

J-2 EMPLOYMENT REQUEST

OVERVIEW

J-2 dependent family members may apply to the U.S. Citizenship and Immigration Services (USCIS) for permission to accept employment. The employment must be used to support J-2 dependent(s) only and not for the support of the principal J-1 student/scholar.

If permission is granted, you may work part-time or full-time, at any job, for any employer, and there are no limits to the amount that you may earn. You do not need a job offer in order to apply for employment authorization.

You may begin to work when you receive your Employment Authorization Document (EAD) from the USCIS. The EAD is an identification card with your photograph, signature, and expiration date of your permission to work. An EAD card is valid only for employment, not for traveling outside the U.S. and re-entering. It may take 90 to 120 days for the USCIS to process the EAD application.

APPLICATION PROCESS

e-file Option

You have the option to submit the I-765 online. This is called e-file. When you e-file your I-765 application, you can pay the I-765 application fee and receive a PDF version of your I-797 receipt. Please be aware that you can only submit the I-765 application fee and form online. In addition, you will be required to complete the biometrics requirements. After e-filing, you will receive a biometrics appointment notice by mail with a specific date, time, and place where you will have your fingerprints and photos taken. Do not visit a USCIS Application Support Center in San Diego without your appointment notice. Failure to meet all document and biometric requirements will delay the approval of your EAD card.

Guidelines for cover letter

The cover letter needs to include the following:

- Statement that you are the J-2 dependent of a scholar (include the J-1's name) and that you wish to apply for employment permission.
- The source and amount of the J-1's financial support.
- The reason you wish to be employed (e.g.: to cover travel expenses, medical bills or children's expenses).
- A statement that any income earned would be used only for yourself and/or your children and not used for the support of the J-1 student/scholar.
- See sample letter at the end of this document.

Guidelines for Completing Form I-765

- Be sure to download the current form at <http://www.uscis.gov/i-765>. Do not use an outdated version.
- At "*I am applying for:*" Check "Permission to accept employment" box for initial application
 - Check "Renewal..." if requesting to renew EAD card
- Line 12: This is listed on the entry stamp on your I-94 card. Enter date stamped.
- Line 13: Enter airport which you last entered (also on I-94 card stamp, if legible)
- Line 14: Enter J-2 Exchange Visitor Dependent
- Line 15: Should be the same as line 14 unless your status has changed since your arrival. Any change is recorded on the approval notice of the approval notice (Form I-797).
- Line 16: Enter (C) (5).
- Certification: Sign the form. Keep your signature within the space provided. **Do not sign outside of the lines.** Otherwise, your application will be returned to you.

Guidelines for application package

Gather all your documents and be sure to clearly label J-1 documents and J-2 documents. Remember to keep photocopies of your entire application packet for your records. Please call the International Center at 858-534-3730 to schedule an appointment with an advisor if you would like your application to be reviewed.

MAILING YOUR EAD APPLICATION

The contents of your EAD application packet will depend on whether you will mail Form I-765 to USCIS or will file Form I-765 online via e-file at the USCIS website.

Filing Form I-765 Online via e-file Option

If you will file Form I-765 online via e-file at the USCIS website, mail the following items to the appropriate USCIS Service Center:

- Cover letter requesting work permission
- Copy of Form I-765 e-file Confirmation Receipt
- Copy of J-2 dependent's:**
 - I-94 card (front & back)
 - DS-2019 form
 - Passport
 - J-2 Visa stamp in passport
- Copy of J-1's funding statement (e.g, bank statement, fellowship letter, etc.)
- Copy of marriage certificate (accompanying with English translation)
- Copy of J-1's:**
 - I-94 card (front & back)
 - J-1's DS-2019 form
 - Passport
 - J-1 Visa stamp in passport

If you e-file Form I-765, do not submit photos and additional payment with your package. Please read your I-765 e-file confirmation receipt carefully for further instructions. To complete your application, you must complete the biometrics requirements at a USCIS Application Support Office in San Diego. Failure to do so will delay the processing of your application.

Mailing Form I-765 Directly to USCIS

If you will mail Form I-765, please include the following items and mail the package to the USCIS Service Center:

- A cover letter requesting work permission** (see sample attached)
- Complete the **Form I-765 Application for Employment Authorization**. It is available at the USCIS web site at www.uscis.gov
- Copy of J-2 dependent's immigration documents:**
 - I-94 card** (front & back)
 - DS-2019 form**
 - Passport**
 - Visa stamp in passport**
- Copy of J-1 immigration documents:**
 - I-94 card** (front & back)
 - Copy of J-1's DS-2019 form**
 - Passport**
 - Visa stamp in passport**
- Copy of J-1's funding statement** (e.g, bank statement, fellowship letter, employment verification, etc.)
- Copy of marriage certificate** (accompanying by English translation)
- Provide **\$340 check or money order** made payable to "U.S. Department of Homeland Security"
- Provide **two U.S.-style passport photos** (applies to Mail-In application ONLY, not for e-file)
 - The photo must be taken within the past 30 days. Lightly print your name on the back of each photo. For exact specifications go to http://www.travel.state.gov/passport/pptphotos/composition_checklist.html
- Copy of current EAD card (front & back) if you are applying for an extension.

Mailing Address in California

Mail the original packet at your local post office via **certified mail, return receipt requested** so the post office will notify you when USCIS receives your package.

e-Filed Only: If you e-filed Form I-765, mail your supplemental documents via certified mail to:

USCIS California Service Center
ATTN: E-Filed I-765
PO Box 10765
Laguna Niguel, CA 92607-0765

Direct USCIS filing Only: If you did not e-file Form I-765, mail your entire package via certified mail to:

USCIS
California Service Center
PO Box 10765
Laguna Niguel, CA 92607-1076

NOTE: Do not use the PO Box address listed above if you are sending your package via FEDEX. Express mailings require a physical street address. Send your package via FEDEX to:

USCIS
California Service Center
24000 Avila Road
2nd Floor, Room 2312
Laguna Niguel, CA 92677
Tel: 1-800-375-5283

PENDING EAD APPLICATION

USCIS will send a receipt confirming that they received your application within 7-10 business days. Your receipt will have a "WAC #". Keep the original receipt in a safe place. This is the only way you will be able to track your application at the California Service Center.

Checking the Status of your application

You can check the status of your EAD application at the USCIS Web site. You will need to enter the WAC number on your USCIS receipt. Go to: <https://egov.uscis.gov/cris/jsps/index.jsp>

EXTENSION OF EAD

The USCIS can authorize J-2 employment until the end date on Form DS-2019. You may apply for an extension to work longer if the Form DS-2019 is extended.

You should request an extension of your EAD 3-4 months before it expires because you may not continue to legally work if your EAD card has expired, even if you have filed an extension with USCIS.

SOCIAL SECURITY NUMBER

All persons must have a Social Security number to be employed in the US. To apply for a Social Security Number, take your passport, I-94 card, DS-2019 and your EAD to any Social Security Administration office. The nearest office to UCSD is in Kearny Mesa. Visit www.ssa.gov to find the nearest Social Security office to you.

QUESTIONS

Please contact the UCSD International Center at icenter@ucsd.edu, 858-534-3730 if you would like an advisor to review the completed application prior to submission.

SAMPLE COVER LETTER FOR J-2 WORK PERMISSION

(your street address)
(city, state, zip code)
(today's date)

U.S. Citizenship and Immigration Services
(street address)
(city, state, zip code)

To Whom It May Concern:

I would like to apply for J-2 work permission.

I am the J-2 dependent of [_____] (give spouse's or parent's name), a J-1 [_____] (student/researcher/professor) at the University of California, San Diego. As my spouse's (or parent's) DS-2019 shows, s/he receives [_____] (give amount, for example \$20,000 per year) in support from [_____] (give source). This shows that we have enough money to support my [spouse/parent].

I would like to earn money to pay for [e.g., my extensive dental work; or need money for the children's piano/gymnastic/aquatic lessons; to attend the San Diego symphony/the Charger's football games to experience American culture; to attend professional conferences in the U.S.; we, as a family, would like to travel to see the Grand Canyon].

Any income I earn will be used only for myself (and my children) and not for the support of my husband/wife/parent.

Sincerely,

(your signature)
(your name)