



Welcome the stranger.
Protect the refugee.

Employment Authorization Application Toolkit

For Pro Se Applicants

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About HIAS

There have never been more people seeking safety and so few places willing to protect and welcome them. Nearly 100 million people are forcibly displaced. Governments should be taking responsibility to support them, but instead, their responses are unacceptable. Founded in the late 1800s, HIAS is there for refugees when and where they need help most. We are a Jewish humanitarian organization that works in the United States and more than 20 other countries, and work through a network of affiliates in more than 20 cities around the U.S., providing vital services to refugees and asylum seekers of all faiths so they can rebuild their lives in safety, and with dignity. With the Jewish community beside us, we also advocate for the rights of forcibly displaced people globally. Over our expansive history, we've confronted—and overcome—formidable challenges facing refugees. Today, we are a leader with the expertise, partnerships, and values necessary to respond to the global crisis. Refugees deserve a world in which they find welcome, safety, and freedom. With you, we can create it. Join us.

- **Learn** about the global refugee crisis and how to make our world more safe and welcoming.
- [Visit HIAS.org](https://www.hias.org) to learn about our work in the U.S. and around the world.
- **Donate to HIAS**, or directly to [HIAS' Legal Team](#). Your gift will make an immediate impact on the lives of refugees and asylum seekers.
- **Take action**. Speak up, show up, or organize your community to advocate for the rights of refugees and asylum seekers everywhere.
- **Volunteer** your time and talents directly to help refugees and asylum seekers near you.
- **Welcome the Stranger**. Learn about the Jewish values we bring to our work and how you can live them out every day.
- **Follow HIAS on social media** ([Facebook](#) – [Instagram](#) – [Twitter](#)) to stay informed on refugee news and ways to help.

About this Toolkit

This toolkit is aimed to serve individuals seeking to apply for employment authorization before USCIS, including refugees, asylees, asylum seekers, parolees, and more. We've broken down some of the ways in which the application for employment authorization may be different depending on your status. **Please note, this toolkit is not intended to be a substitute for personalized legal advice, and does not provide information about every potential basis that a non-citizen may qualify for employment authorization.** If you have questions about your specific case, please consult a trusted immigration attorney.

About Employment Authorization Documents (EADs)

What is an EAD?

U.S. Citizenship and Immigration Services (USCIS) issues EADs to certain noncitizens to help them show that they are allowed to seek and obtain employment in the U.S., under U.S. law.

Who is eligible for work authorization?

Not every individual who *wants* an EAD will qualify for one. They must have a certain immigration status, or pending immigration case, that would serve as a basis to qualify for work authorization. Not every individual who is *eligible* for work authorization *needs* an EAD. Some noncitizens are automatically authorized to work simply because of their immigration status. They don't need to apply for a work authorization document to be able to work, but they can apply for one if they want one. It can sometimes be a helpful identity document, or a more recognizable document to show a potential employer.

Some individuals who are eligible for work authorization ***must apply for and receive*** their EAD ***before*** they are allowed to seek or obtain employment in the U.S. For example, an asylum applicant is eligible to apply for work authorization after their asylum case has been pending for a certain amount of time, but they ***must apply for and receive*** their employment authorization document to work. They are only permitted to work while the EAD is valid.

Other individuals, in contrast, like a noncitizen granted refugee or asylee status, are ***authorized to work incident to their status***, meaning they are legally allowed to work simply because of their status as a refugee or asylee. Although refugees and asylees do not need to apply for EAD cards, many choose to do so, as it can make it easier to prove authorization to work and acts as a form of government issued photo ID.

The basis under which a noncitizen is eligible for an EAD is noted on the EAD cards as a specific **category code**. The category code refers to the section of the law that provides USCIS with the authority to issue an EAD to that class of persons.



How do I apply for work authorization?

Complete [Form I-765](#), **Application for Employment Authorization**, and attach the relevant required evidence based on your EAD category. Make sure to download the most recent version of the I-765 form directly from the [USCIS website](#). We have included detailed checklists below to help guide you on what you should include with your application. You may also need to include a filing fee or a fee waiver request on Form I-912. Additional information, including an annotated form I-765, is included below.

EADs for Asylees and Refugees

Asylees, EAD category (a)(5)

Although asylees are automatically allowed to work in the U.S. because of their status as asylees, many asylees still choose to apply for an EAD because it can make it easier to prove eligibility to work. It also serves as a useful form of government-issued photo identification. EADs for asylees are typically valid for 2 years.

Asylees Granted Status at the USCIS Asylum Office: If you were granted asylum at the asylum office, USCIS will automatically send you an EAD under category (a)(5).

Asylees Granted Status at the Immigration Court: If you were granted asylum by the immigration court, and would like an EAD, you must file a Form I-765 with USCIS to request an EAD under category (a)(5).

Fees for an Asylee EAD: There is no filing fee for the first EAD filed under the asylee category (a)(5). Any subsequent EAD application in this category requires a \$410 filing fee, or the applicant can request a fee waiver on Form I-912.

Renewing an Asylee EAD: If you already have a category (a)(5) EAD and want to renew it, we recommend filing your renewal application 4-6 months before your current card expires, due to processing delays. USCIS may reject an application submitted earlier than 6 months prior to the expiration date of the prior card.

Automatic Extension: If a renewal application is submitted before the current EAD expires, and before October 26, 2023, USCIS will automatically extend the validity of the EAD for 540 days. If a renewal application is submitted before the current EAD expires, and after October 26, 2023, USCIS will automatically extend the validity of the EAD for 180 days. The automatic extension only applies if the EAD renewal is filed in the same category as the prior EAD. For more information on this policy, see the USCIS website: <https://www.uscis.gov/eadautoextend>

Refugees, EAD category (a)(3)

Refugees typically receive their initial EADs in category (a)(3) at the time they arrive in the U.S. Although refugees are eligible to work simply based on their status as refugees, many refugees prefer to have an EAD because it can make it easier to prove eligibility to work. It also serves as a useful form of government-issued photo ID. EADs in category (a)(3) are valid for 2 years.

Fees for a Refugee EAD: There is no filing fee for the first EAD filed under category (a)(3). However, if a refugee wishes to renew their category (a)(3) EAD, they must pay a filing fee of \$410, or request a fee waiver on Form I-912.

Renewing a Refugee EAD: If you want to renew your category (a)(3) EAD, we recommend filing your renewal application 4-6 months before your current card expires, due to processing delays. USCIS may reject an application submitted earlier than 6 months prior to the expiration date of the prior card.

Automatic Extension: If a renewal application is submitted before the current EAD expires, and before October 26, 2023, USCIS will automatically extend the validity of the EAD for 540 days. If a renewal application is submitted before the current EAD expires, and after October 26, 2023, USCIS will automatically extend the validity of the EAD for 180 days. The automatic extension only applies if the EAD renewal is filed in the same category as the prior EAD. For more information on this policy, see the USCIS website: <https://www.uscis.gov/eadautoextend>

What to Include with your Asylee/Refugee EAD Application

- Form I-765
- Two (2) Passport-style Photos (write name & A# on back in pencil or lightly in black ink)
- Proof of Identity: either a copy of passport biographic page, copy of your birth certificate (with a certified English translation), or copy of your prior EAD
- Proof of Asylee/Refugee Status:
 - I-94
 - For asylees only: Asylum grant letter from USCIS; Asylum grant order from Immigration Court
- For renewals only:
 - Copy of prior EAD
 - Filing fee of \$410 or I-912 Fee Waiver

EADs for TPS Holders and Applicants

Background on TPS

Temporary Protected Status (TPS) is a short-term immigration benefit for individuals who are unable to return to their home country safely due to conditions or circumstances preventing the home country from adequately handling the noncitizens' return. Such circumstances may include: ongoing armed conflict; natural disaster (like earthquake, flood, drought, epidemic, or other environmental disaster); or other "extraordinary and temporary conditions" which prevent the citizens of that country from returning in safety. Eligible individuals can apply for TPS and, if granted, enjoy a temporary protection from immigration enforcement or deportation (typically 6, 12, or 18 months in duration) as well as employment authorization.

EADs for TPS Applicants, Category (a)(12)

Applicants are eligible to apply for a TPS-based EAD if they meet the TPS eligibility requirements and are granted TPS. See the USCIS website for more information on TPS eligibility: <https://www.uscis.gov/humanitarian/temporary-protected-status>

The TPS-based EAD application can be filed at the same time as the Application for TPS, or separately at a later date.

Fees for EADs for TPS Applicants/TPS Holders: If you are filing your first TPS based EAD application and you are under 14 years old, or 66 and older, there is no filing fee. If you are 14 years old or older, or 65 years old or younger, the filing fee is \$410 for your first TPS based EAD. The filing fee is \$410 for all applicants (no exceptions due to age) if they are renewing a TPS based EAD (make sure to check TPS specific fees if filing the EAD with the TPS application).

Renewing an EADs for TPS Applicants/TPS Holders: The government may extend TPS for your country. If the government extends TPS for your country, you must re-register for TPS and apply for a new EAD to keep working. Sometimes, the government also extends TPS EADs. USCIS will announce whether your EAD automatically has a new expiration date so you can keep working while you wait for your new EAD. Go to www.uscis.gov/tps for information on TPS for your country for more information. If the government does not automatically extend your EAD but you have applied to renew your TPS EAD **before** its expiration, you will benefit from an [automatic 540-day extension](#) of your current EAD.

What to Include with your TPS-based EAD Application

If filing the EAD application together with the TPS application:

- Form I-765
- Two (2) Passport-style Photos
- Proof of Identity: either a copy of passport biographic page, copy of your birth certificate (with a certified English translation), or copy of your prior EAD
- Filing fee: \$410, or Form I-912 Fee Waiver
- For renewals:*** Copy of prior EAD

If filing the EAD application after filing the TPS application:

- Form I-765
- Two (2) Passport-style Photos
- Proof of Identity: either a copy of passport biographic page, copy of your birth certificate (with a certified English translation), or copy of your prior EAD
- Copy of TPS receipt or approval notice
- Filing fee: \$410, or Form I-912 Fee Waiver
- For renewals: Copy of prior EAD

EADs for Asylum Applicants

EADs for Asylum Applicants, Category (c)(8)

EADs for Asylum Applicants (Initial): An asylum applicant with a pending asylum application is eligible to apply for work authorization 150 days after USCIS or the immigration court receives their application for asylum. Keep in mind that any delays that are caused by the applicant, including requests to reschedule an asylum interview or postpone an immigration hearing, may stop the “clock” that counts towards the 150-day eligibility.

Renewing an Asylum Applicant’s EAD: If you already have a category (c)(8) EAD and want to renew it, we recommend filing your renewal application 4-6 months before your current card expires, due to processing delays. USCIS may reject an application submitted earlier than 6 months prior to the expiration date of the prior card.

Automatic Extension: If a renewal application is submitted before the current EAD expires, and before October 26, 2023, USCIS will automatically extend the validity of the EAD for 540 days. If a renewal application is submitted before the current EAD expires, and after October 26, 2023, USCIS will automatically extend the validity of the EAD for 180 days. The automatic extension only applies if the EAD renewal is filed in the same category as the prior EAD. For more information on this policy, see the USCIS website: <https://www.uscis.gov/eadautoextend>

Fees for an Asylum Applicant’s EAD: There is no filing fee for an *initial* EAD filed under category (c)(8). However, if an asylum applicant wishes to *renew* their category (c)(8) EAD, they must pay a fee of \$410, or request a fee waiver on Form I-912.

What to Include with your Asylum-Applicant EAD Application

- Form I-765
- Two (2) Passport-style Photos (write name & A# on back in pencil or lightly in black ink)
- Proof of Identity: either a copy of passport biographic page, copy of your birth certificate (with a certified English translation), or copy of your prior EAD
- Proof of Pending Asylum Application:
 - USCIS Form I-797, Asylum Receipt Notice, or
 - Stamped copy of I-589, Application for Asylum, or
 - Screenshot of EOIR Case Status
- For renewals only:
 - Copy of prior EAD
 - Filing fee of \$410 or I-912 Fee Waiver

EADs for Adjustment of Status (Green Card) Applicants

An individual applying to adjust status (i.e., applying for a green card) is eligible for work authorization while their application for a green card is pending, but they must apply for and receive their work permit before seeking or accepting employment. An individual may be eligible to apply to adjust status – and therefore eligible for an EAD while their case is pending – if they are the beneficiary of an approved family or employment-based immigration petition, or special self-petition, like a Special Immigrant Visa for Afghans who assisted the U.S. military or International Allied Forces abroad (known as “SIVs”), or Special Immigrant Juveniles, who were abused, abandoned, or neglected by a parent (known as “SIJs”). *Recall, as noted above, that even though refugees and asylees also apply to adjust status eventually, they adjust status pursuant to a different part of the law, so do not qualify for work authorization under this category.*

EADs for Adjustment of Status, Category (c)(9)

Fees for an Adjustment-Pending EAD: \$410, except:

- If you paid the filing fee for the Adjustment of Status (I-485) application, there is no fee for the adjustment-pending-based EAD.
- If you requested or obtained a fee waiver for your Adjustment of Status application, you must either pay the \$410 filing fee for the EAD application fee, or request [a new fee waiver](#) for the EAD application. If you are filing the EAD application together with the Adjustment of Status application, you can request that the fees for both forms be waived on the same fee waiver request, via Form I-912.

Renewing an Adjustment-Pending EAD: We recommend filing your renewal application 4-6 months before your current card expires, due to processing delays. USCIS may reject an application submitted any earlier than 6 months prior to the expiration date of the prior card.

Automatic Extension: If a renewal application is submitted before the current EAD expires, and before October 26, 2023, USCIS will automatically extend the validity of the EAD for 540 days. If a renewal application is submitted before the current EAD expires, and after October 26, 2023, USCIS will automatically extend the validity of the EAD for 180 days. The automatic extension only applies if the EAD renewal is filed in the same category as the prior EAD. For more information on this policy, see the USCIS website: <https://www.uscis.gov/eadautoextend>

What to Include with your Adjustment-Applicant EAD Application

- Form I-765
- Two (2) Passport-style Photos (write name & A# on back in pencil or lightly in black ink)
- Proof of Identity: either a copy of passport biographic page, copy of your birth certificate (with a certified English translation), or copy of your prior EAD
- Proof of Pending Adjustment of Status Application:
 - USCIS Form I-797, Receipt Notice, or file the application together with the I-485 Adjustment of Status Application
- Filing fee:

- If paying the filing fee for the I-485, no filing fee is required. Either submit a copy of the I-485 receipt, or submit together with the I-485 application and its fee.
- If the fee was waived for the I-485, include a \$410 filing fee, or I-912 Fee Waiver.
- For renewals:
 - Copy of prior EAD
 - Copy of USCIS Receipt Notice for I-485

EADs for Parolees

Background on EADs for Parolees

Humanitarian Parole is a tool used by the U.S. government to grant certain foreign nationals entry to the United States even if they do not have a visa or other lawful basis to enter the United States. Individuals who are outside of the U.S. may request parole into the United States based on urgent humanitarian need or significant public benefit reasons.

Parole is considered on a case-by-case basis, and if granted, it is authorized only for a temporary period, as specifically noted by DHS at the time of entry. A parolee is generally not eligible to work immediately after arrival in the U.S., but can apply for employment authorization based on their parole status. Most parolees must apply for and receive an Employment Authorization Document to be able to seek and obtain employment. (There is an exception to this rule for Afghan and Ukrainian parolees, as explained below).

EADs for Parolees, Category (c)(11)

Fees for a Parole EAD: Most parolees applying for an EAD must pay a filing fee of \$410, or request a fee waiver on Form I-912. USCIS announced that Afghan and Ukrainian parolee applicants are exempt from this EAD filing fee when filing an initial EAD application. For all other applicants, the fee is \$410. No biometrics fee is required for parole-based EADs.

Renewing a Parole EAD: Typically, USCIS will grant an EAD for the same duration as the individual's parole validity. A parolee would only be able to renew their EAD if they first were able to renew their parole.

EADs for Afghan and Ukrainian Parolees

Generally, Afghans and Ukrainians who were paroled into the United States will apply for and receive EADs under the same category as other parolees – category (c)(11).

Eligibility to Work Based on Parole Status: Starting on Nov. 21, 2022, Afghan and Ukrainian parolees will be considered employment authorized based on their parole status. Afghan and Ukrainian parolees may show employers, or potential employers, their I-94 record to establish initial employment eligibility for 90 days. After 90 days, they will need to show their employer their EAD card to maintain employment. Ukrainian and Afghan parolees should still file a Form I-765 to receive their EAD card as soon as possible to ensure that they are able to show their employer their EAD when required to do so.

Fees for Parole EADs for Afghans and Ukrainians: USCIS is exempting the filing fee for eligible Afghan and Ukrainian parolees, both for paper and online filings.

Special Considerations: For specific information on the employment rights of Afghans and Ukrainians, review the information provided on the U.S. Department of Justice webpage: Here for [Afghans](#), and here for [Ukrainians](#).

What to Include with your Parolee EAD Application

- Form I-765
- Two (2) Passport-style Photos (write name & A# on back in pencil or lightly in black ink)
- Proof of Identity: either a copy of passport biographic page, copy of your birth certificate (with a certified English translation), or copy of your prior EAD
- Proof of Parolee Status:
 - I-94
- Filing fee of \$410, or I-912 Fee Waiver, except for Afghan and Ukrainian Parolees, who are exempt from the filing fee

EADs for Deferred Action Recipients

Background on EADs for Deferred Action Recipients

Deferred action, according to USCIS, is an “act of prosecutorial discretion” to defer or postpone the removal of a noncitizen from the United States for a certain period of time. Persons granted deferred action are eligible to apply for employment authorization. Special Immigrant Juveniles, for whom USCIS has approved the Form I-360 Petition, are usually granted Deferred Action and are eligible to apply for EADs under category (c)(14). Certain applicants for U visas, for whom USCIS has issued “bona fide determination” letters, are also eligible to apply for EADs under category (c)(14).

Fees for EADs for Applicants with Deferred Action (c)(14): \$410. No biometrics fee is required for applicants with Deferred Action.

Renewing an EAD for Applicants with Deferred Action (c)(14): Individuals with Deferred Action EADs should file to renew their EAD well in advance of its expiration date. EAD holders under this category are not eligible for an automatic extension of their EAD while the renewal is pending.

EADs for Special Immigrant Juveniles with Deferred Action, Category (c)(14)

USCIS has begun granting Deferred Action to Special Immigrant Juveniles with approved I-360 Petitions, in recognition of the delay that many Special Immigrant Juveniles from El Salvador, Guatemala, Honduras, and Mexico face before being eligible to apply for a green card and a work permit. Special Immigrant Juveniles with Deferred Action may now seek and obtain employment authorization while they wait to become eligible to apply for Adjustment of Status.

What to Include with your Deferred Action EAD Application

- Form I-765
- Two (2) Passport-style Photos
- Proof of Identity: either a copy of passport biographic page, copy of your birth certificate (with a certified English translation), or copy of your prior EAD
- Proof of Deferred Action:
 - *If based on Special Immigrant Juvenile Status, proof of Deferred Action will be USCIS Form I-797, Approval Notice for Form I-360*
- Filing fee: \$410, or Form I-912 Fee Waiver
 - *Special Immigrant Juveniles are presumed to have financial hardship to qualify for a fee waiver. Submit the Form I-912 and indicate in the “financial hardship” section that you are a Special Immigrant Juvenile.*
- For renewals: Copy of prior EAD

Filing Fees and Fee Waivers

Filing Fees

As noted, filing fees for EADs vary depending on the category/basis for eligibility, and whether the application is an initial or renewal filing. An EAD applicant can confirm the correct USCIS Filing Fee for their specific situation through the USCIS Fee Calculator webpage: <https://www.uscis.gov/feecalculator>

About Fee Waiver Requests

You may be eligible for a fee waiver if you can show at least one of the following:

1. **Your income is at or below 150% of the federal poverty guidelines**, based on your family size and your state of residence. You can find the federal poverty guidelines here: <https://www.uscis.gov/i-912p>
2. **You are receiving a “means-tested” government benefit.** A means-tested benefit is a benefit given after considering the applicant’s income and other resources. A means-tested benefit may be federally, state, or locally funded. In general, if you receive a benefit that was granted to you based on your income, it is considered a means-tested benefit.
 - Examples of benefits that USCIS will consider for the purposes of determining eligibility for a fee waiver include: Medicaid, Supplemental Nutrition Assistance Program (SNAP, formerly called Food Stamps), Temporary Assistance to Needy Families (TANF), Supplemental Security Income (SSI)
 - Examples of benefits that USCIS will NOT consider include: Medicare, Unemployment benefits, Social Security benefits, Social Security Disability Insurance (SSDI), Retirement, Survivors and Disability Insurance (RSDI), Student financial aid/loans/grants.
3. **You are experiencing a financial hardship**, for example, you are recently unemployed or suffered a medical emergency that has affected your finances and/or your ability to work.

For more information on fee waivers, see the USCIS website: <https://www.uscis.gov/i-912>

Mailing the EAD Application

An EAD application may be submitted online or by mail, depending on the category/eligibility basis. If submitting by mail, we advise sending the application with tracking information, for example via USPS certified mail, UPS, FedEx, or DHL. This will give you the opportunity to confirm when the application was delivered to USCIS.

If you submit the application by mail, where you send your application may depend on where you live. Check the USCIS website for the most up-to-date information about filing addresses: <https://www.uscis.gov/i-765-addresses>

Sample Annotated Application for EAD

The most recent edition of the EAD form and instructions should always be downloaded directly from the USCIS website, here: <https://www.uscis.gov/i-765>

We include below a sample I-765, Application for Employment Authorization, annotated with explanations. The sample shows how our fictional applicant, Harry Potter, would have completed his I-765 Application for Employment Authorization based on his eligibility category and other circumstances.

Disclaimer: The information in the Sample Application for Employment Authorization below is completely fictional. Do not copy this information onto your I-765 Application. Complete your I-765 Application for Employment Authorization with your personal information.



Application For Employment Authorization

Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-765
OMB No. 1615-0040
Expires 10/31/2025

For USCIS Use Only	<input type="checkbox"/> Authorization/Extension Valid From	Fee Stamp	Action Block
	<input type="checkbox"/> Authorization/Extension Valid Through		
	Alien Registration Number A- <input type="text"/>		
	Remarks		

To be completed by an attorney or Board of Immigration Appeals (BIA)-accredited representative (if any).	<input type="checkbox"/> Select this box if Form G-28 is attached.	Attorney or Accredited Representative USCIS Online Account Number (if any) <input type="text"/>
--	--	--

▶ START HERE - Type or print in black ink.

Part 1. Reason for Applying

I am applying for (select only one box):

- 1.a. Initial permission to accept employment.
- 1.b. Replacement of lost, stolen, or damaged employment authorization document, or correction of my employment authorization document NOT DUE to U.S. Citizenship and Immigration Services (USCIS) error.

NOTE: Replacement (correction) of an employment authorization document due to USCIS error does not require a new Form I-765 and filing fee. Refer to Replacement for Card Error in the What is the Filing Fee section of the Form I-765 Instructions for further details.
- 1.c. Renewal of my permission to accept employment. (Attach a copy of your previous employment authorization document.)

Part 2. Information About You

Your Full Legal Name

- 1.a. Family Name (Last Name)
- 1.b. Given Name (First Name)
- 1.c. Middle Name

Other Names Used

Provide all other names you have ever used, including aliases, maiden name, and nicknames. If you need extra space to complete this section, use the space provided in Part 6. Additional Information.

- 2.a. Family Name (Last Name)
- 2.b. Given Name (First Name)
- 2.c. Middle Name
- 3.a. Family Name (Last Name)
- 3.b. Given Name (First Name)
- 3.c. Middle Name
- 4.a. Family Name (Last Name)
- 4.b. Given Name (First Name)
- 4.c. Middle Name

Part 1:

**Question 1a:* select this option if you are applying for an initial EAD. Note that if you have an EAD but are applying for the first time in a new category, you should select "initial" here, and not "renewal"

**Question 1c:* select this option if you have an EAD and are filing to renew in the same category as your current EAD



Part 2. Information About You (continued)

Your U.S. Mailing Address

5.a. In Care Of Name (if any)
[]

5.b. Street Number and Name

5.c. Apt. Ste. Flr.

5.d. City or Town

5.e. State 5.f. ZIP Code
[\(USPS ZIP Code Lookup\)](#)

6. Is your current mailing address the same as your physical address?
 Yes No

NOTE: If you answered "No" to Item Number 6, provide your physical address below.

U.S. Physical Address

7.a. Street Number and Name

7.b. Apt. Ste. Flr.

7.c. City or Town

7.d. State 7.e. ZIP Code

Other Information

8. Alien Registration Number (A-Number) (if any)
▶ A-

9. USCIS Online Account Number (if any)
▶

10. Gender Male Female

11. Marital Status
 Single Married Divorced Widowed

12. Have you previously filed Form I-765?
 Yes No

13.a. Has the Social Security Administration (SSA) ever officially issued a Social Security card to you?
 Yes No

NOTE: If you answered "No" to Item Number 13.a., skip to Item Number 14. If you answered "Yes" to Item Number 13.a., provide the information requested in Item Number 13.b.

13.b. Provide your Social Security number (SSN) (if known).
▶

14. Do you want the SSA to issue you a Social Security card? (You must also answer "Yes" to Item Number 15., Consent for Disclosure, to receive a card.)
 Yes No

NOTE: If you answered "No" to Item Number 14., skip to Part 2., Item Number 18.a. If you answered "Yes" to Item Number 14., you must also answer "Yes" to Item Number 15.

15. Consent for Disclosure: I authorize disclosure of information from this application to the SSA as required for the purpose of assigning me an SSN and issuing me a Social Security card.
 Yes No

NOTE: If you answered "Yes" to Item Numbers 14. - 15., provide the information requested in Item Numbers 16.a. - 17.b.

Father's Name

Provide your father's birth name.

16.a. Family Name (Last Name)

16.b. Given Name (First Name)

Mother's Name

Provide your mother's birth name.

17.a. Family Name (Last Name)

17.b. Given Name (First Name)

Your Country or Countries of Citizenship or Nationality

List all countries where you are currently a citizen or national. If you need extra space to complete this item, use the space provided in Part 6. Additional Information.

18.a. Country

18.b. Country

Part 2:

***Questions 7a-7d:**

If your mailing address is the same as your physical address, you can leave these boxes blank

***Question 8:** "A" number is a 7-9 digit number that appears either on your receipt or I94 and starts with "A"

***Question 12:** answer "yes" if filing for renewal

***Question 13a:** Answer "yes" if you have a social security card

***Question 13b:** Leave this blank if you don't have a social security card

***Question 14:** select "no" if you already have a social security card

***Questions 16a-17b:** skip if you already have a social security card



Part 2. Information About You (continued)

Place of Birth

List the city/town/village, state/province, and country where you were born.

- 19.a. City/Town/Village of Birth
Godric s Hollow
- 19.b. State/Province of Birth
West Country
- 19.c. Country of Birth
The United Kingdom
- 20. Date of Birth (mm/dd/yyyy) 07/31/1980

Information About Your Last Arrival in the United States

- 21.a. Form I-94 Arrival-Departure Record Number (if any)
▶ 1 2 3 4 5 6 7 8 9 0 0
- 21.b. Passport Number of Your Most Recently Issued Passport
pp123456
- 21.c. Travel Document Number (if any)
- 21.d. Country That Issued Your Passport or Travel Document
The United Kingdom
- 21.e. Expiration Date for Passport or Travel Document (mm/dd/yyyy) 12/31/2023
- 22. Date of Your Last Arrival Into the United States, On or About (mm/dd/yyyy) 09/06/2020
- 23. Place of Your Last Arrival Into the United States
NYC
- 24. Immigration Status at Your Last Arrival (for example, B-2 visitor, F-1 student, or no status)
B-2
- 25. Your Current Immigration Status or Category (for example, B-2 visitor, F-1 student, parolee, deferred action, or no status or category)
Pending Asylum Applicant
- 26. Student and Exchange Visitor Information System (SEVIS) Number (if any)
▶ N-

Information About Your Eligibility Category

- 27. **Eligibility Category.** Refer to the **Who May File Form I-765** section of the Form I-765 Instructions to determine the appropriate eligibility category for this application. Enter the appropriate letter and number for your eligibility category below (for example, (a)(8), (c)(17)(iii)).
(c) (8) ()
- 28. **(c)(3)(C) STEM OPT Eligibility Category.** If you entered the eligibility category (c)(3)(C) in Item Number 27., provide the information requested in Item Numbers 28.a - 28.c.
 - 28.a. Degree
 - 28.b. Employer's Name as Listed in E-Verify
 - 28.c. Employer's E-Verify Company Identification Number or a Valid E-Verify Client Company Identification Number
- 29. **(c)(26) Eligibility Category.** If you entered the eligibility category (c)(26) in Item Number 27., provide the receipt number of your H-1B spouse's most recent Form I-797 Notice for Form I-129, Petition for a Nonimmigrant Worker.
- 30. **(c)(8) Eligibility Category.** If you entered the eligibility category (c)(8) in Item Number 27., have you **EVER** been arrested for and/or convicted of any crime?
 Yes No
NOTE: If you answered "Yes" to Item Number 30., refer to **Special Filing Instructions for Those With Pending Asylum Applications: (c)(8)** in the **Required Documentation** section of the Form I-765 Instructions for information about providing court dispositions.
- 31.a. **(c)(35) and (c)(36) Eligibility Category.** If you entered the eligibility category (c)(35) in Item Number 27., please provide the receipt number of your Form I-797 Notice for Form I-140, Immigrant Petition for Alien Worker. If you entered the eligibility category (c)(36) in Item Number 27., please provide the receipt number of your spouse's or parent's Form I-797 Notice for Form I-140.
▶
- 31.b. If you entered the eligibility category (c)(35) or (c)(36) in Item Number 27., have you **EVER** been arrested for and/or convicted of any crime?
 Yes No
NOTE: If you answered "Yes" to Item Number 31.b., refer to **Employment-Based Nonimmigrant Categories, Items 8 - 9.**, in the **Who May File Form I-765** section of the Form I-765 Instructions for information about providing court dispositions.

Part 2:

**Question 27: find your category using instructions in the toolkit above*

**Questions 28 – 31b: Skip any sections here that do not apply to the EAD category under which you are applying*

**Question 30: If you have ever been arrested or detained in a jail or prison, or charged with a crime, regardless of whether you were guilty or innocent, or ultimately convicted, check "Yes" here and provide a short explanation on p.7. Include approximate dates (month/year) if you can. Provide a certified copy of all arrest reports, court dispositions, sentencing documents, and any other relevant documents. You may want to seek an attorney's opinion before disclosing any criminal records to USCIS.*



Part 3. Applicant's Statement, Contact Information, Declaration, Certification, and Signature

NOTE: Read the Penalties section of the Form I-765 Instructions before completing this section. You must file Form I-765 while in the United States.

Applicant's Statement

NOTE: Select the box for either Item Number 1.a. or 1.b. If applicable, select the box for Item Number 2.

- 1.a. I can read and understand English, and I have read and understand every question and instruction on this application and my answer to every question.
- 1.b. The interpreter named in Part 4. read to me every question and instruction on this application and my answer to every question in , a language in which I am fluent, and I understood everything.
- 2. At my request, the preparer named in Part 5., , prepared this application for me based only upon information I provided or authorized.

Applicant's Contact Information

- 3. Applicant's Daytime Telephone Number
- 4. Applicant's Mobile Telephone Number (if any)
- 5. Applicant's Email Address (if any)
- 6. Select this box if you are a Salvadoran or Guatemalan national eligible for benefits under the ABC settlement agreement.

Applicant's Declaration and Certification

Copies of any documents I have submitted are exact photocopies of unaltered, original documents, and I understand that USCIS may require that I submit original documents to USCIS at a later date. Furthermore, I authorize the release of any information from any and all of my records that USCIS may need to determine my eligibility for the immigration benefit that I seek.

I furthermore authorize release of information contained in this application, in supporting documents, and in my USCIS records, to other entities and persons where necessary for the administration and enforcement of U.S. immigration law.

I understand that USCIS may require me to appear for an appointment to take my biometrics (fingerprints, photograph, and/or signature) and, at that time, if I am required to provide biometrics, I will be required to sign an oath reaffirming that:

- 1) I reviewed and understood all of the information contained in, and submitted with, my application; and
- 2) All of this information was complete, true, and correct at the time of filing.

I certify, under penalty of perjury, that all of the information in my application and any document submitted with it were provided or authorized by me, that I reviewed and understand all of the information contained in, and submitted with, my application and that all of this information is complete, true, and correct.

Applicant's Signature

- 7.a. Applicant's Signature
- 7.b. Date of Signature (mm/dd/yyyy)

NOTE TO ALL APPLICANTS: If you do not completely fill out this application or fail to submit required documents listed in the Instructions, USCIS may deny your application.

Part 4. Interpreter's Contact Information, Certification, and Signature

Provide the following information about the interpreter.

Interpreter's Full Name

- 1.a. Interpreter's Family Name (Last Name)
- 1.b. Interpreter's Given Name (First Name)
- 2. Interpreter's Business or Organization Name (if any)

Part 3:

Question 1b:
Mark "yes" if you are using an interpreter, and note their name in the relevant box. Be sure to include their information in Part 4, beginning below.

Question 7a-7b: Make sure to sign the application next to the black arrow and date the application, too.

Part 4:

*Questions 1a-2: Complete if you are using an interpreter



Part 4. Interpreter's Contact Information, Certification, and Signature

Interpreter's Mailing Address

3.a. Street Number and Name

3.b. Apt. Ste. Flr.

3.c. City or Town

3.d. State 3.e. ZIP Code

3.f. Province

3.g. Postal Code

3.h. Country

Interpreter's Contact Information

4. Interpreter's Daytime Telephone Number

5. Interpreter's Mobile Telephone Number (if any)

6. Interpreter's Email Address (if any)

Interpreter's Certification

I certify, under penalty of perjury, that:

I am fluent in English and , which is the same language specified in Part 3., Item Number 1.b., and I have read to this applicant in the identified language every question and instruction on this application and his or her answer to every question. The applicant informed me that he or she understands every instruction, question, and answer on the application, including the Applicant's Declaration and Certification, and has verified the accuracy of every answer.

Interpreter's Signature

7.a. Interpreter's Signature

7.b. Date of Signature (mm/dd/yyyy)

Part 5. Contact Information, Declaration, and Signature of the Person Preparing this Application, If Other Than the Applicant

Provide the following information about the preparer.

Preparer's Full Name

1.a. Preparer's Family Name (Last Name)

1.b. Preparer's Given Name (First Name)

2. Preparer's Business or Organization Name (if any)

Preparer's Mailing Address

3.a. Street Number and Name

3.b. Apt. Ste. Flr.

3.c. City or Town

3.d. State 3.e. ZIP Code

3.f. Province

3.g. Postal Code

3.h. Country

Preparer's Contact Information

4. Preparer's Daytime Telephone Number

5. Preparer's Mobile Telephone Number (if any)

6. Preparer's Email Address (if any)

Part 4:

**Questions 3a – 7b: Fill out if you are using an interpreter*

**Questions 7a-7b: Make sure the interpreter signs and dates here if an interpreter was used*

Part 5:

Leave this section blank if an attorney is not assisting you with this application.



Part 5

**Questions 7a – 8b: Leave blank if an attorney is not assisting you with this application*

Part 5. Contact Information, Declaration, and Signature of the Person Preparing this Application, If Other Than the Applicant (continued)

Preparer's Statement

- 7.a. I am not an attorney or accredited representative but have prepared this application on behalf of the applicant and with the applicant's consent.
- 7.b. I am an attorney or accredited representative and my representation of the applicant in this case extends does not extend beyond the preparation of this application.

NOTE: If you are an attorney or accredited representative, you may need to submit a completed Form G-28, Notice of Entry of Appearance as Attorney or Accredited Representative, with this application.

Preparer's Certification

By my signature, I certify, under penalty of perjury, that I prepared this application at the request of the applicant. The applicant then reviewed this completed application and informed me that he or she understands all of the information contained in, and submitted with, his or her application, including the Applicant's Declaration and Certification, and that all of this information is complete, true, and correct. I completed this application based only on information that the applicant provided to me or authorized me to obtain or use.

Preparer's Signature

- 8.a. Preparer's Signature
- 8.b. Date of Signature (mm/dd/yyyy)



Part 6. Additional Information

If you need extra space to provide any additional information within this application, use the space below. If you need more space than what is provided, you may make copies of this page to complete and file with this application or attach a separate sheet of paper. Type or print your name and A-Number (if any) at the top of each sheet; indicate the Page Number, Part Number, and Item Number to which your answer refers; and sign and date each sheet.

1.a. Family Name (Last Name)

1.b. Given Name (First Name)

1.c. Middle Name

2. A-Number (if any) ► A-

1	2	3	4	5	6	7	8	9
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3.a. Page Number 3.b. Part Number 3.c. Item Number

3.d.

4.a. Page Number 4.b. Part Number 4.c. Item Number

4.d.

5.a. Page Number 5.b. Part Number 5.c. Item Number

5.d.

6.a. Page Number 6.b. Part Number 6.c. Item Number

6.d.

7.a. Page Number 7.b. Part Number 7.c. Item Number

7.d.

Part 6:

If you need additional space to provide your answers, you can use this page. Write page number, part number and item number before providing your answer, so USCIS knows which question you are answering. If you do not use this page, you do not need to submit it.

If you do use this page, be sure to list your name and "A" number where indicated at the top.



Considerations for EAD Filings and FAQs

1. If I already have an EAD, but am applying under a new category, am I considered filing an “initial” application or a “renewal” application?

An EAD application is considered “initial” if it is the first time the applicant is filing *in that category*. For example, Maria obtained an initial EAD under category (c)(8) while her application for asylum was pending and filed a renewal EAD under category (c)(8) when her application was still pending; now that she was granted asylum, even though she was previously granted EADs in the past, she files an *initial* EAD application under category (a)(5).

2. Can my spouse / minor child get an EAD?

Sometimes. If your spouse/ minor children are in the U.S. and are listed on your asylum application, they may be considered derivative beneficiaries on your application. Certain derivative beneficiaries of asylum applicants who are in the U.S. can qualify for an EAD, even if they do not have their own asylum application pending. The family member must be subject to the same jurisdiction as you. For example, if the asylum applicant’s case is pending before the asylum office, the derivative spouse or minor child is eligible for an EAD only if they are not currently, and were not previously, in removal proceedings (if they do not have a case before an immigration judge); if the asylum applicant’s case is pending before the immigration court, the derivative spouse or child must be also have an active case before the immigration court, and their case must be joined to the principal asylum applicant’s case.

For other EAD categories, your spouse/minor child may need to be eligible for an EAD in their own right. For example, if your entire family has applied for TPS, or was paroled into the U.S., everyone can apply for EADs.

Family members located abroad are not eligible for EADs.

3. How can I show that I am eligible to work without a valid EAD if I am an asylee or refugee?

Refugees and asylees are eligible to work as a result of their status, and they do not need valid EADs to work. They can prove their eligibility to work by showing an employer their “unrestricted” social security card, a state-issued ID, and proof of status (i.e., their I94). However, some refugees and asylees prefer having an EAD, as it also acts as a government issued photo ID. Some refugees and asylees are also afraid that they will lose their jobs if they do not have a valid EAD. Some still face problems with their employers without an EAD, as many employers are used to seeing EADs (as opposed to other documents) as proof of an employee’s lawful immigration status.

4. How do I submit payment for the filing fee?

An EAD applicant may pay the filing fee with a money order, a personal check, or cashier's check. If the fee is paid by check or money order, it must be made payable to: "U.S. Department of Homeland Security." We recommend writing your name and A# on the Memo line of the check, as well.

If you are submitting your application at a USCIS Lockbox facility, you may also pay by credit card using [Form G-1450, Authorization for Credit Card Transactions](#). Note that Service centers are not able to process credit card payments.

Filing fees and biometrics fees are non-refundable, regardless of what action USCIS takes on the application.

5. I am applying for (or applied for) Adjustment of Status – am I eligible for an EAD under category (c)(9) – Pending Adjustment of Status?

EAD category (c)(9) is for individuals who qualify to adjust status under a specific section of the law - section 245 of the Immigration and Nationality Act. It includes Special Immigrants (Afghan Allies, or Special Immigrant Juveniles), or individuals who are the beneficiaries of approved family or employment-based immigrant visa petitions (I-130s or I-140s).

Refugees and Asylees qualify to adjust status under a *separate* section of the law, so they do not file EADs under category (c)(9).

If you are filing for an EAD renewal as a refugee or asylee who has a pending I-485, Adjustment of Status application, you should apply under category (a)(3) [refugees] or (a)(5) [asylees], as applicable. Review the I-765 Instructions [available here](#), for more information.

6. How can I prove that my income is at or below 150% of the federal poverty guidelines to qualify for the fee waiver?

If you filed your income taxes, either using your valid Social Security number or a Tax I.D. Number (ITIN), including a copy of your most recent tax returns is an easy way to prove income. Consider including copies of your most recent paystubs or proof of unemployment benefits, especially if filing later in the calendar year (when last year's tax returns may be outdated). Other potential evidence might include copies of your bank account information or a letter from your employer.

7. When should I file my application to renew my EAD?

EAD Applicants in certain categories benefit from an automatic extension of their EAD validity. Under a temporary policy, their EADs will be extended for 540-days if the EAD renewal application is filed *prior to* the expiry of their current EAD. Nonetheless, we do recommend filing an application to renew an EAD six (6) months before your current document expires, due to

extraordinary delays in USCIS processing times, to mitigate the chances of facing a lapse in employment authorization. For applicants whose EAD-eligibility category does not provide an automatic extension, we recommend filing to renew the EAD no later than 6 months before the current EAD expires.

8. Will my social security card be “restricted”? How do I qualify for an “unrestricted” social security card, and how can the social security card be changed?

Individuals whose employment authorization is dependent on holding a valid EAD (like parolees, or individuals with asylum applications pending) will be issued a “restricted” social security card with the words “VALID FOR WORK ONLY WITH DHS AUTHORIZATION” printed on it. As noted above, several categories of EAD-holders may only work *if* they have a valid EAD, and *so long as* the EAD is unexpired.

In contrast, some individuals are eligible to work in the U.S. based on their immigration status, and independent of their EAD, like refugees and asylees. These individuals, as well as green card holders, are entitled to “unrestricted” social security cards, which will not bear the “VALID FOR WORK ONLY WITH DHS AUTHORIZATION” language. If and when an individual changes their status (for example, from asylum-seeker to asylee, or from adjustment applicant to green card holder), they may return to the social security office with their proof of status and request that a new, unrestricted card be issued.