



J-2 Employment Authorization

Dependents of J-1 exchange visitors; (J-2s) are eligible to apply to U.S. Citizenship and Immigration Services (USCIS, for employment authorization to work in the United States. After completing your J-2 Employment Authorization Application, you can set up an appointment to have it reviewed by the Office of International Students & Scholar Services before submitting it to the USCIS, you may make an appointment by calling the office at 973-353-1427:

Follow these steps to apply for J-2 employment authorization by mail with the USCIS. Your application for J-2 employment authorization must include the following:

- Completed Form I-765, Application for Employment Authorization

PHOTOCOPIES OF THE FOLLOWING:

- The picture or personal identification page of the J-2's passport
- U.S. visa stamp page in the J-2's passport
- The J-2's DS-2019 (if there is more than one, send copies of all IAP-66/DS-2019s)
- Front and of the J-2's I-94 (small, white card stapled into your passport, even if the back side is blank)
- Front and back of the J-1's I-94
- The J-1's DS-2019 (if there is more than one, send copies of all IAP-66/DS-2019s)
- Your marriage certificate, accompanied by an English translation if necessary
- \$340 check or money order made payable to U.S. Citizenship and Immigration Services (USCIS). Check USCIS website for current fee
- A letter requesting work authorization specifically stating that the income from your earning will not be used for the J-1's support
- Provide documentation that the J-1 has sufficient resources for his or her own expenses and will not be dependent on your earnings.
- Give reasons in your letter for wanting to work and indicate the source and amount of support of the J-1.
- Include a budget or a statement of expenses (sample letter below).
- Two (2) identical color passport-style photographs of yourself, taken within 30 days of the application.

PHOTO SPECIFICATION

- The photos must be a full frontal face position and meet the specifications for full frontal/passport photos. For more information on photo standard, visit the Department of State website at: <http://travel.state.gov/passport/pptphotos/index.html> or contact the National Customer Service Center at 1-800-375-5283.
- Lightly print your name on the back of each photo, using a pencil.
- Photos must conform to the above specifications.

MAILING YOUR APPLICATION

It is recommended that you mail your application to the USCIS by **certified mail, return receipt requested** or by express mail/courier service that will confirm delivery. The application should be mailed/sent to:

U.S. Department of Homeland Security
United States Citizenship and Immigration Services
Vermont Service Center
75 Lower Welden Street

PLEASE NOTE:

- If employment authorization is granted, you may work part-time or full-time at any job for any employer. You do not need to have a job to apply for J-2 employment authorization.
- USCIS normally authorizes J-2 employment in one-year increments or for as long as the J-1 has permission to remain in the U.S. whichever is shorter. To apply for an extension of J-2 employment authorization, follow the same procedure as an initial application. Be sure to apply in a timely fashion (at least 12 weeks before the current expiration date) to avoid interruptions in work authorization. Applications may only be made for the time period for which the underlying J-1 status is valid.
- Once you have received employment authorization, you may apply for a U.S. Social Security number. You must apply in person at a Social Security office. You must take your passport, your I-94, a copy of your spouse's DS-2019 and your EAD with you when you apply.
- The income you earn as a J-2 is subject to applicable federal, state and local income taxes and Social Security taxes. Your tax situation may or may not be the same as your J-1 spouse. Employers are required by law to withhold applicable taxes from your paycheck. If you have earnings, you must file an annual income tax return with the Internal Revenue Service (IRS) to determine whether you owe more taxes or if you have a refund coming. The filing deadline is April 15 of the year following the year in which you earned income.

Sample Letter to Accompany Application for J-2 Employment Authorization

Date:

U.S. Department of Homeland Security
United States Citizenship and Immigration Services
Vermont Service Center
75 Lower Welden Street
St. Albans, VT 05479

Dear Sir or Madam:

I would like to apply for J-2 employment authorization.

My spouse is currently a _____ (i.e., graduate student, Research Scholar, visiting Professor, etc.) in the Department of _____ at Rutgers University, The State University of New Jersey, Newark Campus. As indicated on his/her DS-2019, he/she earns \$_____ per year.

Sample Budget:

Rent \$ _____

Utilities \$ _____ (specify what you are including: gas, electricity, water, etc.)

Food \$ _____

Transportation \$ _____ (specify what you are including: car insurance maintenance, bus fare, train fare, etc.)

Health Insurance \$ _____

Miscellaneous \$ _____ (specify what you are including: clothing, recreation, child care, etc.)

TOTAL \$ _____

This budget shows that my spouse has enough money to support him/herself and to cover our day-to-day expenses. Because there is little left for additional or extra costs, I would like to....

List some items for which your earnings might be used for example:

- travel to tourist sights in the U.S. and Canada,
- take an English course,
- pursue further studies in _____,
- send your children to music lessons, etc.

OR list some reasons why you wish to work:

- Make use of my training as a _____,
- Continue my professional my skills as a _____,
- Gain new skills by working as _____, etc.

In order to do the above things, this will require that I work to earn money for these additional expenses. I understand that none of my earnings will be used to support my J-1 spouse.

I sincerely hope that you will approve my request.

Sincerely,