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 [FEE INCREASE: The fee will increase to $550 for applications postmarked on or after October 2, 2020]

☐ 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 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. Current USCIS practice is to limit issuance of all EADs to no more than 1 year. Although renewable, J-2 employment may not exceed the program duration indicated on the J-1 principal's current Form DS-2019. In addition, it is important to note that 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, please bring the completed package to OIS during walk-in advising.

To Mail your Employment Application to USCIS:

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<tr>
<th>USCIS Dallas Lockbox</th>
<th>USCIS Phoenix Lockbox</th>
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<tr>
<td><strong>If you reside in:</strong></td>
<td><strong>If you reside in:</strong></td>
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<tr>
<td><strong>Send your application by express mail or courier:</strong> USCIS Attn: NFB AOS 2501 S. State Hwy. 121, Business Suite 400 Lewisville, TX 75067</td>
<td><strong>Send your application by express mail or courier:</strong> USCIS Attn: NFB AOS 1820 E. Skyharbor Circle S, Suite 100 Phoenix, AZ 85034</td>
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