



## J-2 Work Authorization APPLICATION GUIDE

Updated 12/2/21

J-2 work permits are obtained from the U.S. Citizenship and Immigration Service (USCIS) through an application process that can take 1-3 months to process. Employment may not begin until the J-2 has received the work permit, called the Employment Authorization Document (EAD).

The EAD allows the J-2 dependent to work in any job, full-time or part-time. Employment cannot extend beyond the end date on the EAD. Extensions of the EAD are possible, up to the end date on the DS-2019. Please note that the extension process also takes 1-3 months, so plan ahead if employment needs to be continuous (without any gaps between work authorization periods).

You must be in the U.S. to apply for work authorization. There are increased risks of traveling outside of the U.S. while your EAD application is pending. Please consult with an ISSS adviser before planning international travel during this period.

**Please note that this application guide is for instructional purposes only.** An EAD application to USCIS is your own personal application. You alone are responsible for timely filing with full documentation and properly maintaining your J-2 status.

### Application Checklist

- **Form I-765.** You will file via U.S. postal service. Form I-765 can be found at <https://www.uscis.gov/i-765>. For specific filing instructions as it pertains to J-2 Spouse of an Exchange Visitor, refer to page 8, #F of the <https://www.uscis.gov/sites/default/files/document/forms/i-765instr.pdf>
- **Two recent passport-sized photos**
- **\$410 Filing Fee.** Pay with personal bank check payable to Department of Homeland Security, or with credit card using Form G-1450: <https://www.uscis.gov/g-1450>
- **E-Notification of Application/Petition acceptance.** Complete Form G-1145: <https://www.uscis.gov/g-1145>
- **J-2 Work Permission Letter.** USCIS wants to ensure any income derived from employment is for recreational and cultural activities for the J-2 spouse (and child/ren), not for the J-1 student. Use the sample letter provided in this packet. Sign/date and save as pdf file.
- **Passport for the J-1 and J-2**
- **Visa for the J-1 and J-2**
- **DS-2019 for the J-1 and J-2**
- **I-94 arrival record for the J-1 and J-2.** Download at <https://i94.cbp.dhs.gov/i94/#/home>
- **Proof of financial resources for the J-1** to cover all educational and personal expenses including tuition, fees, insurance and living expenses, (i.e. GE award letter/contract, pay stubs for past three months, scholarships, bank statement, etc)
- **Evidence J-1 student is currently maintaining status** (transcript)
- **Any previous EAD card(s),** if applicable

**Mail application to:**

USCIS Phoenix Lockbox

**U.S. Postal Service (USPS):**

USCIS

Attn: NFB

P.O. Box 21281

Phoenix, AZ 85036-1281

**FedEx, UPS, and DHL deliveries:**

USCIS

Attn: NFB (Box 21281)

1820 E. Skyharbor Circle S

Suite 100

Phoenix, AZ 85034-4850

## Sample J-2 Work Permission Letter

{Date}

USCIS Phoenix Lockbox  
P.O. Box 21281  
Phoenix, AZ 85036

Dear Immigration inspector:

I am the J-2 dependent of the J-1 Exchange Visitor, {J-1 name}. I wish to apply for permission to work.

My spouse, the J-1 Exchange Visitor, has sufficient financial resources for {pronoun} master's program in {degree program}. (Specify funding here, for example... the University of Oregon department has hired {J-1 name} as a Graduate Employee as of {Term/year} with total funding of \${amount} for the {year} academic year. This is sufficient to cover {J-1 name} expenses including tuition, fees, books, supplies and a monthly salary of \${amount}.)

I wish to be employed to provide additional resources for myself (and children) for family travel or recreational and cultural activities. Any money I earn from such employment will be used exclusively for my benefit, and not for the support of my spouse, the J-1 Exchange Visitor.

I would like to request employment until the end date of my DS-2019 on {include your actual end date here}, under federal regulations 8 CFR274a.12(a) and (c).

The following are submitted with this letter:

- Form I-765 (<https://www.uscis.gov/i-765>)
- Form G-1145 (<https://www.uscis.gov/g-1145>)
- Check or money order for \$410, payable to the Dept of Homeland Security
- Copy of I-94 arrival record for both the J-1 and J-2 (retrieve at [cbp.gov/i94](http://cbp.gov/i94))
- Copy of DS-2019 for both the J-1 and J2
- Copy of J-2 visa
- Copy of J-2 passport
- Two passport-sized photographs

Thank you for considering my application for J-2 work authorization.

Sincerely,

Name and Signature