

J-2 Dependents Work Permission

Application Instructions:

The J-2 will apply for employment authorization using the form I-765 (<https://www.uscis.gov/i-765>).

The following documents are required. The Office of Global Engagement can review documents and form prior to mailing.

1. Complete **Form I-765**.
2. Money order for \$410 payable to: **Department of Homeland Security**.
3. Copy of I-94 of both J-1 and J-2 exchange visitors.
4. Your last Employment Authorization Document (EAD card) if you have one.
 - a. Or Photocopy of Passport and Visa of J-2.
5. 2 color photos.
 - a. See I-765 instructions for specifications.
6. J-2 Dependent writes a letter* to Department of Homeland Security indicating **ALL** of the following (see the sample letter):
 - a. Why employment is desired. (Should include expenses for recreation, cultural activities, and related travel).
 - b. State income for employment will be used **ONLY** for support of J-2 and dependents.
7. Photocopy of J-1 exchange visitor's DS-2019.

Mail all the above documents to DHS via certified mail. DHS will mail you a Form I-797 receipt notice. If approved, your Employment Authorization Document (EAD) will be mailed to you. Approximate time to obtain permit is six to eight weeks. Once you receive your EAD please send a copy to the OGE for our records.

Address for Mailing: US Department of Homeland Security
US Citizenship and Immigration Services
USCIS Phoenix Lockbox
PO BOX 21281
Phoenix, AZ 85036-1281

Please Note:

1. J-2 cannot accept employment until the EAD is received from DHS.
2. **DHS will grant work authorization for the duration of the J-1 principle's authorized stay as indicated on the DS-2019 or for a period of 1 year, whichever is shorter.**
3. Employment authorization is valid only if the J-1 is maintaining status.
4. Additional periods are possible if the J-1 principle has been granted an extension of program of study or J-related employment.
5. Social Security (FICA), federal and state income taxes **will be deducted** from the earnings of the J-2.

Sample Letter

[Your name]
[Your street address]
[Your city, state and zip code]

[Date]

District Director
US Department of Homeland Security
US Citizenship and Immigration Services
Nebraska Service Center
PO BOX 87765
Lincoln, NE 68501-7765

Dear Sir or Madam,

I would like to apply for J-2 work permission. I understand that my earnings are not allowed to be used to support my J-1 spouse. Attached you will find evidence showing funding to support my spouse's J-1 exchange visitor program.

Sincerely yours,

[Your signature]

[Your name]