



Employment Authorization for J-2 Dependents

J-2 dependent spouses are eligible to apply for work permission directly from the U.S. Citizenship and Immigration Service (USCIS), provided the funds earned will not be used to support the J-1 spouse. Applications require 2-3 months for processing and authorization is generally granted in periods of 1-3 years. Your work permission remains valid only as long as the J-1 student or scholar maintains status. **Work cannot begin until written authorization is received.**

Conditions for Employment

1. You must document that your income will not be used to support your J-1 spouse.
2. Do NOT begin any employment, until you receive your Employment Authorization Document (EAD) from USCIS. You can apply to renew the EAD card before it expires, but plan ahead to avoid a gap in work permission.
3. You may work full-time or part-time for any employer, with no restriction on the hours or type of work.
4. You are eligible to apply for a [U.S. Social Security Number](#) (SSN) *after* you receive your authorized EAD card.

Application Procedures

1) Collect the following application materials, All forms and copies should be single-sided & unstapled.

- Application fee of \$410.00**, payable to Department of Homeland Security by check or money order
- Two passport photos** (See US photograph requirements), lightly print your name and I-94 # on the back
- Form I-765 Application for Employment Authorization**, typed & printed (ISO website or www.uscis.gov)
 - Check the box for “Permission to accept employment”.
 - #3: Provide an address where you can receive mail for at least 4 months (the U.S. Post Office cannot forward government mail), or use the ISO: **213 Morey Hall, Box 270446, Rochester, NY 14627**.
 - #16: Use the appropriate code based on your Eligibility Category: **(c)(5)**
 - Be sure to sign and date the application form in *blue ink* to avoid delays.
- Photocopies of J-1 & J-2 Immigration Documents**
 - Latest DS-2019s, endorsed by ARO
 - Passport: ID page, proof of validity, visa stamp (if available)
 - I-94 record (<https://i94.cbp.dhs.gov/i94/>) *or* Approval Notice for Change of Status
 - Previously issued EAD cards (if applicable)
- Letter of Application for work permission**
 - This letter should formally request employment authorization and must identify your spouse’s expenses and financial support for his/her J-1 program. You must certify that any earnings from any authorized J-2 employment will not be used to support your spouse’s expenses.
- Optional: Form G-1145 E-Notification of Application/Petition Acceptance** (ISO website or www.uscis.gov)
 - Provide an email and/or cell phone number to receive notification that your application was received.

2) Mail your application to the appropriate USCIS Lockbox location

The appropriate USCIS mailing address depends on where you will receive your approved authorization and how your application is being mailed. For a New York mailing address, use the **Dallas Lockbox**. Otherwise, please confirm the appropriate USCIS address using the Form I-765 instructions online. (www.uscis.gov)

Delivery by US Postal Service USCIS PO Box 660867 Dallas, TX 75266 <i>Express service requires alternate address →</i>	Delivery by Courier services(Fed Ex, UPS or DHL) USCIS Attn: AOS 2501 S. State Highway 121 Business, Suite 400 Lewisville, TX 75067
---	--

3) Begin work only after you receive the Employment Authorization Document (EAD card) from USCIS

Please provide a copy of your EAD card to ISO and apply to renew your authorization as needed.