

SELF HELP GUIDE FOR WORK AUTHORIZATION BASED ON PAROLE

Applying for an Employment Authorization Document (EAD) using Form I-765, Application for Employment Authorization on your own may seem daunting. However, we have confidence that with a little guidance and knowledge from us, you will be able to do this without a problem. Over the next few pages, we will show you how you can do this on your own by mail.

This guide is specifically for individuals who were **paroled into the United States**. (Being paroled from ICE custody does not count.) There are a few ways to determine if you were paroled *into* the United States.

- (a) You entered following an appointment with the CBP One™ App and have a digital I-94.
- (b) You received a paper-based I-94 stamp with the word PAROLE.
- (c) You entered with humanitarian parole after either Form I-131, Application for Travel Document or Form I-134A, Online Request to be a Supporter and Declaration of Financial Support was filed on your behalf
- (d) You have other documentation, like your Notice to Appear, clearly indicating that you were paroled into the United States.

See the appendix for examples for each of these documents demonstrating parole. Assuming you have at least one of these documents, you are likely eligible to apply for an EAD that will be valid until the expiration of your parole. Your parole document should indicate the expiration date. Keep in mind that it can take months for U.S. Citizenship and Immigration Services (USCIS) to adjudicate your application.

Step 1: Collect documents

You will need a few documents. These include:

- Parole document. See Appendix for examples.
- Current photo identification. This could be your passport, driver's license, state ID, or even, I-220A, Order of Release on Recognizance. If you do not have photo identification, include a copy of your birth certificate, along with a translation.
- Form I-765, Application for Employment Authorization. Please print this single-sided from the USCIS website at www.uscis.gov/i-765. Do not use previous editions as USCIS will not accept those.
- Two, 2" x 2" passport photos. You can have your photo taken at almost any pharmacy or big box store (e.g. CVS, RiteAid, Wal-Mart, Target, etc.).
- Payment. See page three.

Step 2: Accurately complete Form I-765, Application for Employment Authorization

Form I-765, Application for Employment Authorization asks several questions. Do your best to answer these questions as truthfully and completely as possible. This guide relies on Form I-765, Edition 08/28/2024. The edition date is located in the bottom left corner of the Form. You can type your answer in a PDF, write your answer using a black pen, or have a hybrid application that is typed in some fields and handwritten in others.

In Part 1, check the box next to 1.a. "Initial permission to accept employment."

In Part 2, the form asks for additional information about you.

- Please include all variations of names that you have used for legal purposes, including misspellings.
- For your mailing address, please make sure to use a secure address as this will be where USCIS mails you correspondence, including the EAD. If you expect to move within the next three to twelve months, please use an address where you will be able to retrieve mail, even after your move.

- You probably already have Alien Registration Number (A-Number). This may be called a File Number on your immigration documents. It is typically nine digits, likely beginning with the number 2.
- Skip USCIS Online Account Number
- Answer the questions about your gender and marital status
- Check “No” to Question 12 if this is the first time you are applying for Employment Authorization in the United States
- Assuming this is the first time you are applying for Employment Authorization in the United States, you will also need to check “No” to Question 13.a. about the Social Security Administration issuing you a number previously.
- Check “Yes” to Questions 14 and 15.
- Add your parents’ full names in Questions 16 and 17, along with your country/countries of nationality to Question 18
- Answer the questions about where and when you were born in on page three.
- In the section labeled *Information About Your Last Arrival in the United States*, please keep in mind
 - Question 21a. Form I-94 Arrival-Departure Record Number (if any).
 - If you entered using the CBP One™ App or after an I-131, Application for Travel Document on the basis of humanitarian parole was approved, you will have an I-94. To find this, please visit <https://i94.cbp.dhs.gov>
 - It is also possible that you received a paper I-94 with a parole stamp.
 - If you do not know or cannot find your I-94 after, leave this blank or write “unknown”
 - Questions 21b-21e. Please complete, where applicable, to the best of your ability. Generally, if you have a passport, you do not also have a travel document, and vice versa.
 - Question 22. The entry date will be on your I-94. Or you may just remember it.
 - Question 23. If you do not recall the exact location, please complete to the best of your ability. Even writing just a state is sufficient. Of course, if you don’t know or cannot recall, you can leave it blank.
 - Question 24. Your current immigration status is “parolee”
 - Question 25. Your current immigration status is also “parolee” unless your parole has expired. If parole expired, you are NOT eligible for an Employment Authorization Document based on parole right now.
 - Question 26. Skip.
- In the section labeled *Information About Your Eligibility Category*, please keep in mind
 - Question 27. Please write in (c)(11)() the basis for why you are eligible
 - You can skip the remaining questions in this section

Information About Your Last Arrival in the United States

21.a. Form I-94 Arrival-Departure Record Number (if any)

21.b. Passport Number of Your Most Recently Issued Passport

21.c. Travel Document Number (if any)

21.d. Country That Issued Your Passport or Travel Document

21.e. Expiration Date for Passport or Travel Document (mm/dd/yyyy)

22. Date of Your Last Arrival Into the United States, On or About (mm/dd/yyyy)

23. Place of Your Last Arrival Into the United States

24. Immigration Status at Your Last Arrival (for example, B-2 visitor, F-1 student, or no status)

25. Your Current Immigration Status or Category (for example, B-2 visitor, F-1 student, parolee, deferred action, or no status or category)

26. Student and Exchange Visitor Information System (SEVIS) Number (if any) N-

You have done the hard work. Now, let’s finish up with Part 3.

- Please select whether you understand English OR used an interpreter in Question 1.a., 1.b.

- Add your phone number to Question 3
- Sign in the box in Question 7a and date in box 7b
- If you used an interpreter, that person must complete Part 4
- If there is any information that you were unable to fit in the first pages of the application, you can supplement on the final page. For example, you might have used multiple names that don't fit in Part 2

Step 3: Assemble your I-765, Application for Employment Authorization packet, with a cover letter

Your goal, in every interaction with USCIS, is to make it as easy as possible for the officer reviewing your filing to agree with you. That is why we encourage you to create and include a cover letter. This will not only help the officer agree that you are eligible for employment authorization, but also help you organize your documents. Before we get to the cover letter, let's discuss the fee.

Fee

USCIS charges a fee to process these applications in almost all circumstances. The easiest way to determine the appropriate fee is to use the USCIS fee calculator, available at <https://www.uscis.gov/feecalculator>. For parole-based applications, the fee is \$520. The fee can be paid by

- (i) check, payable to the Department of Homeland Security;
- (ii) money order, payable to the Department of Homeland Security; or
- (iii) credit/debit card using Form G-1450, Authorization for Credit Card Transactions. This form can be found on the USCIS website at <https://www.uscis.gov/g-1450>

SAMPLE COVER LETTER

<p>DATE</p> <p>USCIS ADDRESS [SEE BELOW]</p> <p>Re: Your name (A### ### ##) I-765, Application for Employment Authorization</p> <p>Dear Officer</p> <p>I hope this packet finds you well. I am applying for employment under 8 CFR 274a.12(c)(11) as a parolee. Enclosed, please find the following items:</p> <ul style="list-style-type: none"> (1) Fee (2) I-765, Application for Employment Authorization (3) Copy of my identification (4) Copy of evidence showing that I was paroled into the United States (5) Two passport-sized photos <p>Should this filing be insufficient, please allow me to supplement before reaching a final decision. Thank you in advance for your assistance.</p> <p>Sincerely,</p> <p>[signature] Your name</p>

As you see on the previous page, the last item to include are two passport-sized photos. You can obtain those at almost any pharmacy or big box retailer (e.g. CVS, Walgreens, Wal-Mart, Target, Meijer, etc.)

Step 4: Photocopy

Photocopy the entire packet for your own records. Note that USCIS cannot easily process double-sided filings so if you have this prepared as a double-sided document, photocopy to single-sided and submit the single-sided version. No staples.

Step 4: Mail

Mail your packet to the address listed on the USCIS website section, Direct Filing Addresses for Form I-765, Application for Employment Authorization: <https://www.uscis.gov/i-765-addresses>. We recommend that you use some form of tracking to confirm that your packet arrived. A receipt from USCIS can take anywhere from one to twelve weeks.

Right now, the addresses for (c)(11) filings are as follows:

If you live in:	U.S. Postal Service	FedEx, UPS, DHL
Texas	USCIS Attn: AOS P.O. Box 650288 Dallas, TX 75265-0288	USCIS Attn: AOS (Box 650288) 2501 S. State Hwy. 121 Business Suite 400 Lewisville, TX 75067-8003
Delaware, Georgia, Indiana, Iowa, Kansas, Maryland, Michigan , Mississippi, Missouri, Nebraska, North Carolina, North Dakota, Pennsylvania, South Dakota, Virginia, West Virginia, Wisconsin	USCIS Attn: AOS P.O. Box 4109 Carol Stream, IL 60197-4109	USCIS Attn: AOS (Box 4109) 2500 Westfield Drive Elgin, IL 60124-7836
Alabama, Arizona, Arkansas, Colorado, Idaho, Kentucky, Louisiana, Montana, Nevada, New Mexico, Oklahoma, Tennessee, Utah, Wyoming	USCIS Attn: AOS P.O. Box 20500 Phoenix, AZ 85036-0500	USCIS Attn: AOS (Box 20500) 2108 E. Elliot Rd. Tempe, AZ 85284-1806
Alaska, California, Commonwealth of the Northern Mariana Islands, Connecticut, District of Columbia, Florida, Guam, Hawaii, Illinois, Maine, Massachusetts, Minnesota, New Hampshire, New Jersey, New York, Ohio, Oregon, Puerto Rico, Rhode Island, South Carolina, U.S. Virgin Islands, Vermont, Washington	USCIS Attn: AOS P.O. Box 805887 Chicago, IL 60680	USCIS Attn: AOS (Box 805887) 131 S. Dearborn St., 3rd Floor Chicago, IL 60603-5517

APPENDIX

(a) I-94 via CBP website



Most Recent I-94

Admission (I-94) Record Number : ██████████
 Most Recent Date of Entry: 2023 September 23
 Class of Admission : DT
 Admit Until Date : 09/21/2025
 Details provided on the I-94 Information form:

Last/Surname : ██████████
 First (Given) Name : ██████████
 Birth Date : ██████████
 Document Number : ██████████
 Country of Citizenship : Cuba

(b) Paper-based I-94

DEPARTMENT OF HOMELAND SECURITY
U.S. Customs and Border Protection

UNITED STATES OF AMERICA

PAROLED

Until Sept 30, 2021
 Purpose: DT

9/21/21 HOU 2995
 (Date) (Location) (Officer)

U.S. DEPARTMENT OF HOMELAND SECURITY

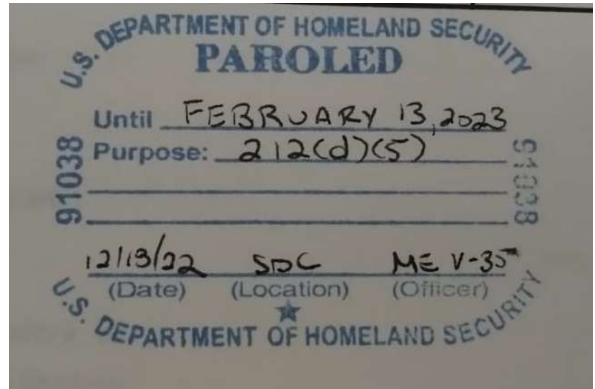
18 Family Name: ██████████
 19 First (Given) Name: ██████████
 21 Birth Date (DD/MM/YY): ██████████

20 Country of Citizenship: AFGHANISTAN

(c) Parole stamp in passport



(d) Paper parole stamp



(e) Notice to Appear

DEPARTMENT OF HOMELAND SECURITY
NOTICE TO APPEAR

In removal proceedings under section 240 of the Immigration and Nationality Act: Event No: ██████████
 Subject ID: ██████████ FIN #: ██████████ File No: ██████████
 SIGMA Event: ██████████ DOB: ██████████
 In the Matter of: ██████████

Respondent: ██████████ currently residing at:
 ██████████ UNITED STATES OF AMERICA
 (Number, street, city, state and ZIP code) (Area code and phone number)

You are an arriving alien.
 You are an alien present in the United States who has not been admitted or paroled.
 You have been admitted to the United States, but are removable for the reasons stated below.

The Department of Homeland Security alleges that you:
 1. You are not a citizen or national of the United States;
 2. You are a native of Mexico and a citizen of Mexico;
 3. On or about May 28, 2023, you applied for admission into the United States of America at the San Luis, Arizona Port of Entry;
 4. You are an immigrant not in possession of a valid unexpired immigrant visa, reentry permit, border crossing card, or other valid entry document as required by the Immigration and Nationality Act;
 5. On May 28, 2023, you were **paroled** into the United States of America Pursuant to Section 212(d)(5) of the Immigration and Nationality Act.