How to Apply for J-2 Work Authorization

Conditions:
The J-2 applicant:

1. Must hold valid J-2 status, and the Exchange Visitor must hold valid J-1 status, as noted on the I-94 cards.
2. May not use income to support the J-1 spouse or parent.
3. May work only after receipt of the Employment Authorization Document (EAD) from the USCIS (US Citizenship and Immigration Services) and after the start date on the EAD. The EAD is a photo identification card showing specific work authorization type and the start and expiration dates of the work permission.
4. May work part-time or full-time, at any job, for any employer (exceptions include that the J-2 may not practice medicine, even if holding a license). There is no limit to the amount of money that may be earned by the J-2.

USCIS usually authorizes J-2 employment until the end date on the DS-2019, although one-year work permits are issued occasionally.

Application Process:
In order to work while in J-2 status, one must apply for an Employment Authorization Document (EAD) from USCIS. Apply 2 to 3 months in advance of the anticipated employment start date. To obtain an EAD, all applicants must submit the following:

- Fee of $410.
  - You can pay by:
    - A check - payable to the “US Department of Homeland Security.” You may send a money order or personal check drawn on a US bank, NO CASH.
    - A credit card – to pay by credit card you must fill out Form G-1450 and attach it to your application.
- Form G-1145. Use this form if you wish to receive email or text confirmation (within 2-3 weeks) of your receipt number from the Lockbox facility. Clip the form to the front of the application.
- Two “passport” photos. Print your name and write your admission number (I-94#) on the back of each photo.
  - NO GLASSES can be worn in the passport photos. Use powder to prevent glaring and be sure there are no shadows in your photos! You may put the photos and check in an envelope and attach carefully to the front of the I-765 (do not staple photos!).
  - Passport photos can be obtained at:
    - FedEx/Kinkos (412-268-7600)
    - Rite Aid (412-521-2345)
    - University Center, Lower Level
    - 1700 Murray Avenue
    - 1800 Murray Ave., Sq.
- Form I-765 (follow instructions on how to complete form on page 2).
- A copy of all previously issued DS-2019(s) for the J-2
- A copy of the J-2’s passport photo page (identification page) and expiration date page.
- A copy of the J-2’s visa page from passport (even if expired).
- A copy of any previous Employment Authorization Document (EAD) card if you have had one.
- A copy of all previously issued DS-2019(s) for the J-1.
- Written statement with any supporting evidence showing that the employment is not necessary to support the J-1 but is for other purposes (see example on page 3).

If using a Pennsylvania address, submit application via FedEx or UPS to:
USCIS, Attn: AOS
2501 S. State Hwy. 121 Business, Suite 400
Lewisville, TX 75067
INSTRUCTIONS FOR COMPLETING FORM I-765

☐ Download the Form I-765 from www.uscis.gov and complete it as a form-fillable pdf OR if the form does not allow for certain characters – you can hand write the information in black ink. Remember to write clearly!

☐ Check the first box: “I am applying for: permission to accept employment.”

☐ Complete:
  o #1 Name: Type or write your family/last name in all capital letters and your first name in sentence case.
  o #2 Other Names Used: Leave this blank unless you have had a legal name change with an updated passport.
  o #3 Return Address: This must be an address where you can receive mail for at least the next 100 days into the future. Governmental Mail is NOT FORWARDED. If the EAD is sent to an address with a “forwarding order”, or if you cannot receive mail at the address you used on the I-765, then your EAD will be returned to USCIS.
    ▪ If you want to use a friend’s address, you need to make sure your name is on the mailbox, and that you put “C/O” (Care Of) in the I-765 with your friends name and address listed.
    ▪ If you want your department to receive mail for you, check with your department first.
    ▪ Return Address: Note: If the mailing address you indicate on the I-765 is not located in Pennsylvania, refer to the I-765 instructions (www.uscis.gov) or OIE for the proper mailing address for your application.
  o #4 Country of Citizenship or Nationality: Enter your passport’s country – if you have more than one – use the one listed on your I-20.
  o #5 Place of Birth: Enter your place of birth – if you do not have a state/province, then leave it blank.
  o #6 Date of Birth: REMEMBER to write this in the US date style format!
  o #7 Gender: Check the appropriate box.
  o #8 Marital Status: Enter current marital status.
  o #9a Has the SSA ever issued you a SSN: Check yes or no.
  o #9b If you answered YES to 9a: Then enter your social security number
  o #10 (If you do not have an SSN) Do you want the SSA to issue you a SSN:
    ▪ If you check NO -> Skip to # 14
    ▪ If you check YES -> Answer questions 11 to 13
  o #14 Alien Registration Number: Write your I-94 number
  o #15 Have you ever before applied for a previous EAD:
    ▪ If you check YES -> enter the information from your previous EAD card, this applies even if the EAD was at a different degree level or at another institution.
    ▪ If the above does not apply to you -> then check NO.
  o #16 Date of the last arrival into the US: Check the POE (Point of Entry) Stamp in your passport. Do Not check the I-94 “Travel History Page”.
  o #17 Place of your last arrival into the US: Check the POE (Point of Entry) Stamp in your passport. Do Not check the I-94 “Travel History Page”.
  o #18 Status of last entry: Input “J-2 Dependent”
  o #19 Current Immigration Status: Input “J-2 Dependent”
  o #20 Eligibility Categories: (c)(5)
  o SKIP #21, #22, and #23

☐ *Finally:
  o Certification: Sign and date the I-765 in dark blue ink. Sign WITHIN the box – do not go outside the box.
EMPLOYMENT RELATED INFORMATION

Social Security Number
For payroll purposes, The J-2 employer will need a Social Security Number (SSN), which can be obtained by applying for a Social Security card. The J-2 should take: his or her passport, I-94 Departure Record, DS-2019, EAD, and the J-1’s DS-2019 to an office of the Social Security Administration. For applications and instructions, refer to OIE’s [handout](#) on the SSN Application Instructions and Directions. The EAD must be received before applying for the SSN.

**Employment Eligibility Verification: Form I-9**
When the J-2 begins work, the employer will need the J-2 to complete an I-9 Form, which requires the J-2 to show proof of work authorization. For Form I-9, the EAD card is valid proof of identity and of permission to work. If the permission to stay expires (for example, the DS-2019), permission to work also expires regardless of the date on the EAD card.

**Taxes**
The earnings of J-2 dependents are subject to federal, state, local, and Social Security taxes; and employers are required by law to withhold those taxes from paychecks. By April 15, the J-2 must file federal income tax forms with the Internal Revenue Service (IRS) covering the prior calendar year. The form determines whether the J-2 owes more taxes, or if he/she will receive a refund. See IRS Publication 519, "U.S. Tax Guide for Aliens" for details. OIE provides detailed tax assistance to those who are “non-immigrants for tax purposes” (as defined by the IRS) in March of each year.

**Extending Work Eligibility**
If work permission expires before the end date on the DS-2019, or if and when the J-1 extends his/her legal J-1 status and the J-1 and J-2 documents have been extended, the J-2 may submit a request to the USCIS to have J-2 work permission extended as well. To extend work permission in the US and obtain a new EAD, the J-2 would follow the same procedures as outlined in this handout. A pending application for extension of stay or a pending application for a new EAD does not authorize continued work permission. Therefore, if the J-2 plans to apply for renewal of the EAD, the application must be filed well in advance of the expiration date on the card (1 to 3 months in advance). When the J-2 has the new EAD, he or she will have to update Form I-9 with the J-2 employer. Questions about extending the DS-2019 should be directed to an OIE advisor.

**Sample Written Statement:**

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[Your street address]
[Your city, state, and zip code]
[Date]

USCIS
Attn: AOS
2501 S. State Hwy. 121 Business, Suite 400
Lewisville, TX 75067

RE: J-2 Work Authorization Application

Dear Sir or Madam:

I would like to apply for J-2 work permission.

My (spouse/parent)'s Form DS-2019 shows $xx,000 in support, including $xx,000 from [name] University, and $x,000 in personal funds. [refer to DS-2019, Page 1, Section 5] In addition we pay $xx00 each year for health insurance. That leaves $xx,500, or just over $x,500 a month, for living expenses. Our monthly budget is as follows:

$ x50 Rent and utilities
$ x00 Food
$ x00 Miscellaneous (clothing, transportation, recreation)
$xx50 Total

As this budget shows, we have enough to live in the US, but it would be helpful to have additional funds for other purposes such as traveling within the US, and taking English courses. Also, I would like an opportunity to meet other Americans; and I believe this would be easier to do in a work environment. Therefore, I hope that you will approve my request.

I understand that none of my earnings may be used for the support of my J-1 spouse.

Sincerely,

[Your signature]
[Your name]
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