J-2 Request for Employment Authorization

A J-2 visa holder, a dependent of a J-1, is eligible to apply for employment authorization to work in the U.S. Work may begin once the employment authorization has been granted by the U.S. Citizenship and Immigration Services (USCIS) and the Employment Authorization Document (EAD) has been issued and received by the J-2. The application process may take up to four months to be approved.

Application Process

1. Written statement, in the form of a cover letter, requesting J-2 employment authorization(see sample letter below)
2. Completed and signed Form I-765. Write "(c) (5) ( )" in question 20 of the Form, and be sure to sign the Form in blue ink.
3. Copy of Forms I-94, for J-2 and J-1
4. Copy most recent DS-2019 Forms for J-2 and J-1
5. Copy of passports to include (1) the personal data (photo) page, and (2) the most current U.S. visa for the J-2 and J-1
6. Proof of marriage to J-1 (marriage license, etc.)
7. Two photographs as specified in the I-765 instructions (add your name and I-94 number in pencil on the back of each photo)
8. Copy of the J-2's previous EAD, if applying for an extension
9. Filing fee, $410 check or money order made payable to the "Department of Homeland Security"

Mailing Instructions

Before mailing, make a copy of the entire application package, including your check. Place the photos in an envelope and label it with the word "Photos". Staple/clip the envelope and the check to the top front page of the I-765 Form.

Mail the application to the USCIS Service Center with jurisdiction over the address listed on the I-765, item 3. If you reside in New Jersey mail to one of the following addresses:

By U.S. Postal Service*

USCIS Dallas Lockbox
P.O. Box 660867
Dallas, TX 75266

By express mail and courier

USCIS Dallas Lockbox
Attn: AOS
2501 S. State Highway 121 Business
Suite 400
Lewisville, TX 75067

*If you send by Postal Service, be sure to send it registered, return receipt.

SAMPLE LETTER

The J-2 letter should state clearly the reason(s) you are requesting employment authorization. It should also outline the family's financial resources to demonstrate that the J-1's income is sufficient to cover his/her own expenses while in the U.S. You may also add additional categories in your monthly expenses such as child care, personal care, subscriptions, auto insurance/maintenance, School fees, tuition & supplies, etc.

(Date)

USCIS Dallas Lockbox
P.O. Box 660867
Dallas, TX 75266

Dear Sir/Madam:

My name is (insert your name), and I am currently on a J-2 visa as the dependent of (insert your spouse's name) who is on a J-1 at Stevens Institute of Technology. I am writing to request employment authorization to work in the U.S.

My husband/wife (insert your spouse's name) is a (researcher scholar/student/visiting professor, etc.) at Stevens Institute of Technology in the Department of (Insert name of department). As demonstrated below, my husband/wife has sufficient financial resources to meet our expenses. Our monthly expenses consist of the following:

House/apartment rental	$
Groceries	$
Utilities (electric, gas, water, telephone)	$
Health/dental insurance	$
Transportation costs	$
Clothing, etc.	$

The money I earn will be used solely by me so that I may (state reasons, e.g. to continue to further my education, to further my career, for cultural or recreational activities, travel expenses, etc.), and not for the support of my husband/wife.

Thank you for your consideration. I look forward to a favorable response.

Sincerely yours,
(Your Signature)