Princeton University – Davis International Center
J-2 Employment Authorization Application Checklist

- Two (2) 2x2 passport-style photos taken within 30 days of the application.
  - You must write your name and I-94 number on the back of both photos lightly, in pen
  - Photos may be obtained from Princeton’s TigerCard Office (New South, A Floor)

- $410 bank check, money order or personal check
  - Checks must be from a U.S. bank
  - Made payable to U.S. Department of Homeland Security

- Form G-1145 - E-Notification of Application/Petition Acceptance (optional)
  - You will receive an e-mail or text message informing you USCIS received the application

- Form I-765 - Application for Employment Authorization
  - Complete items 1-16, sign and date. Sign the form in blue ink.
  - Check the box: Permission to accept employment
  - The code for item 16 is: (c)(5)
  - Your address should be valid for at least 120 days. USPS will not forward government mail – even if you change your address with the post office and sign up for forwarding mail service.

- Photocopies of the following:
  - Identity pages(s) of both the J-2’s and J-1 passports, including the expiration dates.
  - Most recent J-2 and J-1 visa stamps.
  - All J-2s and J-1s DS-2019. If you do not have all DS-2019s, include a written explanation why you do not have them.
  - Most recent admission stamps from J-2 and J-1 passports and the electronic admission printouts that you may retrieve from the Department of Homeland Security website.
  - Current and previous Employment Authorization Documents (EAD) (if applicable).
  - Marriage certificate, accompanied by an English translation (if not in English).

- A written statement requesting J-2 work authorization specifically stating that income from your earnings will not be used for the J-1’s support and documenting that the J-1 has sufficient resources to support the whole family and will not be dependent on your earnings. Give reasons for wanting to work. You may consult this sample letter.

NOTE: If you would like to have your application reviewed by Davis IC advisor before submitting it to the USCIS, please come during student (if your spouse is a student) or scholar (if your spouse is a scholar) walk-in advising hours.

MAILING YOUR APPLICATION: Please use certified mail, return receipt requested or by express mail/courier service that will confirm delivery. If you live in New Jersey*, mail your application to:

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<thead>
<tr>
<th>By U.S. Postal Service (USPS):</th>
<th>By Express Mail or Courier Service Delivery:</th>
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<tbody>
<tr>
<td>USCIS</td>
<td>USCIS</td>
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<tr>
<td>PO Box 660867</td>
<td>Attn: AOS</td>
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<tr>
<td>Dallas, TX 75266</td>
<td>2501 S. State Hwy. 121 Business</td>
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<tr>
<td></td>
<td>Suite 400</td>
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<td></td>
<td>Lewisville, TX 75067</td>
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If you do not live in New Jersey, please consult the USCIS website for mailing instructions.

www.princeton.edu/davisic