Employment Application Procedures for J-2 Holders

THESE PROCEDURES ARE FOR J-2 DEPENDENTS ONLY.
F-2 DEPENDENTS ARE NOT ELIGIBLE FOR WORK.

- Applications for J-2 employment authorization **must be submitted to USCIS**.

- The **USCIS can take 3 to 5 months to process the EAD**. Your work may begin only after you have received an EAD card and during the EAD validity period.

- You can only apply for J-2 work permission **after** you have entered the US in J-2 status **or** have successfully changed your status to J-2 within the US.

- You are valid for **any kind of full-time or part-time employment** for the period stated on the card as long as the J-1 is maintaining status.

- To apply for an **EAD extension, follow the same instructions below**. EAD extensions are possible, once the J-1 visa holders status has been extended, (up to the end date on the DS-2019). Processing time for renewals is also 3 to 5 months, so plan ahead to avoid gaps between work authorizations.

Application Materials:

- Completed USCIS Form G-1145
  - To receive an e-Notification when your Form I-765 has been accepted
  - Attach it to the front of the application

- Completed USCIS Form I-765
  - Part 1: Reason for Applying
    - If this is your first time applying for employment authorization check 1.a.
    - If you are renewing your existing J-2 EAD check 1.c.

  - Part 2: Information About You
    - #26 enter your current SEVIS number provided on your J-2 DS-2019
    - #27 enter "(c) (5) ( )"

  - Part 3: Applicant's Statement, Contact Information, Declaration, Certification, and Signature
    - Don't forget to sign within the Applicant's signature box

  - Parts 4 & 5 are for those using an interpreter or paid preparer to complete the form. Since you will be completing the form yourself, you can enter "N/A".

  - Part 6: Additional Information

- Complete this section if you need more space to complete a field.
- Be sure to include the page, part and item number.
- Example: Page 3. Section 2. Number 26. (List your previously used SEVIS number and attach copies of the I-20's or Page 3. Section 2. Number 27. List your previous "J-2" work authorization and include copies of the EAD

- <u>Copies</u> of both J-1's and J-2's
    1) I-94 (refer to https://i94.cbp.dhs.gov/I94/#/home or copy of the I-94 card (front and back))
    2) U.S. Entry Visas used for last entry into the U.S. (except for citizens of Canada and Bermuda)
    3) DS-2019 Forms
    4) The identification & photo pages of both Passports

- <u>I-765 Application Fee</u>, payable to the U.S. Department of Homeland Security

- Two identical color passport style photographs.
    o See https://travel.state.gov/content/travel/en/passports/requirements/photos.html
    o Print your name lightly in pencil on the back of the photos.

- If you have applied for an EAD before, copies of your previous EAD card(s) - front and back

- A letter explaining why you are applying for employment authorization. See the sample cover letter below.

Sample J-2 Cover Letter
[Your name]
[Your address]

[Date]

[USCIS address - refer to the address under Mailing Instructions below]

Dear Sir or Madam:

With this letter, I am applying for employment authorization on the basis of my J-2 status. I am the dependent [husband or wife] of [name], a J-1 [student or scholar] at the University of Pennsylvania.

I want to work because [reason for employment] and to experience the workplace and culture (Please remember that income from employment is to be used to support the family's customary recreational, educational and cultural activities and related travel.)

I declare that the money I earn will be used for cultural, recreational, and related travel activities and will not be used to support the J-1.

Sincerely,

[J-2 signature]
[J-2 name]

Application Mailing Instructions

Refer to the latest <u>USCIS Lock Box mailing instructions</u> for the most up to date address.

Make a complete copy of your application for your records.

Finally, **we recommend that you mail your application by express mail** such as Federal Express or UPS, or by Certified Mail, Return Receipt Requested, so you will have a record of its delivery.