

J-2 Work Authorization

The U.S. Citizenship and Immigration Services (USCIS) can grant employment authorization to J-2 visa holders (dependents of J-1 visa holders) if the J-1 Visa holder is in lawful J-1 status and the money is not needed to support the family.

Appointment Checklist:

- J-1's most recent form DS-2019.
- J-2's passport, I-94, and DS-2019.
- Any previous EAD cards issued by USCIS to the J-2 dependent that is applying for employment authorization.
- A completed I-765 (**Question 27 should be marked as follows: (c) (5) ()**). This form is available online at <https://www.uscis.gov/i-765>.
- Two color "passport" type photos. These can be obtained on-campus from Creation Station in the UC Underground for ~\$10.
- A brief written statement that indicates that the employment is *not* necessary to support the J-1, but the employment *is* for other purposes such as relieving boredom, gaining work experience in one's field, going to cultural events, or to support the family's customary recreational and cultural activities and related travel.

Mailing Checklist:

- Copy** of p. 1 of the most recent **J-1** DS-2019 form.
- Copy** of p. 1 of the most recent **J-2** DS-2019 form.
- Copy** of passport, visa page and I-94.
- Copy** of any previous EAD card (s).
- Completed form I-765 (Original). **Question 27 coded: (c) (5) ()**.
- 2 color "passport type" with name and I-94 number printed on the back with pencil, placed in a small envelope and stapled to the top right corner of the I-765 form.
- Brief written statement previously described above.
- Personal check, cashier's check, or money order payable to "U.S. Department of Homeland Security" for \$520.
- Mail documents to: **USCIS Dallas Lockbox (USPS Delivery)**

(USPS) USCIS Attn: NFB I-765 P.O. Box 660867 Dallas, TX 75266-0867	(FedEx, UPS, DHL) USCIS Attn: NFB (Box 660867) 2501 S. State Hwy. 121 Business Suite 400 Lewisville, TX 75067-8003
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Note: We recommend that you mail the documents using Priority Mail with **Delivery Confirmation**.

PLAN AHEAD! It is estimated that it will take between 60 – 120 days for USCIS to process your J-2 work permission application. *Keep in mind that the J-1's DS-2019 program dates must be current while the J-2 work permission application is being processed.* It is recommended that the J-1 apply for an extension of his/her current program at least 90 – 120 days prior to the end date on the current DS-2019 to enable the J-2 to re-apply for continued work permission.

Statement of Responsibility

I understand I am **not** permitted to begin work until I have received my employment authorization document (EAD) or interim employment authorization document from the U.S. Citizenship and Immigration Service (USCIS). I also understand that in order to continue to be lawfully employed as a J-2, I must **always** have a valid EAD.

Name: _____ Signature: _____ Date: _____