# UCF INTERNATIONAL SERVICES CENTER

## Employment Guidelines for J-2 Dependents

### GENERAL INFORMATION

J-2 dependents are eligible to work in the U.S. and may apply for work authorization from the U.S. Citizenship and Immigration Services (USCIS). The USCIS processing of employment authorizations may take on average two and half months. Advance submission of an application is recommended.

### Eligibility Requirements and Employment Authorization

» J-1 principle exchange visitors must be maintaining their immigration status

» Employment cannot be for the purpose of supporting the J-1 principle visitor

» Dependents may engage in full-time or part-time employment

» Once an employment authorization application is approved, USCIS will issue an employment authorization document (EAD) card. Dependents may not begin employment until they receive their EAD card and by the "valid from" date listed on the card

» Employment may not exceed the expiration date listed on the EAD card or the J-1 program completion date, whichever is earlier.

### APPLICATION CHECKLIST

☐ Brief letter from J-2 dependent addressed to USCIS requesting work authorization. The letter must include:

    » Clear statement declaring income received from employment is not needed to financially support either the J-1 visitor or the J-2 dependents.

    » Statement confirming work authorization is requested to gain work experience, for purposes of career advancement, or for cultural enrichment.

☐ Completed I-765 Form (Obtain form from www.uscis.gov > Immigration Forms, Fees, and Fingerprints). To avoid delays with your application, ensure form is completed correctly. For I-765 instructions, visit www.uscis.gov/files/form/I-765instr.pdf

☐ Personal check, money order or bank check payable to U.S. Department of Homeland Security. We recommend to write the J-2's I-94 card number on the check for identification reasons. For fee amount, please review the I-765 instructions.

☐ Two recent 2x2 full frontal color passport photos with your name and I-94 card number written in pencil on the back. (See the U.S. Department of Homeland Security specifications at www.travel.state.gov/passport/pptphotos/index.html)

☐ Photocopy of J-2's passport (page(s) of picture photo and expiration date)

☐ Photocopy of I-94 card for both J-1 and J-2 exchange visitors (front and back)

☐ Photocopy of ALL DS-2019 or IAP-66 documents issued to the J-1 and J-2 exchange visitors

☐ If re-applying for employment authorization, submit all the above documents and include a photocopy of any previous EAD cards

*E-filing is not recommended at this time. J-2 applicants that reside in Florida must mail all items listed on checklist to the USCIS Texas Service Center at the address listed below. If residing outside of the state, please review the I-765 Instruction to know where to mail your application.*

**For regular U.S. Postal Service deliveries:**
USCIS
PO Box 660867
Dallas TX 75266

**For Express mail and courier service deliveries:**
USCIS, Attn: AOS
2501 S. State Hwy. 121, Business Suite 400
Lewisville, TX 75067

## AFTER APPLYING FOR EMPLOYMENT AUTHORIZATION

USCIS will send applicants a Receipt Notice, which contains a receipt number and receipt notice date. Once applicants receive the notice, they may check the status of their case online at https://egov.uscis.gov/cris/Dashboard.do. Once the application is approved, an EAD card will be mailed to the address listed on the I-765 Form. Applicants should ensure the address listed on the form is where they plan to reside 30 to 150 days from the submission of application. The U.S. Postal Service will not forward mail from the federal government to a different address. Applicants should submit a copy of the EAD card to the ISC.

## SOCIAL SECURITY NUMBER

After obtaining an EAD card, J-2 scholars are eligible to apply for a social security number. To obtain guidance on how to apply, please contact an ISC Immigration Advisor or visit our website at https://www.intl.ucf.edu/index.cfm?PageID=304