



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)
- Copies 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
- I-765 Application Fee, payable to the U.S. Department of Homeland Security
- Two identical color passport style photographs.
 - See <https://travel.state.gov/content/travel/en/passports/requirements/photos.html>
 - 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

The USCIS “Dallas Lockbox” filing location is applicable to the following states and territories:

Pennsylvania, New Jersey, Alabama, Arkansas, Connecticut, Delaware, District of Columbia, Florida, Georgia, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Mississippi, New Hampshire, New Mexico, New York, North Carolina, Puerto Rico, Rhode Island, South Carolina, Oklahoma, Tennessee, Texas, Vermont, Virginia, U.S. Virgin Islands, or West Virginia.

US Postal Service Address	Express Mail & Courier Services
USCIS	USCIS
P.O. Box 660867	ATTN: NFB AOS
Dallas, TX 75266	2501 S. State Hwy. 121 Business
	Suite 400
	Lewisville, TX 75067

If the state you put on form I-765 in Part 2 is not in this list, refer to the different filing locations in the I-765 Instructions.

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.