J-2 EMPLOYMENT AUTHORIZATION APPLICATION INSTRUCTIONS

J-2 visa holders (dependents of J-1’s) are eligible to apply for employment authorization from the U.S. Citizenship and Immigration Services (USCIS). The information in this handout outlines the conditions and procedures needed in order to submit an application. Contact an international student or scholar advisor if you have any questions.

Conditions:
- Valid J status for both the J-1 and J-2 dependent, as shown on the I-94 departure records
- Income may not be used to support the J-1
- Employment may begin only after receiving the EAD (Employment Authorization Document) from USCIS
- The EAD is valid for any kind employment (full-time, part-time)
- USCIS generally authorize J-2 employment for one year or up to the expiration date of the J-1 visa holder’s DS-2019. Permission to work ends on the expiration date shown on the EAD and is valid only as long as the J-1 is maintaining status.

Application Procedure:
To apply for an employment authorization document, you will need to compile the following documents:
- Form I-765: Copies of this form are available in our office and at https://www.uscis.gov/i-765. Type the fillable pdf form online, and then print and sign it. This helps with accuracy when the Lockbox scans your application. The code for item #16 is (c)(5)
- Two color passport photos (see attached instructions)
- A copy of the J-1 exchange visitor’s DS-2019 form and the J-2 dependent’s DS-2019 form
- A copy of the J-2 dependent’s I-94 AND the J-1 exchange visitor’s I-94 record https://i94.cbp.dhs.gov/I94
- A copy of the J-2 dependent’s passport identification page and expiration or renewal date, if applicable
- A copy of the J-2 dependent’s visa page
- A copy of any previously issued employment authorization document(s)
- $380* check or money order made payable to the Department of Homeland Security (DHS). *USCIS has proposed to raise this fee to $410 effective July 2016.
- A letter written by the J-2 dependent to the USCIS requesting work permission. You need to demonstrate that the J-1 Exchange Visitor has adequate funds for his or her own support without your employment. You may seek employment to support the family’s customary recreational and cultural activities and related travel, among other things.

Mail all of the necessary documents to the USCIS Phoenix Lockbox at: USCIS, P.O. Box 21281, Phoenix, AZ 85036**
Keep copies of all documents sent and track your application by using certified mail and return receipt through the US Post Office. Also include the E-Notification of Application/Petition Acceptance (Form G-1145 at http://www.uscis.gov/g-1145 which you attach to the front of your application to get email or text notification). Allow 2-4 months processing time. **For the address for express mail, visit https://www.uscis.gov/i-765-addresses#Lockbox%20Addresses.
To check the status of your application, visit the USCIS Case Status Service at https://egov.uscis.gov/cris/Dashboard.do.

Authorization to Work: When you begin work, your employer will ask you to complete an I-9 form, which requires you to document your employment authorization. Your EAD is acceptable proof of your identity and your permission to work. To be eligible for payment for your employment, you will need to apply for a social security card. Information about social security cards is available on the OIS website at http://international.oregonstate.edu/isas/forms-and-documents. The earnings of J-2 dependents are subject to applicable federal, state and local taxes. You must file an income tax return with the Internal Revenue Service (IRS) by April 15, covering the prior calendar year.

If you wish to renew your EAD, you will need to submit a new application (following the procedures above) and allow 2-4 months processing time. You must have a valid EAD to continue working. When you receive the new EAD, you will need to update the I-9 form with your employer.