____		Middle Name: _____		Gender: MALE		H0001 2	
Date of Birth (mm-dd-yyyy): _____		City of Birth: UelAC		Country of Birth: GERMANY		Citizenship Country Code: GM		Citizenship Country: GERMANY	
Legal Permanent Residence Country Code: GM		Legal Permanent Residence Country: GERMANY		Position Code: 215		Position: UNIVERSITY UNDERGRADUATE STUDENTS		J-1 	
U.S. Address: 2299 Piedmont Berkeley, CA 94720-2321		U.S. Address: _____		U.S. Address: _____		U.S. Address: _____			
2. Program Sponsor: University of California at Berkeley		Exchange Visitor Program Number: P-1-00352		Participating Program Official Description: PROFESSOR; RESEARCH SCHOLAR; SHORT-TERM SCHOLAR; SPECIALIST; STUDENT ASSOCIATE; STUDENT BACHELORS; STUDENT DOCTORATE; STUDENT MASTERS; STUDENT NON-DEGREE					
Purpose of this form: Begin new program; accompanied by number (0) of immediate family members.									
3. Form Covers Period:		4. Exchange Visitor Category:		5. During the period covered by this form, the total estimated financial support (U.S. \$) to be provided in the exchange visitor by:					
From (mm-dd-yyyy): 08-30-2004		To (mm-dd-yyyy): 05-20-2005		STUDENT NON-DEGREE		Subject/Field Code Description: Liberal Arts and Sciences, General Studies and Humanities - Other		Personal funds : \$13,500.00	
				Subject/Field Code: 24.0199		Total : \$13,500.00			
6. U.S. DEPARTMENT OF STATE / INS USE OR CERTIFICATION BY RESPONSIBLE OFFICER THAT A NOTIFICATION COPY OF THIS FORM HAS BEEN PROVIDED TO THE U.S. DEPARTMENT OF STATE (INCLUDE DATE).				7. Rachael Weber Name of Official Preparing Form 2188 St. I-House 2299 Piedmont Ave. Berkeley, CA 94720 Signature of Responsible Officer or Alternate Responsible Officer				Alternate Responsible Officer Title 510-642-2891 Telephone Number 05-28-2004 Date (mm-dd-yyyy)	
8. Statement of Responsible Officer for Releasing Sponsor (FOR TRANSFER OF PROGRAM) Effective date (mm-dd-yyyy): _____ Transfer of this exchange visitor from program number _____ sponsored by _____ to the program specified in item 2 is necessary or highly desirable and is in conformity with the objectives of the Mutual Educational and Cultural Exchange Act of 1961, as amended. Signature of Responsible Officer or Alternate Responsible Officer _____ Date (mm-dd-yyyy) of Signature _____									
PRELIMINARY ENDORSEMENT OF CONSULAR OR IMMIGRATION OFFICER REGARDING SECTION 212(i) OF THE IMMIGRATION AND NATIONALITY ACT AND PL 94-484, AS AMENDED. (See new 106 of Page 2). The Exchange Visitor in the above program: 1. <input type="checkbox"/> Not subject to the two-year residence requirement. 2. <input type="checkbox"/> Subject to two-year residence requirement based on: A. <input type="checkbox"/> Government financing and/or B. <input type="checkbox"/> The Exchange Visitor Skills List and/or C. <input type="checkbox"/> PL 94-484 as amended (ALL USAID PARTICIPANTS G-2-024 AND ALL ALIEN PHYSICIANS SPONSORED BY P-3-619 ARE SUBJECT TO THE TWO-YEAR HOME RESIDENCE REQUIREMENT.) Name _____ Title _____ Signature of Consular or Immigration Officer _____ Date (mm-dd-yyyy) _____ THE U.S. DEPARTMENT OF STATE RESERVES THE RIGHT TO MAKE FINAL DETERMINATION REGARDING 212(i).							TRAVEL VALIDATION BY RESPONSIBLE OFFICER (Maximum validation period is one year) *EXCEPT: Maximum validation period is up to six months for Short-term Scholars and four months for Camp Counselors and Summer Travel/Work. (1) Exchange Visitor is in good standing at the present time Date (mm-dd-yyyy) _____ Signature of Responsible Officer or Alternate Responsible Officer _____ (2) Exchange Visitor is in good standing at the present time Date (mm-dd-yyyy) _____ Signature of Responsible Officer or Alternate Responsible Officer _____		
EXCHANGE VISITOR CERTIFICATION: I have read and agree with the statement on item 2 on page 2 of this document. Signature of Applicant _____ Place _____ Date (mm-dd-yyyy) _____									

DS-2019 (Formerly IAP-66)
10-2001

Page 1 of 2

Gather the required documentation.

Photocopy of I-94 Information for J-1 and J-2:

The I-94 can be *either*:

- a passport admission stamp and electronic I-94 record.
Visit: www.cbp.gov/i94 to access and print your electronic I-94 record. The electronic I-94 record is what USCIS requires for the EAD application.

OR

- a small, white card stapled into passport. Include a copy of both sides of the I-94, even though the back side may be blank.

DEPARTMENT OF HOMELAND SECURITY
U.S. Customs and Border Protection
OMB No. 1615-0047

Departure Record
Admission Number: 123456789 01

18. Family Name: _____

19. First (Given) Name: _____ 20. Birth Date (DD/MM/YY): _____

21. Country of Citizenship: _____

SEP 13 2006
ADMITTED
Class: J1 D/S
Until: _____

CBP Form I-94

Paper I-94 (front)

Warning: A nonimmigrant who accepts unauthorized employment is subject to deportation.
Important: Retain this permit in your possession; *you must surrender it when you leave the U.S.* Failure to do so may delay your entry into the U.S. in the future. You are authorized to stay in the U.S. only until the date written on this form. To remain past this date, without permission from Department of Homeland Security authorities, is a violation of the law.
Surrender this permit when you leave the U.S.:
- By sea or air, to the transportation line;
- Across the Canadian border, to a Canadian Official;
- Across the Mexican border, to a U.S. Official.
Students planning to reenter the U.S. within 30 days to return to the same school, see "Arrival-Departure" on page 2 of Form I-20 prior to **surrendering this permit.**

Record of Changes

Part: _____ Departure Record

Date: _____

Carrier: _____

Flight # / Ship Name: _____

Paper I-94 (back)



Passport Admission Stamp

U.S. Customs and Border Protection
Securing America's Borders

Get I-94 Number: 194FAQ

Admission (I-94) Number Retrieval

Admission (I-94) Record Number: 69000888062

Admit Until Date (MM/DD/YYYY): D/S

Details provided on Admission(I-94) form:

Family Name:	LI
First (Given) Name:	LYDIA
Birth Date (MM/DD/YYYY):	01/01/1990
Passport Number:	P92123213
Passport Country of Issuance:	Mexico
Date of Entry (MM/DD/YYYY):	04/11/2012
Class of Admission:	J1

Individuals can visit www.cbp.gov/i94 to retrieve a copy of their electronic Form I-94.

Electronic I-94 Record

Gather the required documentation.

Financial Documentation Can Be:

- Photocopy of the funding used to obtain the J-2 visa stamp at the US embassy.
- Funding submitted to UC Berkeley for the DS-2019 documents.
- UC salary, income from home country, personal funds, etc.



All financial documentation must be dated within the past 6 months.

For questions about financial documentation, please see an advisor at BIO

Gather the required documentation.

Proof of Marriage

- Photocopy of marriage certificate.
- Include [certification of translation](#), if not in English.



Mail the EAD application.

- **Express Mail (Federal Express, UPS, USPS Priority Mail)**
- BIO recommends FedEx as a reliable option.
- If using FedEx or UPS, use the express mail address. If using USPS, choose the Priority Mail option and use the USPS address.

USCIS Mailing Addresses

*for people who live in California**

Express Mail:

USCIS
Attn: AOS
1820 E. Skyharbor, Circle S
Suite 100
Phoenix, AZ 85034

U.S. Postal Service Mail

USCIS
PO Box 21281
Phoenix, AZ 85036



*If your address on the I-765 is **NOT** in California, speak with an advisor at the Berkeley International Office. The EAD application may need to be mailed to a different address.

Step 3:

Receive the Employment Authorization Document (EAD)

I-797 Notice of Action

You should receive the notice by mail within 2-4 weeks after mailing the EAD application to USCIS.

- **The I-797 is very important.**
If you lose the receipt, there is no way to replace it.
- **The I-797 is necessary if you want to:**
 - 1) inquire about the status of your EAD application.

Receipt Number

The case number for the EAD application at USCIS. Check the status of the case on the USCIS web site at <https://www.uscis.gov>

Received Date

Date when USCIS begins processing the application. (It may not be the actual date the application was received, but it is when the case was entered into the system.)

Address Information

Verify the name and address on the I-765 receipt notice.

If incorrect, contact a BIO advisor immediately.

Contacting USCIS

If you have any problems or questions with the EAD application, contact a BIO advisor before calling the USCIS Customer Service.

Department of Homeland Security
U.S. Citizenship and Immigration Services

THIS NOTICE DOES NOT GRANT ANY IMMIGRATION STATUS OR BENEFIT.

Form I-797C, Notice of Action

NOTICE TYPE: Receipt

RECEIVED DATE: April 11, 2012

NOTICE DATE: April 13, 2012

USCIS ALIEN NUMBER: [REDACTED]

PAGE: 1 of 1

DATE OF BIRTH: December 19, 1982

I-765 Application for Employment Authorization

RECEIPT NUMBER: [REDACTED]

WAC: [REDACTED]

Your Name: [REDACTED]
Mailing Address Listed on your I-765: Berkeley, CA

APPLICANT/PETITIONER NAME AND MAILING ADDRESS: [REDACTED]

The above application/petition has been received by our office and is in process.
Please verify your personal information listed above and immediately notify the USCIS National Customer Service Center at the phone number listed below if there are any changes.
Please note that if a priority date is printed on this notice, the priority does not reflect earlier retained priority dates.

If you have questions about possible immigration benefits and services, filing information, or USCIS forms, please call the USCIS National Customer Service Center (NCSC) at 1-800-375-5283. If you are hearing impaired, please call the NCSC TDD at 1-800-767-1833. Please also refer to the USCIS website: www.uscis.gov.

If you have any questions or comments regarding this notice or the status of your case, please contact our customer service number. You will be notified separately about any other case you may have filed.

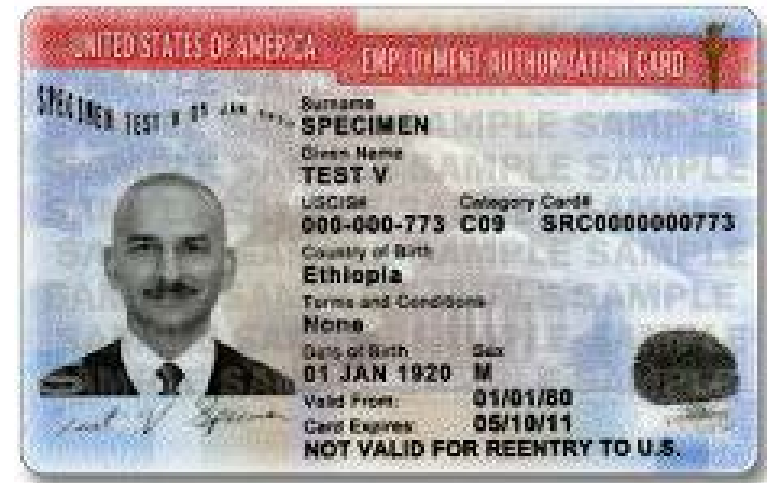
USCIS Office Address:
USCIS
California Service Center
P.O. Box 30111
Laguna Niguel, CA 92607-0111

USCIS Customer Service Number:
(800)375-5283

Form I-797C, Lockbox (LB) 01/02/12 Y

The Employment Authorization Document (EAD)

- Average processing time at USCIS is 90 days.
- Official approval of work authorization in the United States.
- Review card to make sure the information is accurate. If not, see an advisor at BIO.
- Present your EAD to employers as a form of work authorization.
- Only eligible to work the dates issued on the card.



Communication from USCIS (a.k.a. Beware of Scams!)

While your EAD application is pending, you may receive text message, email, and paper letter updates from USCIS regarding the status of your application.

USCIS will rarely contact you by phone regarding the status of your EAD application.

If you receive a phone call from a person claiming to work for USCIS or any other government agency, **do not provide your personal information to them.** Note the person's name and phone number and contact Berkeley International Office before responding.

General Tips for Travelers

- Be sure to have ALL necessary documents for travel and re-entry to the US.
- Don't enter the U.S. in a status other than J-2 unless willing to give up the EAD and other benefits associated with J-2 status.
- Consult a BIO advisor if your Form DS-2019 has expired or will expire within 30 days of your expected return to the U.S.

Travel Before EAD Card is received

- Must be in the U.S. to apply for the EAD.
- No international travel is recommended while the J-2 work permit (EAD) application is pending at USCIS. The application could be denied based on the fact that the applicant is not in any U.S. immigration status while they are abroad, and therefore ineligible for any status-associated benefits, including the EAD.

Extension of EAD

You can only apply for a new EAD if the J-1's program in the US has been extended. J-2 can apply for a new EAD authorization up to 120 days before the current EAD expires. If you have future plans in the U.S., please make sure the J-1 works with their department 5-6 months prior to the DS-2019 end date.

Berkeley

INTERNATIONAL OFFICE

Contact Us:

<http://internationaloffice.berkeley.edu/contact-us>

When calling/emailing our office, please tell us your spouse's name and SEVIS ID or Date of Birth.