The person who is applying for employment authorization must complete this form.

**Full Name:** Enter the full name of the person applying for employment authorization.

**U.S. Mailing Address:** Enter the US address to which your receipt notice and EAD card will be sent. If you move before your receipt notice or EAD card are delivered, mail from USCIS will not be forwarded.

**Form I-94 Number:** Enter information from your most recent I-94 document.
- If you have a **paper I-94 card**, enter all 11 digits of the Departure Number at the top left corner of the card.
- If you have an **electronic I-94 document**, enter all 11 digits of the Admission (I-94) Record Number.
- If you extended/changed immigration status within the US and have only an **I-797 Approval Notice** confirming your status, enter all 11 digits of the I-94# found at the bottom left of the I-797.

**Employment Authorization:** If you have ever previously applied for H-4 work authorization, J-2 work authorization, F-1 OPT, Severe Economic Hardship, or submitted an I-765 as part of a Permanent Residency application, check “Yes.”
- To answer the question “Which USCIS Office?” look for the service center name on the Receipt Notice of the previously filled application (e.g. California Service Center, Nebraska Service Center, etc.)
- For “Results,” please enter “Granted” or “Denied”
  + If your application was granted, under “Date(s),” please enter the date range as it appears on your EAD (e.g., 06/25/13 - 06/24/14)

Note: Do not check “Yes” if you have only worked on a work visa (J-1, H-1B, TN, O-3, E-3, etc.) or curricular practical training. This question is only for those who have previously filed an I-765.

**Place of Last Entry into the US:** Enter the name of the city or airport code for the place you last entered the US.

**Status at Last Entry and Current Immigration Status:** Enter the immigration status you held when you last entered the US and the immigration status you currently hold.

**Eligibility Category:** Enter (c) (26) ( )

**NEXT STEP**

Step 1. Assemble items on checklist below in the order below
Step 2. Mail your packet to the appropriate lockbox
Step 3. Wait 7-10 days for your I-765 Receipt Notice and 2-4 months for your employment authorization card
Step 4. Follow your case status through the “Check Your Case Status” link at [www.uscis.gov](http://www.uscis.gov)
I-765 Information Sheet for H-4 Employment Authorization

Checklist for I-765 application

OPTIONAL
______ Form G-1145 to receive a text or e-mail with your case number from USCIS when your case is received

REQUIRED
______ Form I-765, completed and signed
______ Two color, passport-style photos with your full name and date of birth written on the back in pen. Put your photos in a small plastic bag and staple this bag to the top right corner of the I-765.
______ Check or money order for $380.00 (U.S. dollars) made payable to “U.S. Department of Homeland Security”. Staple your check/money order to the top center of the I-765.
______ Copy of your most recent I-94 document. This should be one of the following:
- paper I-94 card (front and back)
- print-out of an electronic I-94 from https://i94.cbp.dhs.gov/I94/request.html
- your I-797 Approval Notice, if you changed your immigration status inside the US and have not departed
______ Copy of any previous employment authorization cards (front and back)
______ Copy of any current immigration document (I-797 approval notice, I-20, DS-2019, etc.)
______ Copy of the name & photo page of your passport (including expiration date and any extension pages)
______ Copy of the H-1B’s I-797 approval notice
______ Copies of the H-1B’s 3 months’ recent pay stubs to show maintenance of H-1B status
______ Copy of the H-1B’s I-140 receipt or approval notice
______ Copy of proof of relationship to the H-1B in English (marriage certificate, visa sticker, etc.)

<table>
<thead>
<tr>
<th>If address you use on the I-765 is in:</th>
<th>Mail your application to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alaska, Arizona, California,</td>
<td>USCIS PHOENIX LOCKBOX</td>
</tr>
<tr>
<td>Colorado, Guam, Hawaii, Idaho,</td>
<td>If you want to use the US Postal Service (USPS)*</td>
</tr>
<tr>
<td>Illinois, Indiana, Iowa, Kansas,</td>
<td>USCIS</td>
</tr>
<tr>
<td>Michigan, Minnesota, Missouri,</td>
<td>PO Box 20400</td>
</tr>
<tr>
<td>Montana, Nebraska, Nevada, North</td>
<td>Phoenix, AZ  85036</td>
</tr>
<tr>
<td>Dakota, Ohio, Oregon, South</td>
<td></td>
</tr>
<tr>
<td>Dakota, Utah, Washington, Wisconsin,</td>
<td>If you want to use a private company (FedEx, UPS, DHL, etc.)‡</td>
</tr>
<tr>
<td>Wyoming, or Commonwealth of the</td>
<td>USCIS</td>
</tr>
<tr>
<td>Northern Marina Islands</td>
<td>Attn: H4</td>
</tr>
<tr>
<td></td>
<td>1820 E. Skyharbor Circle S</td>
</tr>
<tr>
<td></td>
<td>Suite 100</td>
</tr>
<tr>
<td></td>
<td>Phoenix, AZ  85034</td>
</tr>
</tbody>
</table>

Important! Visit http://www.uscis.gov/i-765 to verify the filing address.

* In general, the US Postal Service is the less expensive option, but their service can be somewhat slower. If you choose the USPS, we advise purchasing a tracking number for your package.

‡ Private companies are often the more expensive option, but their shipments are usually faster.