



EAD Card Instructions for J-2 Dependents

Conditions

- You must be in valid J-2 status, and the Exchange Visitor must hold valid J-1 status, as shown on your DS-2019s
- Your income may not be used to support the J-1
- You may work when you receive your Employment Authorization Document (EAD) from the United States Citizenship and Immigration Services (USCIS). The EAD is an identification card laminated in plastic, with your photograph, signature, and the expiration date of your permission to work
- You may work part-time or full-time, at any job, for any employer (except that you may not practice medicine, even if you have a license). There is no legal limit to the amount that you may earn.
- USCIS can authorize J-2 employment for as long as the J-1 Exchange Visitor has permission to stay OR for four years, whichever is shorter. Permission to stay expires on the date shown on the DS-2019. However, the USCIS has been in the practice of authorizing employment in one-year increments.

How to Apply

The items in the list below must be submitted to the Service Center that has jurisdiction over the return address that you list on your application. When you have collected everything, please follow the mailing instructions included at the end of this packet.

Collect the following items and put them in this following order:

- Completed USCIS Form I-765
- \$180 Fee – Check or Money Order made payable to : “Department of Homeland Security”
- A copy of your I-94 Departure Record (front and back)
- 2-passport style photos
- A copy of J-1’s DS-2019
- A copy of J-2’s DS-2019
- Written statement, with any supporting evidence, showing that your employment is not necessary to support the J-1, but is for other purposes. See sample letter below. The point of the letter is not to demonstrate need. It is to show the USCIS that the J-1 has enough funding for his or her own expenses (including supporting you), and will not depend on your earnings. In the letter you should indicate the sources and amount of the J-2 Exchange Visitor’s support, and include a short budget statement of family expenses. You should give a reason for wanting to work. In your letter you should say specifically that income from your earnings will not be used for the J-1’s support.

*Note: If you are RE-APPLYING for J-2 work authorization, a copy of your current EAD card must be included in the application

Authorization to Work

Form I-9

USCIS Form I-9, "Employment Eligibility Verification." When you begin to work, your employer will ask you to complete Form I-9, which requires you to document your work authorization. For Form I-9, your EAD card is acceptable proof of your identity and also your permission to work.

Renewing your EAD

If your permission to stay expires, so will your EAD. After your spouse's J-1 extension has been approved and you have new DS-2019s, you may re-apply at USCIS for a new EAD card. When you have the new EAD card, you will have to update Form I-9 with your employer.

Social Security

To put you on payroll, your employer will need your Social Security number, which you can obtain by applying for a Social Security card. In order to apply for a Social Security number you will have to wait until your EAD card arrives. Once you have received your EAD card, you need to go to the nearest Social Security Office. You need to take your passport, I-94 Departure Record card, copy of your DS-2019, and your EAD card, to an office of the Social Security Administration.

Taxes

The earnings of J-2 dependents are subject to applicable federal, state and local taxes, and employers are required by law to withhold those taxes from paychecks. By April 15 you must file an income tax return, Form 1040NR, with the Internal Revenue Service, IRS, covering the prior calendar year. The return determines whether you owe more taxes, or will receive a refund. For additional tax requirements, visit www.IRS.gov

Mailing Instructions

Use some sort of secure mail that will give you a receipt. We recommend using certified mail through the U.S. Postal Service. Nearest location:

U.S. Post Office
1101 Davis Street, Evanston

Applications must be sent to the Service center that has jurisdiction over the area of your return mailing address. If it is in Illinois, your application must be sent to the Nebraska Service Center. Use this address if you will be sending via Postal Service:

USCIS
Nebraska Service Center
P.O. Box 87765
Lincoln, NE 68501-7765

Use this address if you will be sending via FedEx, DHL or UPS:

USCIS
Nebraska Service Center
850 South Street
Lincoln, NE, 68508

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SAMPLE LETTER J-2 APPLICATION FOR EMPLOYMENT AUTHORIZATION

(Your Street Address)
(Your City, state and zip code)
(Date)

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

Dear Sir or Madam:

I would like to apply for J-2 work permission.

My spouse's DS-2019 shows \$20,000 in support, including \$15,000 from Northwestern University, and \$5,000 in personal funds. Of this, \$5980 goes to the University for tuition and fees, and a total of about \$1200 for the year will be withheld from his assistantship stipend checks for income tax. In addition we pay \$800 each year for health insurance. That leaves \$12,020, or just over \$1,000 a month, for living expenses. Our monthly budget is as follows:

\$ 400 Rent and Utilities
\$ 400 Food
\$ 200 Miscellaneous (clothing, transportation, recreation)
\$ 1000 Total

As this budget shows, we have enough to live modestly, but there are no funds left for expenses that are not essential. While in the United States, I would like to take a course in English for foreigners, which would cost about \$50 per month, and we can afford the expense only if I work. I therefore hope that you will approve my request.

I understand that none of my earnings may be used for the support of my J-1 spouse.

Sincerely,
Your signature
Your name

Instructions for filling out the Form I-765 J-2 Work Authorization

1-2. Self Explanatory

3. You may use your current address or the International Office address. Applicants who may change addresses between the time they file the application with USCIS and the time they receive the employment authorization should use the International Office address:

If you will be using the International Office address please use the example below. Failure to do so may jeopardize your ability to work because we will not know whom to contact when your approved employment documents arrive.

Example: Your Name, J-2 Spouse
c/o (J-1 Exchange Visitor Name)
630 Dartmouth Place
Evanston, IL, 60208-4190

4-9. Self Explanatory

10. The eleven-digit number on your I-94 Card.

11. If you ever applied for work authorization previous to this application, check "yes." If not, check "no" and skip the added questions included in number eleven. If you checked "yes" answer the added questions in number eleven.

12. The date, in red, stamped on your I-94 card.

13. The port of entry you last entered the US. This is also found on your I-94 card.

14. For most applicants the answer is "J-2 Spouse."

15. Your current status is "J-2 Spouse."

16. The category for employment eligibility is (c) (5).

Sign the Form. Write your telephone number and date.