

E-3D spouses may apply to the US Citizenship and Immigration Services (USCIS) for permission to work in the US.

- All applications for the Employment Authorization Document (EAD) must be submitted to USCIS.
- **The USCIS can take 2 to 3 months to process the EAD. E-3D's work may begin only after the E-3D has received the approved EAD card and during the EAD validity period.**
- E-3D holders can only apply for work permission after they have entered the US in E-3D status or have successfully changed their visa status to E-3D within the US.
- They are valid for any kind of full-time or part-time employment for the period stated on the card as long as the E-3 employee is maintaining status.
- To apply for an EAD extension, follow the same instructions below. Processing time for renewals is also 2 to 3 months.

Application Materials

To apply for E-3D work permission, you need the following:

- **Completed USCIS Form I-765** with "(c) (5) ()" noted in section 16.
- Copies of both **E-3's and E-3D's**
 - I-94
 - Entry Visa used for last entry into the U.S. (except for citizens of Canada and Bermuda)
 - I-797 Approval Notices, if any
 - Copies of the identification pages of both passports, including the photo page
- **I-765 Application Fee**, payable to the U.S. Department of Homeland Security
- Two identical **color passport style photographs**.
 - Immigration regulations require that your head be uncovered unless you wear a headdress for religious reasons.
 - Print your name lightly in pencil on the back of the photos.
- If you have applied for an EAD before, copies of your previous EAD card(s) - front and back
- A letter stating why income is necessary. See the Sample cover letter below.
- To send your application, see the Mailing Instructions below.

Social Security and Taxes

Anyone who earns money in the United States must have a social security number for taxpayer identification purposes. **You may apply for a social security number only after you have received your EAD card.** E-3D holders are subject to social security taxes, federal income taxes and, where applicable, state and local income taxes.

Sample Cover Letter

[Your address]

[Date]

USCIS

[refer to the address under Mailing Instructions]

Dear Sir or Madam:

With this letter, I am applying for employment authorization on the basis of my E-3D status. I am the dependent [husband or wife] of [name], a E-3 employee at the University of Pennsylvania.

I want to work because [reason for employment]. (Please remember that income from employment is to be used to support the family's customary recreational, educational and cultural activities and related travel.)

I declare that the money I earn will be used for cultural, recreational, and related travel activities and will not be used to support the E-3D.

Sincerely,

[E-3D signature]

[E-3D name]

Application Mailing Instructions

- Before mailing, **make a photocopy of the completed application for your records.**
- Staple the check and envelope with photos to the form I-765 and place on top.
- Mail the application to the USCIS Service Center which has jurisdiction over the address you listed on the I-765 in item 3.

The USCIS “Dallas Lockbox” filing location is applicable to the following states and territories:

Pennsylvania, New Jersey, Alabama, Arkansas, Connecticut, Delaware, District of Columbia, Florida, Georgia, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Mississippi, New Hampshire, New Mexico, New York, North Carolina, Puerto Rico, Rhode Island, South Carolina, Oklahoma, Tennessee, Texas, Vermont, Virginia, U.S. Virgin Islands, or West Virginia.

US Postal Service Address	Express Mail & Courier Services
USCIS	USCIS
P.O. Box 660867	ATTN: AOS
Dallas, TX 75266	2501 S. State Highway 121 Business
	Suite 400
	Lewisville, TX 75067

If the state you put on form I-765 in item 3 is not in this list, refer to the mailing instructions in the I-765 Instructions.

People filing at the lockbox can **sign up to receive an email and/or text message confirming that the application was accepted** by adding Form G-1145 as the first page of the EAD application.

Finally, we recommend that you mail your application by express mail such as Federal Express or UPS, or by Certified Mail, Return Receipt Requested, so you will have a record of its delivery.