

## **J-2 Dependent Employment**

J-2 dependents may apply to the U.S. Citizenship and Immigration Services (USCIS) for permission to accept employment if such employment is needed for the support of the dependent(s), and not for the support of the J-1.

### **Step 1: Complete Application**

- Completed Form I-765, <http://www.uscis.gov/files/form/i-765.pdf>  
*[Item #16, the eligibility category for J-2 dependents should be noted as (c)(5)( )];*
- Documentation of the J-1's funding, which may include Brown University salary noted on the DS-2019, sponsor's letter, or bank statements;
- Documentation of the relationship of the J-2 and the J-1, such as a marriage certificate and/or birth certificate of children;
- Letter based on OISSS sample (*see page 2*);
- 2 passport photos (taken within 30 days) with name and SEVIS ID# written lightly on the back;
- Fee of \$380, check or money order payable to "Department of Homeland Security" with the J-2's name and SEVIS ID# clearly printed in the Memo line on the front of the check;
- Copies of J-2's DS-2019, I-94 (front and back) and passport biographical page
- Copies of J-1's DS-2019, I-94 (front and back) and passport biographical page
- Copies of previously issued Employment Authorization Document (EAD), if applicable.

### **Step 2: Mail to USCIS**

The application should be sent by CERTIFIED mail with return receipt requested or by EXPRESS mail with tracking number to one of the below addresses. Please be sure to copy all documents and forms before you send them, including your check, and to save any receipts or notices you receive from USCIS. If you live outside of New England contact OISSS for the appropriate mailing address.

#### **For U.S. Postal Service:**

USCIS  
P.O. Box 660166  
Dallas, TX 75266

#### **For Express mail or courier deliveries (i.e. FedEx, UPS):**

USCIS  
Attn: I-539  
2501 S. State Highway 121 Business  
Ste. 400  
Lewisville, TX 75067

### **USCIS Processing and Employment Authorization Document (EAD)**

USCIS can take several months to process your materials and to determine your eligibility. If approved, the USCIS will issue you an Employment Authorization Document (EAD) and mail it to the address listed on the Form I-765.

**If you change your address after submitting your application, you must notify USCIS and OISSS within 10 days of such change.**

J-2 employment authorization is valid for any kind of employment without limitation as to full-time or part-time and expires on the end date listed on the EAD. Note, that employment will be authorized on a yearly basis only for a period covered by the J-1's DS-2019. Extension of stay must be accomplished before further employment authorization is approved beyond the DS-2019 end date. If you wish to request an extension of the J-2 employment authorization, you may do so only after the J-1 extension of stay request has been approved.

J-2 dependents may not work beyond the ending date of the approved period listed on EAD, even if an application for extension of stay is approved and a work authorization application has been filed with USCIS. To avoid an interruption of your approved employment, submit your application for J-1 extension no later than 90 days prior to

the expiration date.

### Sample Letter

*Please print or type the following letter on a separate piece of paper, filling in the missing information. Sign it, and include it with your employment authorization application packet.*

Date \_\_\_\_\_

U.S. Citizenship and Immigration Service

Re: J-2 Employment Authorization Application

To Whom It May Concern:

I am the J-2 dependent of J-1 Exchange Visitor \_\_\_\_\_ and I wish to apply for *(an extension of my previously granted)* permission to accept employment. My *(spouse) (parent)* receives a *(stipend) (salary) (grant)* from \_\_\_\_\_ sufficient to provide for all of *(his) (her)* expenses. I wish to be employed to provide for my expenses *(and those of my children, such as (please describe what expenses you will be covering with your salary from working))*. Any money which I earn from such employment will *(continue to)* be used exclusively for my support *(and that of my children)* and not for the support of my *(spouse) (parent)*. Documentary evidence of my J-1 *(spouse's) (parent's)* ability to support *(himself) (herself)* is enclosed. Please grant me *(an extension of my previously approved)* permission to be employed.

Sincerely,

Signature

Print Name

Address