

The following documents should be submitted with the application for an **Employment Authorization Document (EAD card)**. The filing address can be found at the I-765 link. Look for eligibility category (C)(5)

1. [Form I-765](#) signed and dated.
 - Form is fillable on the web
 - **The eligibility category is (C)(5)** (*always confirm code at www.USCIS.gov)
 - If you live at an apartment, be sure to include the apartment number on the application; otherwise the EAD card will not be delivered and instead returned to USCIS
 - After the I-797 receipt notice is received, file your address online with www.USCIS.gov (Enter **AR-11** in the search box for the online address change form. If this is your first time completing the form, enter your current address as both old and new.)

2. I-765 filing fee in form of check or money
 - Payable to US Dept. of Homeland Security
 - See for [current filing fees here](#)

3. Copy of J2 dependent's immigration documents. Behind I-765 application, add
 - Signed DS2019
 - Passport photo/biography page
 - I-94 [admission record](#)
 - J2 visa + entry stamp
 - Copy of the most recent (C)(5) EAD card (if applying for an EAD renewal)
 - Statement written and **signed by the J-2** indicating that any employment is **not** necessary to support living expenses of the household. The *statement should also explain why the J2 dependent wants to work*

4. Insert a coversheet for: "IMMIGRATION DOCUMENTS FOR J1 SPOUSE". Add the following for J1:
 - Signed DS2019
 - Passport photo/biography page
 - I-94 [admission record](#)
 - J1 visa + entry stamp

5. Two (2) passport-sized photographs, per DHS instructions (for the J2 only)
 - must meet U.S. passport specs
 - write name + I-94 number on the back of each photo
 - place passport photos on top of I-765 application

6. To receive a text message and/or email when USCIS accepts your Form I-765, complete [Form G-1145](#) and attach to top of the application

* **Photocopy everything for your records before you mail the application to USCIS**

** **EAD** cards are usually issued in one-year increments. However, they will not be issued beyond the end date of the current DS 2019. It is critical that you **apply to renew an EAD** at least three months before your current EAD expires, so that you will not have to stop working while waiting for the new EAD.

*** The address you list on the I-765 is the address to where the EAD card will be sent. The U.S. Postal Service is not allowed to forward mail from USCIS. **If you move while the petition is pending you must notify USCIS by updating your address online:** <https://www.uscis.gov/addresschange>