



## **J-2 Work Authorization Application Process**

Prepare your application packet by using the order below. Remove all staples; you will clip together all documents as one packet before mailing (do not use staples):

1. [Form G-1145](#)
3. Check/Money Order (\$410.00) payable to “US Department of Homeland Security”
4. Two Passport-Style Photos - Write your name and SEVIS ID# with felt tip pen/marker on the back of each photo and place your photos in a clear sandwich bag
5. [Form I-765](#) ([Instructions for Form I-765](#) for your use in completing the form only)
  - Part 1 – Choose #1.a. Initial permission to accept employment
  - Part 2 – Your U.S. Mailing Address: We suggest you use the UW ISS office address for this purpose (U.S. Physical Address – you will enter your actual physical address in the US). In Care of Name (if any): ISS, 1000 E University Ave, Apt 3707, Laramie, WY 82071
  - Part 2 – Your U.S. Physical Address: Enter your actual physical address in the US
  - Part 2 #27 – Must use this code: (c)(5)( )
  - Parts 4, 5, & 6 – leave blank
6. Copy of J-2 DS-2019 (make sure you have signed it)
7. J2 applicant employment request letter (see [sample letter](#) from ISS)
8. Letter of support/employment confirmation from employer if have a job offer
9. Copy of J-2 I-94, can be found at <https://i94.cbp.dhs.gov/I94/#/home>
10. Copy of current passport for J-2
11. Copy of most recent J-2 Visa
12. Copy of previous EAD card (if applicable)
13. Copy of most current DS-2019, passport, visa, I-94 for J-1 primary student/scholar

**Submit scan of packet to ISS** – Before mailing your application, scan (do not include your check/money order) your packet and email it to [uwglobal@uwyo.edu](mailto:uwglobal@uwyo.edu) so that we can put a copy in your file in our office. If you would like the ISS staff to review your packet before mailing, we would be glad to do so and respond to you with any suggestions that we have.

### **MAIL your complete application to:**

#### **FedEx or UPS (recommended):**

USCIS  
Attn: NFB (Box 660867)  
2501 S. State Hwy. 121 Business  
Suite 400  
Lewisville, TX 75067-8003

#### **U.S. Postal Service – USPS:**

USCIS  
Attn: NFB  
P.O. Box 660867  
Dallas, TX 75266-0867

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