

J-2 Employment Authorization Procedures

Materials required for J-2 Dependents filing for Employment Authorization:

- Form I-765 [download from <https://www.uscis.gov>]. In item # 27 on the form, the appropriate code is (C)(5)(). **We recommend single sided printing for USCIS forms.**
- Form G-1145 [download from <https://www.uscis.gov>] if you would like to receive e-mail notification of your application acceptance
- Check or Money Order made payable to US Department of Homeland Security for \$410
- 2 photos that meet USCIS specifications [<https://travel.state.gov/content/passports/en/passports/photos.html>]. Any business that prepares passport photos for US passport can prepare your EAD photos. **Lightly print your SEVIS ID Number on the back of each photo with a pencil.** The photos should be placed in an envelope or plastic bag and stapled to the application so they are not lost. Be careful not to staple through the photographs themselves.
- A letter requesting employment authorization and indicating that the income derived from the employment will not be used to support the J-1 principal
- Legible photo copy of the identification page(s) of your passport and visa, including the page(s) that indicate the expiration date
- Legible photo copy of your I-94, Arrival/Departure record. [The electronic I-94 can be downloaded from www.cbp.gov/i94]
- Legible photo copy of the front and back of your current Employment Authorization Document (EAD), if applicable.
- Legible photo copy of all the pages of your current form DS-2019
- Legible photo copy of all the pages of the J-1 principal's current form DS-2019
- Legible photo copy of the J-1 principal's I-94 (If an old version of I-94, copy of front and back of the card)
- Legible photo copy of the J-1 principal's passport identification page(s) and visa

The processing time at USCIS for a J-1 employment authorization application is generally three months. Please note, however that this is subject to change without notice. If employment authorization is granted, a Form I-766 Employment Authorization Document (EAD) is issued and is valid for full-time or part-time employment for the period of time indicated on the EAD. J-2 employment authorization is valid only if both the J-2 and J-1 are maintaining legal status in the United States.

Once you have your package ready and would like an advisor to review it for you, you can mail it to J1-Scholars@jhmi.edu as a single PDF.

To Mail your Employment Application to USCIS

Visit <https://www.uscis.gov/i-765-addresses>, select Foreign Students option, and then select the appropriate Eligibility Category (c)(5). We strongly recommend that you send your application package via courier so that you will be able to track when it is received by USCIS.