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](http://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/](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](http://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](http://www.uscis.gov))

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<th>Delivery by US Postal Service</th>
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<td>PO Box 660867</td>
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<tr>
<td>Dallas, TX 75266</td>
<td>2501 S. State Highway 121 Business, Suite 400</td>
</tr>
<tr>
<td>Express service requires alternate address</td>
<td>Lewisville, TX 75067</td>
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</tbody>
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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.