

J2 dependents who want to apply for an Employment Authorization Document (EAD) must schedule an appointment with the IPS Immigration Advisor (906.487.2160). Please bring this checklist and all documents noted below to the Advisor at the time of the appointment. We also request that you bring photocopies as noted below. IPS can make copies at the time of your appointment if you do not have access to a copier.

CHECKLIST: [Please do not staple copied pages together.]

1. I-765 Form: See <http://www.uscis.gov/>
 - a. Address on I-765 (Post Office will NOT forward EAD cards)
 - b. List current address only if you'll be there when card is expected to arrive
 - c. You may give the IPS address: IPS, Michigan Tech, 1400 Townsend Dr, Houghton, MI 49931. We will email you when the card arrives and request a forwarding address.
 - d. You may give a friend's/relative's address, but your name must be on the mailbox.
2. All immigration documents:
 - a. Photocopy of both pages of your current DS-2019
 - b. I-94 – photocopy of both sides
 - c. valid passport – photocopy of photo page, renewal page if original has expired, and pages showing amendments such as name changes, corrections, etc.
 - d. visa – photocopy of visa page
3. All immigration documents of your J-1 Primary
 - a. Photocopy of both pages of current DS-2019
 - b. I-94 – photocopy of both sides
 - c. valid passport – photocopy of photo page, renewal page if original has expired, and pages showing amendments such as name changes, corrections, etc.
 - d. visa – photocopy of visa page
4. 2 passport photos: IPS recommends Brockway Photography in downtown Houghton. Photos MUST be the correct size. See sample at http://travel.state.gov/passport/guide/composition/composition_874.html
5. Write your name and I-94 card number on the back of each photo in pencil.
6. \$340 fee (Check or Money Order payable to USCIS). Personal checks must have the account holder's address printed on them. These will be handled as Electronic Funds Transfers and will be deducted from your account immediately upon receipt.
7. Offer letter from your future employer if you have one.
8. Any correspondence with the USCIS (if applicable) – photocopy all correspondence, envelopes, receipts, notifications, etc. as may be appropriate for the situation
9. Previous Employment Authorization Document (EAD cards, if applicable) – and photocopy of card
10. Letter explaining why you want employment. **Note that your employment may NOT be used to support your J-1 Primary.** The Letter should indicate the source and amount of support for the principal J-1 and specifically state that the income derived from employment will not be used for the support of the J-1 exchange visitor.

Additional Information

1. You may neither be on payroll nor obtain a Social Security Card until the EAD arrives
2. Extensions of work authorization
 - a. You must file a new Form I-765, all supporting documentation, and filing fee each time you need to extend the EAD.
 - b. If the J-1's DS-2019 will be extended, please request the extension **before** you request the EAD.
 - c. Extensions may be applied for up to 120 days prior to expiration of the current EAD.
3. J-2 persons must pay Social Security taxes, federal income taxes, and, where applicable, state income taxes.