

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, the address is provided below. For other addresses, see the instructions for completing the I-765. The application consists of the following:

- Form I-765 can be found at www.uscis.gov under "Forms".
 - For Item #27 of the I-765, the code is (c)(5).
- Filing fee of \$410 payable to the U.S. Department of Homeland Security.
- 2 passport photos. Put your name and I-94 number on the back of the photos. Place photos in a zip-lock bag for mailing.
- 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 of the J-2.
- A copy of your last Employment Authorization Document (front and back), if applicable. If no prior EAD has been issued, then you must submit a copy of your passport.
- 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.
- Although not specified in [USCIS Instructions for Form I-765](#), some applicants have also reported receiving RFEs asking the applicant to submit evidence of the J-2's relationship to the J-1 (e.g., marriage certificate for J-2 spouse or birth certificate for J-2 child).

After the application is approved, you will receive an Employment Authorization Document (EAD). This authorization is valid for any kind of full-time or part-time employment, 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 or 4 years. Although the regulations permit employment authorization to be granted for up to 4 years at a time, USCIS may decide to grant a shorter period.

An applicant may apply for an (EAD) and a Social Security Number simultaneously on Form I-765. Form I-765 includes additional questions that allow applicants to apply for an SSN or SSN replacement card without visiting a Social Security office. USCIS will transmit the additional data collected on the form to the SSA for processing. USCIS stated that "applicants who receive their approved EADs from USCIS should receive their Social Security card from SSA within the following two weeks."

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. 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
Attn: NFB
P.O. Box 660867
Dallas, TX 75266-0867

If you are mailing your application through FedEx, UPS or DHL, the address is:

USCIS
Attn: NFB (Box 660867)
2501 S. State Hwy. 121 Business
Suite 400
Lewisville, TX 75067-8003

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