



TOOLKIT

EMPLOYMENT



In this toolkit, you will find information regarding employment for your sponsored family. Please note that employment benefits and eligibility are different depending on the status of family members. People who arrive with refugee status are eligible to work right away. Those who arrive with Humanitarian Parole status are sometimes eligible to work immediately, but not in every case. Asylum seekers are required to apply for work authorization. They must wait five months after filing their asylum application to apply and may wait a year or longer after arrival before receiving work authorization. You can verify work authorization eligibility with our staff.

Employment is an opportunity for newcomers to achieve financial security, stability, and connection to their community. These benefits, as well as the need for income, make employment a priority for community sponsors and newcomers alike.

Initial Job Search

Welcome Circles can begin the job search even before newcomer arrival by noting some of the employment opportunities available in their area, especially those that might be a good opportunity for English language learners. Do an inventory with your group and a wider network for available jobs. Personal relationships and connections with employers are more likely to lead to an interview than online applications. Sponsors and newcomers can investigate opportunities listed on websites such as [Indeed.com](#) or [Craigslis.com](#). Many cities also have [CareerOneStop](#) job centers that may have listings of job opportunities.

Application Support


In addition to assisting with online job search and application, you can walk with the newcomer to any possible employment locations convenient to the newcomer's home. You can then inquire about job opportunities. If the jobs request resumes, you can assist the newcomer in designing one. If the newcomer has no formal work history, help them think of transferable skills by asking if they took care of children, spent time sewing, or coached youth in a sport. Sponsors will find these resources helpful:

 [10 Resume Tips for Getting a Job in the U.S. \(USAHello.org\)](#)

 [Resume Review Checklist \(UpwardlyGlobal.org\)](#)

Documentation

Refugees are fully authorized to work from their arrival in the U.S. They can demonstrate this by completing an I-9 form even before they receive an Employment Authorization Document (EAD) or social security card. The form I-94 is proof of work authorization. See also these resources:

 [I am a refugee or asylee . . . How do I show my employer that I am authorized to work in the U.S.? \(USCIS.gov\)](#)

 [Employment Authorization Documents \(SwitchboardTA.org\)](#)

Interview Support

You can ask the newcomer if they would like help preparing for a job interview. If yes, you can focus on practices such as smiling and good interview dress. You can practice key phrases like “Thank you for the interview,” or “I see this job as an opportunity to contribute.” Offer to do a practice interview if they would like.

Job Support

Once a newcomer has found their first job, offer essential job support. This can be going with them to purchase work clothing, supplies, backpack for bus trip, or lunch bags or water bottles. You may also want to practice the public transit ride from home to work and back. Write down the work address, phone, and the names of supervisors and co-workers. Talk about examples of good work etiquette in the U.S. such as showing up on time, letting a supervisor know if they have to miss work for an illness, and not using a cell phone while working. Make sure they know how to access their work schedule as sometimes they are posted at the work site and sometimes they are online. These supports can contribute to job success.

Managing Expectations

If the initial job opportunities do not align with the newcomer’s skills or interests, discuss some of the benefits of initial employment such as earning income, achieving some stability, and having a positive reference for other work. It can be helpful to remind the newcomer that their first job will likely not be their last job.

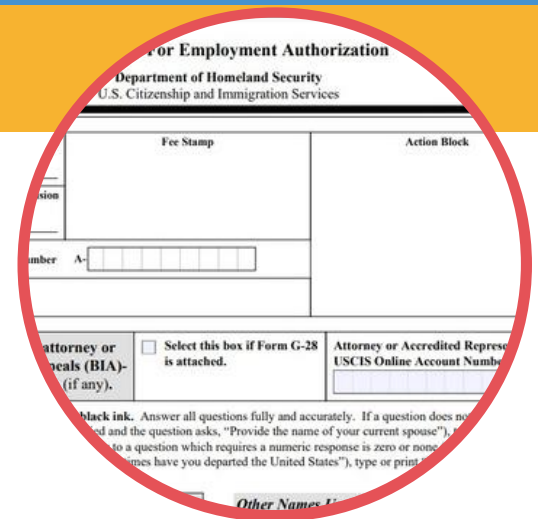
Future Employment

While most newcomers engage in an entry-level job upon arrival, Welcome Circles can support newcomers’ plans and goals for future employment. If the newcomer has worked in a specific field, you may help them research recertification in the U.S. and applicable courses of study at schools, universities or community colleges. See if you can connect them with a community member in the same field that may be able to keep in touch with them in months and years to come. This person can serve as a career mentor or coach after your sponsorship period has ended and as the newcomer pursues career goals. Upwardly Global works to support immigrants and refugees with international credentials to restart their careers in the U.S. You will find their [Career Coaching and Digital Resources](#) helpful.

Applying for Work Authorization

Below are some tips to guide you as you fill Form I-765.

Parolees are not permitted to seek or obtain employment in the United States unless and until USCIS has approved their Employment Authorization Application (EAD). Therefore, upon arrival to the US, apply for your EAD and a social security number (SSN). Be sure to follow the direct filing instructions for Form I-765. You can apply for your SSN and card (SSN card) on the same application form you will use to apply for permission to work legally in the US.



At a Glance

Processing time: The estimated time for this application may vary. Refer to <https://egov.uscis.gov/processing-times> for updates on processing time.

Employment Authorization Document: The EAD is the card issued as evidence that the holder is authorized to work in the United States.

Who Applies: Every person in the household who intends to seek employment in the U.S. should apply for an EAD. Even individuals - like minor children - who do not intend to seek employment may want to apply for an EAD to receive a US government-issued ID document, and a social security number.

Filing Fee: The application fee is \$410. You may request a fee waiver by submitting Form I-912 (Request for Fee Waiver), along with Form I-765 and all supporting documentation.

Ensure you have the following for the application:

1. A copy of your Form I-94, Arrival/Departure Record, your passport or other travel document, Form I-765 (signed and dated by the applicant), and Form I-912 (if seeking a fee waiver).
2. A copy of your last Employment Authorization Document (EAD) (if applicable).
3. Two identical passport-style photographs, 2 in. X 2 in.
4. Form G-28 (if you are represented by an attorney or accredited representative).



FILLING THE FORM

Once you have *created your online account* with USCIS, you will be asked to begin the form. First, you will be asked if you are an applicant/petitioner or a legal representative. If you are the person serving as a sponsor, then you should select the first option.

Account Type

Select an account type:

I am an applicant, petitioner, or requestor.

- USCIS only offers certain benefit types for online filing. Please refer to uscis.gov for further guidance.
- You may use this account type to file Form I-134 as an individual agreeing to financially support a beneficiary.
- You cannot file an H-1B Registration with this account type.

I am a Legal Representative.

- I am an attorney eligible to practice law in the United States.
- I am an accredited representative of a qualified organization that is recognized by the Department of Justice in accordance with 8 CFR part 1292.

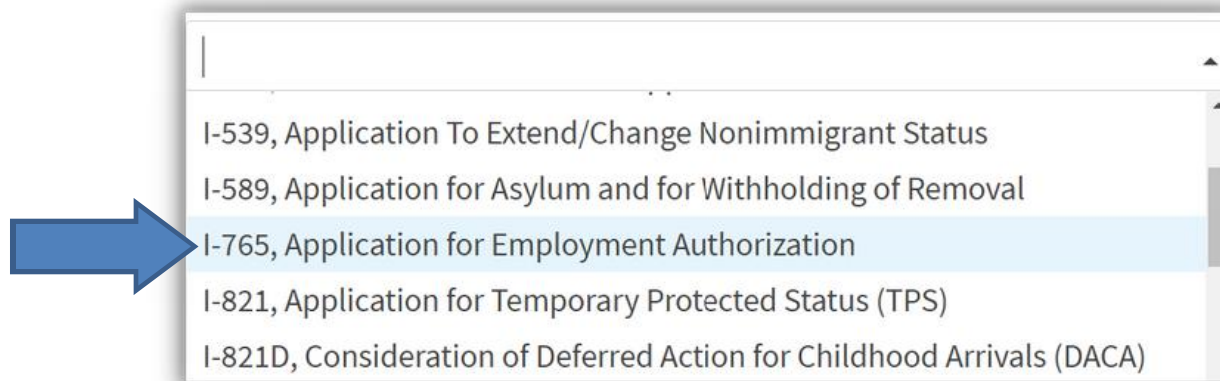
[Submit](#)

You will be taken to a page where you can begin your online form:



FILLING THE FORM (CONTINUED)

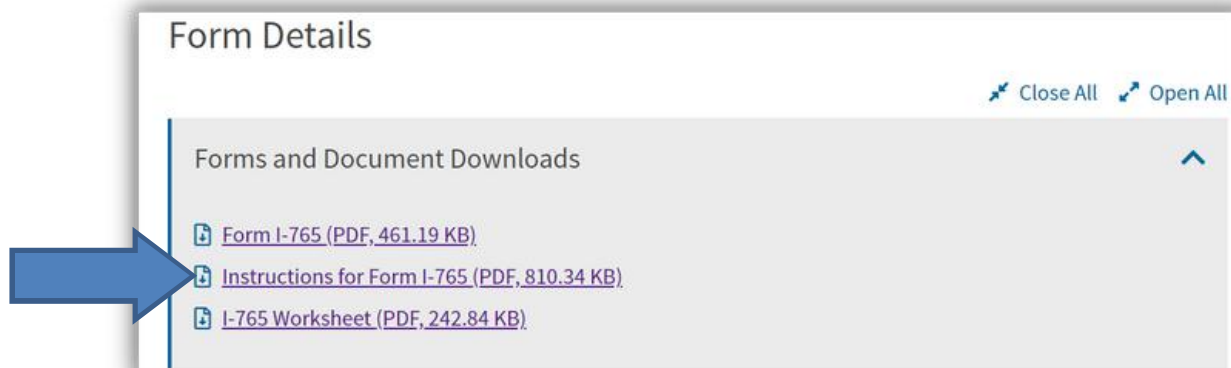
Select I-765 from the dropdown menu:



And then click “Start Form” at the bottom of the page. Follow directions to complete the form. You will be asked to fill out basic demographics.

These questions will also include reason for applying, details around your last arrival to the US, eligibility category, address, and contact information.

Additional instructions can be found [here](#), towards the end of the page.



FILLING THE FORM (CONTINUED)

To receive a Social Security card, indicate "Yes" on question 14 & 15.

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.**

Humanitarian Parolees are under (c)(11). More details can be found on the USCIS website, [on page 17 #5 of the Instructions for Form I-765 document.](#)

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)).

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FREQUENTLY ASKED QUESTIONS

Q: Can I apply for a waiver? Yes, you may request a fee waiver. If seeking a waiver, it cannot be filed online. It must be a hard copy.

Submit Form I-912 (Request for Fee Waiver) with your Form I-765 and all supporting documentation. Provide a detailed explanation of your inability to pay the fees.

Q: Can I file for my SSN AND EAD at the same time? Yes. If USCIS approves your application to work in the U.S. and you completed the section on the application to request an SSN card, then USCIS will send SSA the data needed to issue your SSN card. If you already have an SSN and you requested an SSN card on the I-765 application, you will just be issued a replacement SSN card.

Q: I don't have my I-94. How do I get it? You may print your I-94 by visiting <https://i94.cbp.dhs.gov/I94/#/recent-search>.

You will need to enter your passport information on this site in order to get your I-94.

Q: Why was my application denied? If USCIS denies the application, it will explain in the denial notice. Typically, if there is a document missing or an error on the form, you, the applicant, can correct the issue and file again. But, you will need to either pay the filing fee again or seek a fee waiver.

Q: When will I receive my work authorization? The estimated time for this application may vary. Refer to <https://egov.uscis.gov/processing-times> for updates on processing time.

Q: I filed the I-765, now what? Once USCIS has received and begun processing your application, they will issue a receipt notice on Form I-797C. If you do not receive a receipt notice within 6 weeks of filing, you may want to call the USCIS Customer Service Hotline, or refile your application.

Where is my A-number or alien registration number? If you are with Uniting Ukraine, it will be printed on your Travel Authorization.

Sources & Other Resources: [Boundless](#), [Catholic Legal Immigration Network, Inc.](#), [International Rescue Committee](#), [HIAS](#), [Nova Ukraine](#), [United States Citizenship and Immigration \[1, 2, 3, 4\]](#) and [Welcome.US](#).





EMPLOYMENT RESOURCES

Application for Employment Authorization (EAD) I-765

Website: <https://www.uscis.gov/i-765>

Guidance for filling out the form, found at:

<https://justiceforimmigrants.org/wp-content/uploads/2022/08/I-134-FAQ.pdf>

Video Tutorial for Essential Documentation: Social Security Card, Employment Authorization Document, and State ID

Website: <https://refugeewelcome.org/resources/essential-documentation-social-security-card-employment-authorization-document-and-state-id/>

TRAC Associates

Phone: 206-443-9999

Website: <http://www.tracassoc.com/contact-us.html>

Partner in Employment

Phone: 206-429-3824

Website: <https://partnerinemployment.org/contact-us/>