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