

J-2 EMPLOYMENT AUTHORIZATION APPLICATION INSTRUCTIONS

J-2 visa holders (dependents of J-1s) are eligible to apply for employment authorization from the U.S. Citizenship and Immigration Services (USCIS). The Employment Authorization Document (EAD) is valid for any kind of employment (full-time or part-time). The information in this handout outlines the conditions and procedures needed in order to submit an application. Please contact an International Student Advisor at OIS.Student@oregonstate.edu or an International Scholar Advisor at OIS.Scholar@oregonstate.edu 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
- USCIS generally authorizes J-2 employment for one year or to the expiration date of the J-1 visa holder's DS-2019. Permission to work ends on the expiration date on the EAD and is valid only as long as the J-1 is maintaining status.

Application Procedure:

Always refer to <https://www.uscis.gov/i-765> for the most up-to-date requirements. The following documents are currently listed as requirements:

- Form G-1145: <https://www.uscis.gov/g-1145> (To receive a text or email receipt notification)
- Form I-765: <https://www.uscis.gov/i-765> Type the fillable pdf form online and then print it. This helps with accuracy when the Lockbox scans your application. The code for item #16 is (c)(5). **Don't forget to sign!**
- 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)
- Check or money order made payable to the Department of Homeland Security (DHS). The current fee amount for the I-765 application can be found here: <https://www.uscis.gov/i-765>
- 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 recreational and cultural activities and related travel, among other things.

Mail all of the necessary documents to the appropriate USCIS Lockbox:

View this website to determine where to mail the application materials: <https://www.uscis.gov/forms/forms-information/uscis-phoenix-and-dallas-lockbox-facilities>

The mailing address you use depends on the address you put in field #3 of the I-765 form and your mailing method. The USCIS Lockbox Facility will forward your application to the correct USCIS Service Center for processing. Keep copies of all documents you send. If using the U.S. Postal Service, request mail tracking or use certified mail with a return receipt. Allow 2-4 months processing time. To check the status of your application, visit the USCIS Case Status Service at <https://egov.uscis.gov/casestatus/landing.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/ois/employment/>

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.

Taxes: 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.

PHOTOGRAPH SPECIFICATIONS

You are required to submit two passport-style photos to USCIS with your application. Specifications for these photos are listed in the instructions for form I-765. Photos should be in color with a white background and taken no earlier than 30 days before the application is submitted to USCIS. Put a piece of clear tape on the back of each photo and lightly print (in pencil) your full legal name and I-94 number (which you can find here: <https://i94.cbp.dhs.gov/i94>).

Photo Composition Instructions

(taken from <https://travel.state.gov/content/passports/en/passports/photos/photo-composition-template.html>)

- ☑ Frame subject with full face, front view, eyes open.
- ☑ Make sure photo presents full head from top of hair to bottom of chin; height of head should measure 1 inch to 1-3/8 inches (25 mm to 35 mm).
- ☑ Center head within frame (see Figure 2 below).
- ☑ Make sure eye height is between 1-1/8 inches to 1-3/8 inches (28 mm and 35 mm) from bottom of photo.
- ☑ Photograph subject against a plain white or off-white background.
- ☑ Position subject and lighting so that there are no distracting shadows on the face or background.
- ☑ Encourage subject to have a natural expression.

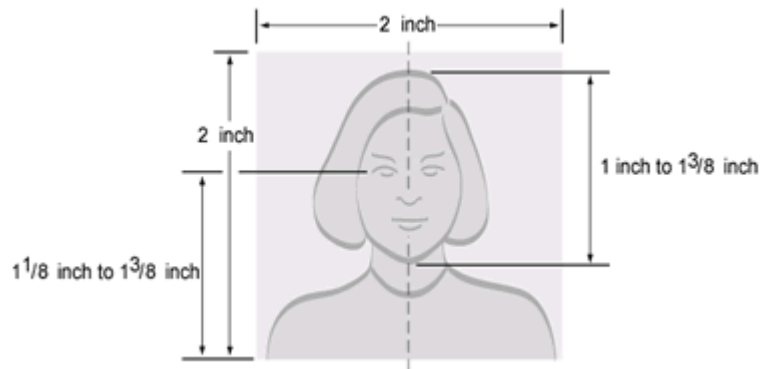


Figure 2. Head Position & Placement

Well-Composed Photos

