**J-2 WORK PERMISSION**

**INTRODUCTION**

As a J-2 visa holder, you are eligible to apply for work permission from the Immigration Service AFTER you arrive in the U.S., if you can establish that the money you earn will support you and/or your dependent children but not the J-1 Exchange Visitor. The money you earn may be used for any purpose, including recreational and cultural activities, travel and for subsistence. **If the employment is needed to support the J-1 Exchange Visitor, the employment will not be authorized.** If you wish for us to review the J-2 application, please email ISSO for an appointment. If you send the application on your own and use the ISSO address, please email ISSO to let us know your spouse’s name so that we can contact you when receipt notices and the EAD arrives.

**APPLICATION PROCEDURE**

1. Complete the application form I-765 ([http://uscis.gov](http://uscis.gov))

I-765 HINTS

- Line 3: We recommend that you use the ISSO address because USCIS will not forward mail if you move.
  
  415 South Street, ISSO - MS 040
  
  Waltham, MA  02453-2728

- Line 10 - This is your I-94 number – the white card in your passport, or electronic I-94. Include all 11 digits
- Line 11 – complete this only if you have previously applied for J-2 work permission, (or OPT, TN or previous H-1B visas)
- Line 12 and 13 – this information is found on your I-94 card
- Line 14 and 15 - write “J-2 dependent”
- Line 16 is “(c) (5)” – this is the code for J-2 work permission

2. Prepare a written statement addressed “Dear Immigration Officer” requesting the permission to work and stating the purpose for the employment. **Remember: The purpose CANNOT be to financially support the J-1 Exchange Visitor.** You may refer to the sample statement included with this handout as a guide

3. Obtain two passport style photos that are less than 30 days old

4. Mail the following documents by RETURN RECEIPT REQUESTED:
   
   - Check for $380.00. Made payable to the “U.S. Department of Homeland Security”
   - Two photos (pencil your name on the back of each photo; DO NOT staple or clip photos to your application, put them in an envelope or plastic bag instead)
   - Your written statement requesting work permission
   - Completed form I-765 (Application for Employment Authorization)
   - Photocopy of J-1 visa holder’s DS-2019, I-94 (front and back if a paper I-94), Visa Stamp, Passport identity pages, copy of financial support documentation used to obtain that status / copy of letter of appointment with salary information for J-1 scholars
   - Photocopy of your (J-2) I-94 card (front and back), DS-2019, Visa Stamp, and Passport identity pages.
   - Photocopy of your previous EAD card, if applicable.

**MAILING ADDRESSES:**

If mailing your application by U.S. Postal Service (USPS) mail (i.e. Certified Mail, USPS Priority or Express mail), send your application to the USCIS Dallas Lockbox address below:

USCIS
PO Box 660867
Dallas, TX 75266

If mailing your application by express delivery service or private courier (i.e. UPS or FedEx) send your application to the USCIS Dallas Lockbox address below:  

USCIS
Attn: AOS
2501 S. State Hwy. 121, Business
Suite 400
Lewisville, TX 75067

**ISSO strongly recommends that you send your application by certified or return receipt mail.**

International Students and Scholars Office | 415 South Street | Kutz Hall 215 | MS 040 | Waltham, MA 02454-9110
781-738-3480 | 781-736-3484 Fax | isso@brandeis.edu | www.brandeis.edu/acserv/issso
If you are found to be eligible, the U.S. Department of Homeland Security/USCIS will issue you an Employment Authorization Document (EAD). You may NOT begin working until you receive your EAD, and you may only work for the duration listed on the card. Once granted an EAD, you may work part-time or full-time, at any job, for any employer. There is no legal limit to the amount of money you can earn.

This letter is a sample only. It should be used as a guide and should be modified to accurately describe your individual circumstances.

Month / Date / Year

Dear Immigration Officer,

As a J-2 visa holder, I would like to apply for employment authorization.

I have enclosed documents that clearly indicate the source and the amount of support for my spouse/parent, the J-1 visa holder. The income received from my employment will not be used to support my spouse/parent, but will be used for [describe what you intend to use your income for. For example: travel, tourism, language classes for the J-2, cultural exhibits, further training/experience in your field of employment, etc].

Sample Paragraph (provide additional details here about your stay – below is provided only as a sample): We are very happy to be able to visit the United States and we hope to have a most enjoyable experience here. The U.S. has a rich and interesting culture that offers a lot of remarkable art exhibitions as well as enjoyable recreational activities. However, this also raises unexpected costs since visiting cultural places and events are costly and often require some kind of traveling.

I would like to be able to live in accordance with my customary family needs and experience my stay in the United States as an enjoyable and memorable one.

Sample closing statement (make your final remarks/request here): I rest assured that you will take all this into consideration when you make your decision. I hope that permission for my employment will be granted.

Sincerely,

SIGN YOUR NAME

(Print your name)