

# J-2 Employment Workshop

International Student and Scholar Services  
Vanderbilt University

# J-2 Employment Packet

- J-2 Employment Fact Sheet
  - Dependent Eligibility
  - Application Process
  - Length
  - Extensions
  - Authorization
- Form I-765
- Monthly Budget Sample

# 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

Submit complete application documents to your International Adviser at the scheduled appointment:

- Form I-765
- \$380 Application fee: Check payable to U.S. Department of Homeland Security
- 2 Passport-style photos
- Copy of DS-2019s for J-1 and J-2
- Copy of I-94 card (front and back) for J-1 and J-2
- Copy of Passport ID page(s) for J-1 and J-2
- Copy of Visa Stamp for J-1 and J-2
- Copy of all previous Employment Authorization Documents (EAD cards)
- Monthly Expense Budget – See Sample
- Letter from J-2 stating why the employment is desired and that employment is not to support J-1
- **Schedule appointment with your International Adviser at least 3 months in advance of intended employment start date**


# Length, Extensions, & Authorization

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

# Receipt Notice

**Received Date**  
**August 16, 2004**

**Notice Date**  
**September 10, 2004**

U.S. Department of Justice Immigration and Naturalization Service		Notice of Action	
<b>THE UNITED STATES OF AMERICA</b>			
RECEIPT NUMBER MAC-00-099-51064	CASE TYPE I765	APPLICATION FOR EMPLOYMENT AUTHORIZATION	
RECEIVED DATE February 16, 2000	PRIORITY DATE	APPLICANT TROJAN, Tommy.	
NOTICE DATE February 18, 2000	PAGE 1 of 1		
Tommy Trojan 1 Troy Square #1 Los Angeles, CA 90007		Notice Type: Receipt Notice Amount received: \$ 100.00 Class requested: C033	
<p>The above application for an Employment Authorization Document (EAD), Form I-765, has been received. Processing time is approximately 30 days from the date of this receipt notice.</p> <p>A Notice of Action, Form I-757, will be sent to you at the address listed above when a decision on this case is made.</p> <p>If any of the above information is incorrect, or you do not receive a decision on this application within 90 days, please notify us immediately at the number listed below.</p> <p>Case status information is available 24 hours a day by calling the number below from a touch-tone phone. You will need the receipt number listed on this notice to obtain the information.</p> <p>If inquiry is written, please attach a copy of this notice.</p>			
<p>Please see the additional information on the back. You will be notified separately about any other cases you filed.</p> <p>IMMIGRATION &amp; NATURALIZATION SERVICE CALIFORNIA SERVICE CENTER P. O. BOX 30111 LAGUNA NIGUEL, CA 92607-0111 Customer Service Telephone: (949) 831 8427</p>			
			
Form I-797C (Rev. 09/07/93)N			

# EAD

U.S. DEPARTMENT OF JUSTICE Immigration and Naturalization Service


**EMPLOYMENT AUTHORIZATION CARD**

The person identified is authorized to work in the U.S. for the validity of this card.

NAME OISS SAMPLE  
*Oiss sample*

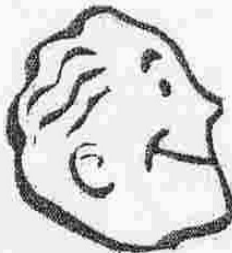
INS A# 136-009-290  
CARD # L1N0101751956

Birth Date 11/01/75 Category CO Sex F  
Country of Birth malea  
Terms And Conditions Student; optional practical trng

 fingerprint not available

**NOT VALID FOR REENTRY TO U.S.**

CARD VALID FROM 02/01/01 EXPIRES 02/01/02



# Volunteering

- Must be an advertised volunteer position
- A volunteer position usually does not require you to have special skills. (specific lab work)
- If it is normally a paid position then it is not a valid volunteer position.

# Examples of Illegal Employment

- Babysitting for a Professor
- House cleaning for your Advisor
- Translating texts for the local town library
- Editing papers for other students online
- Working for outside companies doing temporary work on campus

## Additional J-2 Information

- Limitations (two year home country residence requirement)
- Can study full-time

# Questions?

- Office Hours  
Monday – Friday: 8:00-5:00
- Walk-in Hours  
Monday – Friday: 10am – Noon and 1:30-3:30
- Student Life Center  
310 25<sup>th</sup> Avenue South, Suite 103  
Phone: 615-322-2753  
Fax: 615-343-7799  
E-mail: [iss@vanderbilt.edu](mailto:iss@vanderbilt.edu)  
Website: [www.vanderbilt.edu/iss](http://www.vanderbilt.edu/iss)