

If you are the J-2 dependent of a J-1 Exchange Visitor, you can apply for employment authorization through [US Citizenship and Immigration Services \(USCIS\)](#). This page will guide you through the application process. However, the OIS is unable to provide advisement on these forms, as this is the dependent's personal application and not the University's petition.

ELIGIBILITY REQUIREMENTS:

- You must hold valid J-2 status, and the Exchange Visitor must hold valid J-1 status, as shown on your I-94 cards and DS-2019.
- Your income may not be used to support the primary J-1 Exchange Visitor.
- You may work part-time or full-time, at any job, for any employer (except that you may not practice medicine, even if you hold a license). There is no legal limit to the amount that you may earn.
- USCIS can authorize J-2 employment as long as the J-1 Exchange Visitor has permission to stay (DS-2019 end date).
- You are only allowed to engage in employment during the dates specifically stated on your EAD card. Failure to renew 60-90 days before your EAD expiration date will result in an interruption of your employment. You cannot work if your EAD is expired even if you are pending renewal by USCIS.

APPLICATION PROCEDURES:

In most cases, applications for employment authorization for J-2 dependents should be mailed to the [USCIS Service Center](#) based on your location. **Before applying, you should make sure to read all I-765 directions thoroughly before submitting your application.** When preparing your request, make sure that all documents are single sided and there are not staples. Be sure to submit all the items below:

- Completed [Form I-765](#): "Application for Employment Authorization," Eligibility Category Code (c)(5).
- [Form G-1145](#): Use this form if you wish to receive email or text confirmation (within about 4 weeks) of your receipt number from the Lockbox facility
- A check or money order for \$410 payable to: U.S. Department of Homeland Security (Note: Fees subject to change)
- A photocopy of the identity and validity pages in your passport
- Copy of most recent J-2 visa
- Copy of J-1 and J-2's Form I-94 Arrival/Departure Record
- Copy of the J-1 and J-2's Form DS-2019
- Copy of marriage or birth certificate as proof of your relationship with the J-1
- A copy of both the front and back of your last EAD, if you were previously authorized to work.
- Two passport-style photos that meet [USCIS specifications](#). Lightly print your I-94 number on the back of each photo with a pencil and attach them to the application. Photos must have been taken no more than 30 days of filing request with USCIS.

- A letter from you, the J-2 dependent, to the District Director requesting work permission. The point of the letter is not to demonstrate need; it is to show the USCIS that the J-1 Exchange Visitor has sufficient resources for your family's expenses and will not depend on your earnings. In the letter you should indicate the sources and amounts of the J-1 Exchange Visitor's support and state specifically that income from your earnings will not be used for the J-1 Exchange Visitor's support. J-2's who wish to work must explain their motivation for seeking employment such as: practicing their English language skills, learning about the American work environment, or interest in such activities such as leisure travel for recreational and/or cultural purposes during their visit to the United States.

ONCE YOU HAVE YOUR EAD CARD:

Form I-9 Employment Eligibility Verification: When you begin work, your employer will ask you to complete Form I-9, which requires you to document your work authorization. Your employment authorization document (EAD) is acceptable proof of both your identity and your permission to work.

Social Security Number: To put you on the payroll, your employer will need your Social Security number, which you can obtain by applying for a Social Security card. Take your passport, your I-94 Departure Record, a copy of the J-1's Form DS-2019, your DS-2019, and your EAD to an office of the Social Security Administration. **You cannot apply for a Social Security number until you obtain your EAD.**

U.S. Income Tax Withholding: The earnings of J-2 dependents are subject to applicable federal, state, and local taxes and U.S. Social Security and unemployment tax withholding. Employers are required by law to withhold taxes and social security payments from your paychecks. Once you receive the card, we suggest that you make an appointment with an international tax specialist to discuss the special withholding rules that apply to J-2s who work.

U.S. Income Tax Filing: By April 15 each year, you must file (submit) an income tax return (Form 1040NR) with the Internal Revenue Service (IRS). The return determines if you owe additional taxes or if you are entitled to a refund.

Extending the Document: When your permission to stay expires, so will your EAD. Your spouse's or parent's J-1 Responsible Officer will explain how to extend permission to stay for the J-1 and all J-2 dependents and will know whether or not you may apply for a new EAD with the application for extension. A pending application for a new EAD does not authorize you to continue working. You cannot continue working until you obtain your new EAD, so we recommend that you send the application to extend your document at least 90 to 100 days before the current document expires. When you have the new EAD, you will need to update Form I-9 with your employer.