

## **J-2 Dependent Application for Work Authorization Checklist**

Applications for employment authorization are made to the USCIS Service Center with jurisdiction over the J-2's place of residence. If you are living in Manhattan, then you will send your application to the Nebraska Service Center (address is provided below). For other addresses, see the instructions for completing the I-765. The application consists of the following:

- Form I-765 which can be found at [www.uscis.gov](http://www.uscis.gov) under Immigration Forms;
  - For Item #16 of the I-765, the code is (c)(5).
- Filing fee of \$380 payable to the U.S. Department of Homeland Security;
- 2 passport photos. (You can get these photos at our office during normal office hours. The cost for two is \$8.) Put your name and I-94 number on the back of the photos. Put the folder with the photos in a zip-lock plastic bag;
- Copy of the current DS-2019 of the J-2;
- Copy of the current DS-2019 of the J-1;
- Copies of Forms I-94 of both the J-1 and the **original** of the J-2 (be sure to copy the front and back of the I-94s);
- Letter from the J-2 stating why the employment is desired, indicating the source and amount of support for the J-1, and specifically stating that the income derived from employment will not be used for the support of the J-1 exchange visitor.

After the application is approved, you will receive an Employment Authorization Document (EAD). You cannot begin work until you receive the EAD and you are within its validity dates. The EAD will be valid for a period not to exceed the end date on the DS-2019. However, it is the practice of USCIS not to issue the EAD for more than one year.

If the DS-2019 is valid for longer than one year, and the J-1 and J-2 are maintaining status, the J-2 may request an extension of work authorization by submitting the I-765. The earliest an extension can be requested is 120 days before the end date of the EAD. In order to avoid any interruption of employment, it is recommended that you submit the application for extension at that time.

If you are mailing your application through the U.S. Postal Service, the address is:

USCIS  
P.O. Box 21281  
Phoenix, AZ 85036

If you are mailing your application via a courier service, the address is:

USCIS  
ATTN: AOS  
1820 E. Skyharbor Circle S  
Suite 100  
Phoenix, AZ 85034

**International Student and Scholar Services**  
**104 International Student Center, Kansas State University**  
**Manhattan, KS 66506**  
**Phone: 785.532.6448 Fax: 785.532.6607 Email: [iss@ksu.edu](mailto:iss@ksu.edu) [www.ksu.edu/iss](http://www.ksu.edu/iss)**