



Office of International Education

Steps to Apply for J-2 Work Authorization

Who is eligible for J-2 Work Authorization?

J-2 dependents, the spouse or child of a J-1, may apply to the United States Citizenship & Immigration Services (USCIS) for permission to accept employment. USCIS usually grants employment authorization, if the application is complete when they receive it.

You may apply for J-2 employment authorization by picking up application at the Office of International Education- Immigration Services.

In order to have a complete application you must submit the following documents:

1. **Completed USCIS Form I-765. [PDF]**
2. Check or money order for \$340 made payable to “U.S. Citizenship and Immigration Services.”
3. Copies of the J-1 principle and the J-2 dependent’s DS-2019s.
4. Copies of the front and back of the J-1 and J-2’s I-94 cards.
5. Copies of the biographical information and expiration date of J-1 and J-2’s passport.
6. Two photographs that meet **USCIS specifications. [PDF]**
7. Signed statement that the employment is not for living expenses while in the US (attached).

How do I apply?

You can drop the completed application materials with the international student and scholar advisors or mail it directly to the USCIS, on your own. If you would like to send the application for work authorization directly to the USCIS without the oversight of the Office of International Education- Immigration Services, the address is listed below. If you plan to mail it on your own, please make sure that you keep a copy of the complete application, and send the application by some type of receipted mail.

United States Citizenship and Immigration Services
Eastern Service Center
75 Lower Welden Street
St. Albans, VT 05479-0001

Once the USCIS receives your application you should receive a receipt notice within two weeks. This will indicate current processing times. Usually, it takes at least 3-4 months for the Employment Authorization Document to be processed. When the card is issued it will be mailed directly to the address listed on the Form I-765.

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To Whom It May Concern:

My employment as a J-2 dependent will not serve as support and/or maintenance for my J-1 exchange visitor spouse/parent. The employment will be for my benefit alone.

Date

J-2 Dependent's signature

Printed name of J-2 Dependent