

J-2 REQUEST FOR EMPLOYMENT

Background Information:

J-2 Dependents of J-1 visitors/students may apply for permission to accept employment provided that the income from this employment will not be used to support the person holding the J-1 status. A person in J-2 status who wants to obtain work permission must apply to the US Citizenship and Immigration Services (USCIS) to obtain an Employment Authorization Document (EAD). The EAD is a photo ID card indicating the authorized dates of employment. In order for a J-2 dependent to qualify for this document, the J-1 status-holder must be in good standing.

Application Procedure:

- \$175 check payable to: United States Citizenship & Immigration Service
 - Completed form I-765 <http://www.uscis.gov/sites/default/files/files/form/i-765.pdf>
 - Copy of J-2 DS-2019 (person requesting permission)
 - 1 copy of your spouse's/parent's I-94 (front & back of card)
 - 1 copy of your I-94 (front & back of card)
 - 1 copy of your spouse's/parent's passport page showing his/her identity (picture, name, etc.) and expiration date of passport
 - 1 copy of your passport page showing your identity (picture, name, etc.) and expiration date of passport
 - 1 copy of your spouse's/parent's visa page from his/her passport
 - 1 copy of your recent visa page from your passport
 - 2 photographs (write name & date of birth on the back in pencil & do **NOT** cut smaller). Immigration has changed the style of photos needed to those that are exactly like passport photos.
 - Letter to the USCIS requesting employment authorization (see sample letter)
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- Mail the application to:

USCIS, Texas Service Center
PO Box 854041
Mesquite, TX 75185-1041



Instructions for filling out I-765:

- Check ONE box 1/3 of the way down the page that says "Permission to accept employment" or "Renewal of my permission to accept employment"
- Item # 10: Write the 11 digit number on your I-94 card
- Item #11: If you checked YES, please make a copy of your previous EAD cards & send them with the application
- Item #12: write the date of your last entry to the US (this is on your I-94)
- Item # 13, write the place of your last entry into the US (this is on your I-94)
- Item #14: write "Spouse"
- Item # 15: write "J-2 Spouse"
- Item # 16, Put the following in the parentheses: (c) (5) ()
- Do not forget to sign, put your phone number and the date (month/day/year)

SAMPLE LETTER:

(This is a SAMPLE letter to obtain permission to work for J-2 visa holders. You must write your own letter using this as an example – DO NOT complete this sample. NOTE: You may not need to use every category listed; these are just examples of expenses.)

Your address

Phone Number

Date

USCIS, Texas Service Center
PO Box 851041
Mesquite, TX 75185-1041

To Whom It May Concern:

I am the J-2 dependent of the J-1 Exchange Visitor _____ (specify J-1's full name) and I wish to apply for permission for full-time employment. The money I will earn will support my (and that of my children, if applicable) expenses during my (our) stay in the US. My (our) expenses are approximately the following:

	Monthly expenses:	
Food:		\$
Clothing:		\$
Medical care & insurance:		\$
Miscellaneous:		\$
	<i>Monthly TOTAL:</i>	\$
International Travel:		\$
Travel & other cultural activities:		\$
	<i>Yearly TOTAL:</i>	\$

My spouse (parent) receives a _____ grant/stipend/salary in the amount of \$_____ per year/month and it sufficiently provides for his/her expenses. My earnings will in no way go to the support of my spouse/parent.

Sincerely,

Your name printed