

Employment Applications (for J-2 Dependents/Visa Holders)

Under certain circumstances, J-2 dependents of J-1 Exchange Visitors who have maintained lawful immigration status can apply for employment authorization to work in the United States. There are no restrictions on the type of work in which a J-2 dependent can engage, but the J-2 must certify that any salary or compensation earned will not be used as support for the principle J-1 Exchange Visitor. Employment authorization for J-2 dependents is granted in 12 month intervals and cannot exceed the academic program duration of the J-1 principle.

To apply for employment authorization, the J-2 dependent personally mails the following items in the order listed below to the USCIS Vermont Service Center:

- A. \$340 check or money order payable to “U.S. Department of Homeland Security”.
- B. Two colored, passport-style photographs taken within the past 30 days of your application filing date. (Must be 2 inches by 2 inches and must have your Name and Alien Receipt Number or I-94 Admission Number written lightly on the back in pencil or felt-tip pen.)
- C. I-765 Application for Employment Authorization with “(c) (5) (leave blank)” listed for item 16 on the form. If this is your first application for employment, be sure to check “Permission to accept employment” at the top. If it is a renewal, check “Renewal of my permission to accept employment.” The application can be found on this page of the USCIS website: http://www.uscis.gov/files/form/I-765_form.pdf
- D. A letter from the J-2 dependent stating why employment is desired, and that the income derived from the employment will not be used to support the J-1 Exchange Visitor. Supporting evidence, such as a bank statement, should be included.
- E. A copy of any previously issued Employment Authorization Documents (EADs).
- F. A copy of the J-2 visa holder’s current DS-2019; a copy of the front and back of the J-2 visa holder’s I-94 card (even if the back is blank); a copy of the J-2’s visa (in the passport); a copy of the J-2 visa holder’s passport—specifically the biographical information page(s) showing the name, date of birth, & place of issuance.
- G. A copy of the J-1 visa holder’s current DS-2019; a copy of the front and back of the J-1 visa holder’s I-94 card (even if the back is blank); a copy of the J-1’s visa (in the passport); a copy of the J-1 visa holder’s passport—specifically the biographical information page(s) showing the name, date of birth, & place of issuance.

Special Note: Within 4-6 weeks after mailing the application, you will receive a “Notice of Action/I-797”. The Notice of Action will indicate that your application has been received and how long it will take to process, which is usually 2-3 months. If your application is approved, you will receive an Employment Authorization Document (EAD) which will include your authorized dates of employment. **It is critical that you do not work before or after the authorized dates on the EAD card.** Working without proper authorization is a serious violation that will adversely affect your J-2 immigration status.

(LJ, 1/7/09)