

## J-2 EMPLOYMENT REQUEST

### OVERVIEW

J-2 dependent family members may apply to the U.S. Citizenship and Immigration Services (USCIS) for permission to accept employment. The employment must be used to support J-2 dependent(s) only and not for the support of the principal J-1 scholar.

If permission is granted, you may work part-time or full-time, at any job, for any employer, and there are no limits to the amount that you may earn. You do not need a job offer in order to apply for employment authorization.

You may begin to work when you receive your Employment Authorization Document (EAD) from the USCIS. The EAD is an identification card with your photograph, signature, and expiration date of your permission to work. An EAD card is valid only for employment, not for traveling outside the U.S. and re-entering. It may take 90 to 120 days for the USCIS to process the application.

### APPLICATION PROCESS

#### **e-file Option**

You have the option to submit the I-765 online (e-file). When you e-file, you can pay the application fee and receive a PDF version of your I-797 receipt. Please be aware that you can only submit the I-765 application fee and form online. In addition, you will be required to complete the biometrics requirements. After e-filing, you will receive a biometrics appointment notice by mail with a specific date, time, and place where you will have your fingerprints and photos taken. Do not visit a USCIS Application Support Center without your appointment notice. Failure to meet all document and biometric requirements will delay the approval of your EAD card.

Additional instruction is available at: <http://www.uscis.gov/i-765>

#### **Guidelines for cover letter**

The cover letter needs to include the following:

- Statement that you are the J-2 dependent of a scholar (include the J-1's name) and that you wish to apply for employment permission.
- The source and amount of the J-1's financial support.
- The reason you wish to be employed (e.g.: to cover travel expenses, medical bills or children's expenses).
- A statement that any income earned would be used only for yourself and/or your children and not used for the support of the J-1 student/scholar.
- See sample letter at the end of this document.

#### **Guidelines for Completing Form I-765**

- Be sure to download the current form at <http://www.uscis.gov/i-765>. Do not use an out-of-date version.
- At "*I am applying for:*" in first section of form, Check "Permission to accept employment" box for initial application
  - Check "Renewal of my permission to accept employment" if requesting to renew EAD card
- **Question 1:** Family Name should be in capital letters.
- **Question 2:** Enter other names only if you've applied for other benefits with USCIS using a different name in previous stay in the U.S.
- **Question 3:** Enter local mailing address. Receipt and approval notices will be sent to this address.
- **Question 9:** Enter the SSN, only if have one from previous stay in the U.S.
- **Question 10:** Enter the 11-digit number on your I-94 Arrival/Departure Card (small white card given at Port of Entry)

- **Question 11:** Include documentation i.e. approval notices or EAD card (front & back) from previous authorization.
  - **Which USCIS Office?** This refers to the processing center where your EAD card was originally submitted. For California: California Service Center
  - **Dates:** You may enter receipt date on Receipt Notice. Month and Year is acceptable.
- **Question 12:** See entry stamp on your I-94 card. Enter date stamped.
- **Question 13:** Enter airport city and state which you last entered (also on I-94 card stamp, if legible)
- **Question 14:** Enter “J-2 Exchange Visitor Dependent” unless you initially entered the U.S. in a different immigration status and received an approval for Change of Status to J-2 inside the U.S. If so, indicate the status which you initially entered. Any change is recorded on the approval notice sent by USCIS (Form I-797).
- **Question 15:** Enter “J-2 Exchange Visitor Dependent”
- **Question 16:** Enter (C) (5)
- **Certification:** Sign the form and keep your signature within the space provided. **Do not sign outside of the lines.** Otherwise, your application will be returned to you.

### **Guidelines for application package**

Gather all your documents and be sure to clearly label J-1 documents and J-2 documents. Remember to keep photocopies of your entire application packet for your records. Please call the Visa & International Services Administration at 310-423-5539 to schedule an appointment with an Immigration Partner if you would like your application to be reviewed.

### **MAILING YOUR EAD APPLICATION**

The contents of your EAD application packet will depend on whether you will mail Form I-765 to USCIS or will file Form I-765 online via e-file at the USCIS website.

**Mailing Address** – For **California** residents only. Please see other state’s locations at [www.uscis.gov](http://www.uscis.gov)

Mail the original packet at your local post office via **certified mail, return receipt requested** so the post office will notify you when USCIS receives your package.

### **E-Notification:**

If you are filing Form I-765 at the USCIS Lockbox facilities (not e-file), and would like to receive an e-mail and/or text message that your Form I-765 has been accepted, complete a Form G-1145, E-Notification of Application/Petition Acceptance and clip it to the first page of your application.

<http://www.uscis.gov/files/form/g-1145.pdf>

### **Filing Form I-765 Online via e-file Option**

If you will file Form I-765 online via e-file at the USCIS website, mail the following items to the appropriate USCIS Service Center noted on the confirmation notice sent to you:

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|--|---|
| <input type="checkbox"/> Cover letter requesting work permission                                   | <input type="checkbox"/> <b>J-1 documents:</b>      |
| <input type="checkbox"/> Copy of Form I-765 e-file Confirmation Receipt                            | <input type="checkbox"/> I-94 card (front & back)   |
| <input type="checkbox"/> Copy of J-1’s funding statement (e.g, bank statement, offer letter, etc.) | <input type="checkbox"/> DS-2019 form               |
| <input type="checkbox"/> Copy of marriage certificate (accompanying with English translation)      | <input type="checkbox"/> Passport                   |
| <input type="checkbox"/> <b>J-2 dependent documents:</b>   | <input type="checkbox"/> J-1 Visa stamp in passport |
| <input type="checkbox"/> I-94 card (front & back)  |   |
| <input type="checkbox"/> DS-2019 form  |   |
| <input type="checkbox"/> Passport  |   |
| <input type="checkbox"/> J-2 Visa stamp in passport  |   |

If you e-file Form I-765, do not submit photos and additional payment with your package. Please read your I-765 e-file confirmation receipt carefully for further instructions. To complete your application, you must complete the biometrics requirements at a USCIS Application Support Office. Failure to do so will delay the processing of your application.

## **Mailing Form I-765 Directly to USCIS**

If you will mail Form I-765, please include the following items and mail the package to the USCIS Service Center:

- A cover letter requesting work permission** (see sample attached)
- Form I-765 Application for Employment Authorization**
- Copy of J-2 dependent's immigration documents:**
  - I-94 card** (front & back)
  - DS-2019 form**
  - Passport**
  - Visa stamp in passport**
  - I-797 Approval Notice** (for dependents with Change of status approval only)
- Copy of J-1 immigration documents:**
  - I-94 card** (front & back)
  - Copy of J-1's DS-2019 form**
  - Passport**
  - Visa stamp in passport**
  - I-797 Approval Notice** (for Change of Status approval only)
- Copy of J-1's funding statement** (e.g, bank statement, fellowship letter, employment verification, etc.)
- Copy of marriage certificate** (accompanying by English translation)
- Provide **\$380 check or money order** made payable to "U.S. Department of Homeland Security"
- Provide **two U.S.-style passport photos** (applies to Mail-In application ONLY, not for e-file)
  - o The photo must be taken within the past 30 days. Lightly print your name on the back of each photo. For exact specifications go to [http://www.travel.state.gov/passport/pptphotos/composition\\_checklist.html](http://www.travel.state.gov/passport/pptphotos/composition_checklist.html)
- Copy of current EAD card (front & back) if you are applying for an extension.

**Direct USCIS filing Only:** If you did not e-file, mail your entire package via USPS deliveries to the Phoenix Lockbox:

USCIS PO Box 21281 Phoenix, AZ 85036
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NOTE: Do not use the PO Box address listed above if you are sending your package via FEDEX, Express mail or courier services. Send your package to:

USCIS Attn: AOS 1820 E. Skyharbor Circle S Suite 100 Phoenix, AZ 85034
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## **PENDING EAD APPLICATION**

USCIS will send a receipt confirming that they received your application within 7-10 business days. Your receipt will have a "WAC #". Keep the original receipt in a safe place. This is the only way you will be able to track your application at the California Service Center.

### **Checking the Status of your application**

You can check the status of your EAD application at the USCIS Web site. You will need to enter the WAC number on your USCIS receipt. Go to: <https://egov.uscis.gov/cris/Dashboard.do>

## **EXTENSION OF EAD**

The USCIS can authorize J-2 employment until the end date on Form DS-2019. You may apply for an extension to work longer if the Form DS-2019 is extended.

You should request an extension of your EAD 3-4 months before it expires because you may not continue to legally work if your EAD card has expired, even if you have filed an extension with USCIS.

**SOCIAL SECURITY NUMBER**

All persons must have a Social Security number to be employed in the US. To apply for a Social Security Number, take your passport, I-94 card, DS-2019 and your EAD to any Social Security Administration office. Visit [www.ssa.gov](http://www.ssa.gov) to find the nearest Social Security office to you.

**QUESTIONS**

Please contact VISA office at (310) 423-1907 or (310) 423-2427 if you would like a Consultant to review the completed application prior to submission.

**SAMPLE COVER LETTER FOR J-2 WORK PERMISSION**

(your street address)  
(city, state, zip code)  
(today's date)

U.S. Citizenship and Immigration Services  
(street address)  
(city, state, zip code)

To Whom It May Concern:

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

I am the J-2 dependent of [\_\_\_\_\_] (give spouse's or parent's name), a J-1 [\_\_\_\_\_] (student/researcher/professor) at the Cedars-Sinai Medical Center. As my spouse's (or parent's) DS-2019 shows, s/he receives [\_\_\_\_\_] (give amount, for example \$20,000 per year) in support from [\_\_\_\_\_] (give source). This shows that we have enough money to support my [spouse/parent].

I would like to earn money to pay for [e.g., my extensive dental work; or need money for the children's piano/gymnastic/aquatic lessons; to attend the Los Angeles symphony/baseball games to experience American culture; to attend professional conferences in the U.S.; we, as a family, would like to travel to see the Grand Canyon].

Any income I earn will be used only for myself (and my children) and not for the support of my husband/wife/parent.

Sincerely,

(your signature)  
(your name)