

OPT Application Checklist

Employment authorization for spouses with J-2 status (dependent of J-1 student or scholar) is available provided that the spouse's earnings will **not** be used to support the J-1 principal. Earnings may be used to support the J-2 dependent's educational, recreational and cultural activities, and related travel. To apply:

1) Gather complete packet (arranged in this order; **DO NOT** use staples and make only **SINGLE-SIDED COPIES**):

- Check or money order for \$410, payable to "Dept. of Homeland Security." Make sure your name appears on the check. If multiple names appear on the check, circle yours. Alternatively, you may download and complete the G-1450, Authorization for Credit Card Transactions form at <https://www.uscis.gov/g-1450>.
- 2 color U.S. passport-style photographs. Photos must be taken within the last 30 days, measure 2 inches by 2 inches, and have a plain white or off-white background.
Recommended, but optional: lightly write your name on the back with a pencil or felt-tip pen.
- Completed [G-1145](#), E-Notification of Application/Petition Acceptance (optional, but highly recommended)
- Completed J-2 Work Request Letter (complete template on page 3)
- Completed and signed [Form I-765](#) (**important: follow completion directions on page 2**)
- Copy of [I-94](#), visa (with stamp), and passport identity pages (include any renewal pages) for you and J-1 principal holder
- Copy of all previously issued DS-2019s for you and principal J-1 holder (1st and 2nd page only)
- Proof of marriage (i.e. marriage certification, with certified translation to English, if needed)
- Financial documentation establishing that the J-1 principal holder can support his/herself and all dependents (i.e. income letter from home country, personal funds, KGI salary letter, etc)
- Copy of the front and back of any previously issued EAD cards

2) **OPTIONAL: Make an appointment with OISS to review the application.** This appointment will last roughly 30 minutes. Alternatively you may assemble and mail the packet yourself without review

3) Next Steps

- Mail your application using [Certified Mail](#) to USCIS at USCIS, P.O. Box 21281, Phoenix, AZ 85036. If you wish to express mail through FedEx, UPS, or DHL please use the address found at <https://www.uscis.gov/i-765-addresses> under Foreign Students > Eligibility Category (c)(3)(i).
- Keep your application receipt(s)** (email and physical mail)
 - [Sign up for Informed Delivery](#) by USPS at <https://informedelivery.usps.com>. This will help you track the expected arrival of your EAD card.
 - [Register a My Case Status Online account](#) at <https://egov.uscis.gov/casestatus/> after receiving your receipt. This will allow you to receive notices from USCIS when there is movement on your case, including notification of when your EAD card is mailed. Notify the international office immediately if your card is not received within 3 days of its expected arrival.
- If you receive a Request For Evidence (RFE), please contact us immediately for assistance.
- Receive your EAD card.** You may only begin work once you have received the card and the dates on the card have been reached. You may only work until the date listed on the card. Review the card to ensure the information is accurate. If not, contact OISS for assistance.

Completion Guide for filling out I-765 Application Form. Please [click here](#) for a link to complete instructions issued by USCIS; it is advised that you read these instructions, including the penalties section, in addition to using the guide below to properly complete your application. It is your responsibility as the applicant to ensure that all information on the application is correct and valid.

General Information:

- Type or print legibly in **black ink**. For answers that do not apply to you, write NA (or include the cover letter on the 3rd page).
- **Sign your application in black ink.** DO NOT LEAVE YOUR APPLICATION UNSIGNED AND DO NOT REMOVE ANY PAGES, even if they do not apply. **All 7 pages must be included.**

Part 1: Select 1.a. "Initial permission to accept employment"

Part 2:

- **1.a-4.c Name:** List your entire family name in CAPITAL LETTERS. Use proper case for your first name and middle name. Please write your name exactly as it appears on your DS-2019. If your name will not fit, please write "see attached" and attach a page spelling your name correctly. If you used previous names, including nicknames in official records or documentation, complete 2.a-4.a. as needed. You may attach more pages if necessary.
- **5.a-7.e Address:** Your US Mailing Address is where the receipt notice and EAD card will be mailed. This address must be valid for at least 3 months and may be a P.O. Box address. If you are using a friend or family's address, indicate the person's name in the In Care of Name line (note that this person must be listed with the US Postal Service as living at that address). If you listed a mailing address that is NOT your current physical living address, select "No" for #6 and complete #7.a-7.d with your current physical address. If you select "Yes" in #6, write "NA" in #7.a-7.d or include the cover letter on the 3rd page.
- **13.a. Social Security Number.** If you already have an SSN check "Yes" in #13.a., enter the number in #13.b., and skip to question #18. If you do not already have an SSN, check "No" in #13.a, select "Yes" for #14 and complete questions #15-17.b.
- **21-26 Information About Latest Arrival.** Complete this section using information from your I-94, passport, and DS-2019. Note that your SEVIS number is found at the top of your current DS-2019.
- **27 Eligibility Category:** The code is (c)(5)() – the third parenthesis is blank. DO NOT USE A DIFFERENT CODE.

Part 3:

- **1.a.-2 Application Declaration.** Select only ONE answer. Select #1.b. or #2 ONLY if you were not the person to complete the form. If you select #1.b or #2 Parts 4 and 5 must be completed. If you selected #1.a, insert NA parts 4 & 5 or use cover letter on page 3
- **7.a.-7b Applicant Signature.** You must sign and date your application in **black ink**. Sign within the lines (try not to cross outside of the box).

Part 6: Additional Information – MUST be completed if you had been issued a different SEVIS ID previously AND/OR engaged in work (CPT/OPT/Academic Training)

- **1.a-1.c Name.** Relist your name details.
- **3.a.-3.c. #3.a Page, Part & Item Number.** #3.a. Page No: 3. #3.b. Part No: 2. #3.c. Item No: 26.
- **3.d. Explanation of previous work.** List all SEVIS ID numbers, level (i.e. bachelors or masters), and whether any work was completed. *Examples:*
 - You entered on a J-2 and have worked in the US. Answer would look something like: "Current SEVIS ID N0001234567, J-2 spouse, work with authorization from 5-1-18-8-30-18 at City of Hope, 20 hours a week."
 - You studied in the US for bachelor degree but did not do practical training. Returned to US later with J-1 spouse. Answer would look something like: "Previous SEVIS ID N0001234567, bachelors degree, no CPT or OPT. Current SEVIS ID N0012345678, J-2 spouse, no work to date."
 - You studied in the US and did CPT practical training. Returned to US later with J-1 spouse. Answer would look something like: "Previous SEVIS ID N0001234567, masters degree, CPT from 5-1-18-8-30-18, at Regeneron for internship requirement, 40 hrs/wk. Current SEVIS ID N0012345678, J-2 spouse, no work to date"

J-2 Work Request Letter Template

INSTRUCTIONS: Copy and paste the template below into word and customize all items in red.

Date

Dear USCIS Adjudicator,

I would like to apply for J-2 dependent work authorization, as allowed by the federal regulations. [Note: If your J-2 status is valid for more than one year, include this sentence here: I would like to request employment until the end date of my DS-2019 on (include your DS-2019 end date here), under federal regulations 8 CFR274a.12(a) and (c). Remove this sentence if it does not apply.] My J-1 spouse, (list J-1 Name and SEVIS ID NXXXXXXXXX), receives a monthly payment in the amount of (\$ amount) from (specify source). Our monthly expenses are:

ITEM	COST
Rent and Utilities	(\$ amount)
Food	(\$ amount)
Medical Expenses (including Health Insurance)	(\$ amount)
Miscellaneous (includes clothing, transportation, recreation, etc)	(\$ amount)
Childcare (if applicable)	(\$ amount)
Total Expenses:	(\$ Expenses Per Month)

I believe that the difference between our income and expenses is sufficient to provide for living expenses:

ITEM	AMOUNT
Monthly Income	(\$ amount)
Monthly Expenses	(\$ amount)
Excess Amount Per Month	(\$ Excess Amount per Month)

I wish to be employed to pursue my interests in (topic) and experience the American workplace and culture. The income from my employment may be used for customary recreational and cultural activities. I understand that my earnings cannot be used for the support of my J-1 spouse.

Enclosed are all required documents for my application. Thank you for your consideration of this request.

Sincerely,

[insert your name here, sign above in the empty space]

[insert your phone number, including area code]

[insert your email address]