

# J-2 Employment Authorization

## For Dependents of J-1 Students and Scholars

**J-2 dependents of J-1 students and scholars are eligible for employment authorization during the J-1's stay. Gather the following application materials to request employment authorization.**

- Form I-765. **Do not E-file.** Obtain via this website: [www.uscis.gov/files/form/I-765.pdf](http://www.uscis.gov/files/form/I-765.pdf). Follow the instructions on the back of this page for completing Form I-765 .
- A check or money order for \$340.00 made payable to the Department of Homeland Security (DHS). Do not send cash.
- Copy of previous USCIS-issued employment authorization documents (EADs), if applicable
- Two passport-style photographs:
  - Color photos with a plain background taken no earlier than 30 days before sending the J-2 employment application to USCIS. Head coverings and hats are only acceptable due to religious beliefs and even then may not obscure any portion of the applicant's face.
  - Using an oil-based ink pen, lightly print the J-2's name, birth date, and I-94 number on the back of the photos.
  - Place the photos in a clear plastic bag to attach to the application.
  - On-campus, passport photos can be obtained at the **Division of Instructional Services, Stewart Center Room G59.**
- A letter written by the J-2 stating:
  - The money earned will not be used in any way to support the J-1 principal.
  - The reasons for requesting employment authorization, such as paying for the J-2's education, recreation, cultural excursions, or development of professional expertise.
- Photocopies of the following for both the J-1 and J-2:
  - DS-2019's
  - Passport pages showing photos, names, and birth dates
  - J visas (only the current one, or the most recently issued if expired)
  - I-94 cards (front and back with all colored stamps visible on the copy)

**Additional instructions on reverse side**

## **Important Reminder**

*Upon receiving your Employment Authorization Document (EAD), please provide a copy to the ISS Office.*

**Mailing the Application:** Before mailing this application, you may have it reviewed by an ISS Counselor during a walk-in session. Be sure to make copies of all documents submitted to USCIS. Staple all materials together and mail your application through the US Post Office by **Certified Mail, Return Receipt Requested** to the following address:

**US Citizenship and Immigration Services  
Nebraska Service Center  
P. O. Box 87765  
Lincoln, NE 68501-7765**

Processing time at USCIS will be approximately 90 days (3 months) from the date on the Receipt Notice that you will receive from USCIS. With the receipt number, your application status and email updates can be obtained from this website: <https://egov.uscis.gov/cris/Dashboard.do>

Once your application has been processed, the EAD card will be mailed to you. The US Post Office will not forward your EAD card; make sure the address on the I-765 is correct and will be valid for at least 4 months.

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### **Instructions for Completing the I-765**

First, in the section beginning “I am applying for:”, check the box which applies to your particular situation. Normally, select “Permission to accept employment”, but if you have ever applied for and received an EAD card in the past you should check “renewal of my permission to accept employment” attaching a copy of the previous EAD card(s). For the numbered items on the I-765, follow these instructions (numbers not listed need no explanation).

1. **Name:** Be sure to print in CAPITAL letters your Family/Last/Surname. Use the name from your passport. Put a comma afterwards and enter the rest of your name.
2. **Other names:** Fill this in only if you use a name other than the one listed in #1, including maiden name. If this does not apply to you, leave it blank.
3. **Address:** USCIS will send your EAD card here, so it should remain valid until you receive the card. The US Post Office will not forward this mail; it will be returned to USCIS. If you plan on moving, list a friend or family member’s address or ask an ISS Counselor for an address label so the ISS can receive it for you (also provide an email address for yourself that will be valid for 4 months). If you list an alternate address, list the address as “c/o [Friend’s Name]” and then the friend’s address.
4. **Country of Citizenship/Nationality:** Fill in both if different.
9. **Social Security Number:** If you don’t have one, write “N/A” (not applicable).
10. **Alien Registration Number (A number) or I-94 Number:** You will have an A number if you have applied for an EAD card before. Otherwise, use your I-94 card number. Your I-94 card is the small, white card issued to you when you first entered the US. The number will be an 11-digit number pre-printed at the top of the card.
11. Indicate whether or not you have ever applied for an EAD card in the past, the specific USCIS office where the document was obtained, the date issued, the expiration date, and whether it was granted or denied. Attach a copy of the EAD.
12. **Date of last entry:** As listed on your I-94 card.
13. **Place of last entry:** Fill in the place where you were last admitted to the US, which should be listed on your I-94 card.
14. **Manner of last entry:** The non-immigrant status shown on your I-94 card, received upon last entry to the US (for example, J-2 dependent).
15. **Current immigration status:** The non-immigrant status you received when you last entered the U.S. or changed status (for example, J-2).
16. **Eligibility Category:** J-2 dependents applying for employment authorization write this code: **(c)(5)( )**
17. **Skip this item as it does not apply.**

**Sign and date the form where indicated.**