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 2 to 3 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.** Processing time for renewals is also 2 to 3 months.

Application Materials

To apply for J-2 work permission, you need the following:

• Completed USCIS Form I-765 with “(c) (5) ( )” noted in section 16.
• Copies of both J-1’s and J-2’s
  1) I-94 (front and back if issued paper I-94) or US entry/admission stamp in passport (if issued electronic I-94)
  a. Refer to the automated I-94 process on the ISSS website.
  2) US Entry Visa used for last entry into the U.S. (except for citizens of Canada and Bermuda)
  3) DS-2019 Forms
  4) Copies of the identification pages of both passports, including the photo page
• I-765 Application Fee, payable to the U.S. Department of Homeland Security
• Two identical color passport style photographs.
  • Immigration regulations require that your head be uncovered unless you wear a headdress for religious reasons.
  • 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 stating why income is necessary. See the sample cover letter below.
Sample J-2 Cover Letter

[Your address]

[Date]

USCIS
[refer to the address under Mailing Instructions]

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]. (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:


<table>
<thead>
<tr>
<th>US Postal Service Address</th>
<th>Express Mail &amp; Courier Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>USCIS</td>
<td>USCIS</td>
</tr>
<tr>
<td>P.O. Box 660867</td>
<td>ATTN: AOS</td>
</tr>
<tr>
<td>Dallas, TX 75266</td>
<td>2501 S. State Highway 121 Business</td>
</tr>
<tr>
<td></td>
<td>Suite 400</td>
</tr>
<tr>
<td></td>
<td>Lewisville, TX 75067</td>
</tr>
</tbody>
</table>

If the state you put on form I-765 in item 3 is not in this list, refer to the different filing locations in the I-765 Instructions.

People filing at the lockbox can sign up to receive an email and/or text message confirming that the application was accepted by adding Form G-1145 as the first page of the EAD application.
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.