J-2 Work Permission

J-2 visa holders are eligible to apply for work permission from USCIS after arrival in the U.S. In your application, you need to 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 recreational and cultural activities, travel, subsistence, etc. If the employment is needed to support the J-1 Exchange Visitor, the employment will not be authorized.

U.S. Citizenship and Immigration Services (USCIS) will issue the J-2 visa holder 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.

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)

   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.
   Line 11 – complete 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 requesting permission to work and stating the purpose for the employment. Please refer to the Sample Written Statement.

3. Obtain two standard 2”x 2” photos that are less than 30 days old (pencil your name on the back of each photo; DO NOT staple photos to your application, put them in an envelope or plastic bag instead)

4. Prepare a check or money order for $410.00. (Make payable to the “U.S. Department of Homeland Security”)

5. Photocopy the following: J-1 visa holder’s DS-2019, printed electronic I-94 OR front and back of paper I-94 card, J-1 visa, most recent passport entry stamp, passport photo ID page and expiration pages, copy of financial documentation used to obtain that status / copy of letter of appointment with salary information for J-1 visa holder
6. Photocopy the following: your (J-2) DS-2019, printed electronic I-94 OR front and back of paper I-94 card, J-2 visa, most recent passport entry stamp, passport photo ID page and expiration pages.

7. Photocopy your previous EAD card, if any.

MAILING ADDRESSES:

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

<table>
<thead>
<tr>
<th>If mailing your application by U.S. Postal Service (USPS) (i.e. Certified Mail, USPS Priority or Express mail), send to:</th>
<th>If mailing your application by private courier (i.e. UPS, FedEx), send to:</th>
</tr>
</thead>
</table>
| USCIS  
PO Box 660867  
Dallas, TX 75266 | USCIS  
Attn: AOS  
2501 S. State Hwy. 121, Business, Suite 400  
Lewisville, TX 75067 |

SAMPLE WRITTEN STATEMENT

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 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 an 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):
Thank you for your consideration. I hope that permission for my employment will be granted.

Sincerely,

Sign your name

(Print your name)