



## DEPENDENT ELIGIBILITY

J-2 dependents of J-1 Exchange Visitors may apply to the United States Citizenship and Immigration Services (USCIS) for work authorization, provided the income from such employment will be for the support of the dependent(s), and not for the principal J-1.

## APPLICATION PROCESS

1. Schedule appointment with your International Adviser at least 3 months in advance of intended employment start date
2. Submit complete application documents to your International Adviser at the scheduled appointment:
  - o Form [I-765](#)
  - o \$340 check or money order payable to Department of Homeland Security (fee as of 07/30/2007)
  - o 2 [Passport-style](#) photos
  - o Copy of DS-2019s for J-1 and J-2
  - o Copy of I-94 card (front and back) for J-1 and J-2
  - o Copy of Passport I.D. page(s) for J-1 and J-2
  - o Copy of Visa Stamp for J-1 and J-2
  - o Copy of all previous Employment Authorization Documents (EAD cards)
  - o Monthly Expense Budget – See [Sample](#)
  - o Letter from J-2 stating why the employment is desired and that employment is not to support J-1
3. Your International Adviser will review the application with you, and finalize your employment application packet.
4. You must mail the completed employment application packet to Immigration (USCIS) to one of the following addresses:

<u>Address for Regular Postal Mail</u>	<u>Address for Express Mail</u> (i.e. FedEx, UPS)
USCIS, Texas Service Center	USCIS, Texas Service Center
Attention: I-765 Unit	Attention: I-765 Unit
P.O. Box 851041	4141 North St. Augustine Rd.
Mesquite, TX 75185-1041	Dallas, TX 75227
	Phone: 1-800-375-5283
5. Do not begin employment until you received the EAD for approved employment authorization. The EAD is a license-sized picture card that indicates the approved employment start and end dates. Employment is not permitted before the approved start date or after the approved end date.

## LENGTH OF EMPLOYMENT

USCIS practice is to limit issuance of all EADs to no more than 1 year. In any case, J-2 employment authorization may not exceed the program duration indicated on the principal's DS-2019, and is valid only if the J-1 is maintaining status.

## EMPLOYMENT EXTENSION

A J-2 dependent must file form I-765 with all supporting documents each time an extension of employment is necessary.

## DOCUMENTATION

If permission for employment is granted, an Employment Authorization Document (EAD) card is issued and is valid for any kind of full-time or part-time employment for the period of time stated on the EAD. Employment may begin only after receiving approval from the USCIS.