

# J-2 DEPENDENT EMPLOYMENT AUTHORIZATION APPLICATION INSTRUCTIONS

A J-2 dependent (spouse or child) can apply for an Employment Authorization Document (EAD card) from USCIS in order to work in the United States. There are no limits on the number of hours per week, or on the types of employment allowed with this EAD. The J-2 can only begin employment after the EAD is received.

## Instructions for application:

**Mail the following items to USCIS to apply for employment authorization at one of the addresses on the back.**

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| <b>J-2 Dependent Documents</b>   | <input type="checkbox"/> Form I-765 - Application for Employment Authorization <ul style="list-style-type: none"> <li>• Download the form - <a href="https://www.uscis.gov/i-765">https://www.uscis.gov/i-765</a></li> <li>• Question 5: If desired, you may use the ISSS address</li> <li>• Question 7: Must be your own address</li> <li>• Question 27: The code is (c)(5). (The third space should be left blank.)</li> <li>• If any field is not relevant to your application, enter “N/A” in that field. If an entire section is not relevant, enter “N/A” in the first field and draw a diagonal line across the section.</li> <li>• Be sure to sign and date the form in ink</li> <li>• Part 6: If this is a renewal, list your previous EAD details</li> </ul> |
|  | <input type="checkbox"/> I-765 filing fee – currently \$410 – paid by personal check or money order made out to <b>U.S. Department of Homeland Security</b> <b>OR</b> Form G-1450 completed with credit card information ( <a href="https://www.uscis.gov/g-1450">https://www.uscis.gov/g-1450</a> )   |
|  | <input type="checkbox"/> A copy of the J-2 dependent’s most recent DS-2019   |
|  | <input type="checkbox"/> Copy of J-2 dependent’s passport bio page   |
|  | <input type="checkbox"/> Copy of J-2 dependent’s visa stamp (Canadian citizens are exempt from this requirement)   |
|  | <input type="checkbox"/> Copy of the J-2’s electronic I-94 record ( <a href="https://i94.cbp.dhs.gov/I94">https://i94.cbp.dhs.gov/I94</a> )  |
|  | <input type="checkbox"/> Two color passport-style photographs; see instructions on reverse   |
|  | <input type="checkbox"/> Proof of marriage (Either marriage certificate in English, or if the J-1’s name is shown on the J-2’s visa stamp, highlight that on the copy)   |
| <b>J-1 Visitor Documents</b>   | <input type="checkbox"/> Letter to the USCIS explaining that the J-1 has sufficient funds to cover the living expenses of the J-1 and all J-2 dependents, and that the purpose of the employment is for personal enrichment.   |
|  | <input type="checkbox"/> Copy of the J-1’s most recent DS-2019   |
|  | <input type="checkbox"/> Copy of J-1’s passport bio page   |
|  | <input type="checkbox"/> Copy of J-1’s visa stamp (Canadian citizens are exempt from this requirement)   |
|  | <input type="checkbox"/> Copy of the J-1’s electronic I-94 ( <a href="https://i94.cbp.dhs.gov/I94">https://i94.cbp.dhs.gov/I94</a> )   |
| <input type="checkbox"/> Copy of the financial documentation for the J-1 visitor’s program |  |



### **Instructions for photographs**

Photographs for this application must have a white background and must be no more than 30 days old. They should be glossy and not mounted or retouched. The photos should show a full face, front view, with eyes open and a natural expression. Your head should be bare unless you are wearing a headdress as required by a religious order to which you belong. The photo should be 2 X 2 inches, with the distance from the top of the head to just below the chin about 1 to 1 3/8 inches. **Lightly print your name and SEVIS ID number on the back of each photo with a pencil.** Photographs may be taken at the CVS on Court Street or State Street.

Mail your completed J-2 employment authorization application to USCIS at the appropriate address below, based on the state you listed in item 3 on the I-765 form. **We strongly encourage you to use a delivery option that can be tracked.** Where to file your application depends on which state you currently reside. Please review the information from the USCIS website directly to ensure you file at the correct USCIS lockbox location: <https://www.uscis.gov/uscis-lockbox-filing-locations-chart>

**If you have any questions, please contact ISSS at 740-593-4330 to schedule an appointment with an International Student Advisor.**

