

J-2 Application for Work Authorization

Note: Employment may not begin until the J-2 dependent is issued an Employment Authorization Document (EAD) by the United States Citizenship and Immigration Service (USCIS). The employment authorization is valid only if the J-1 is maintaining status.

How to Apply

To obtain an EAD, the J-2 dependent must apply directly to the appropriate regional USCIS service center. For dependents living in Kansas, send the following materials fastened together in the order listed below to:

USCIS Nebraska Service Center
PO Box 87765
Lincoln, NE 68501-7765

- 1) **\$340.00 application fee** Check or money order made payable to Department of Homeland Security).
- 2) 2 full frontal/passport **photographs**
 - a) print name and I-94 number in pencil on the back of photo
 - b) the Nebraska Service Center recommends placing the photos in a plastic ziploc sandwich baggie
 - c) do NOT put a staple through the photo
 - d) do NOT trim the photo
- 3) Completed **Form I-765 Application for Employment**.
Please note the eligibility category for number 16 is **(c) (5)**. Blank forms can be picked up in ISSS or downloaded from USCIS website: <http://www.uscis.gov/files/form/I-765.pdf> .
- 4) Brief **letter** explaining circumstances requiring employment (sample on reverse side) with any supporting evidence showing employment is not necessary to support J-1 but is for other purposes.
- 5) Photocopy of J-2's **I-94 card** (front and back) and **visa**.
- 6) Photocopy of a current **photo identification** (e.g. driver's license, passport or KUID) of J-2.
- 7) Photocopy of expiration date page in passport.
- 8) Photocopy of J-2's **DS-2019** form.
- 9) Photocopy of **J-1's passport, I-94 card** (front and back), and a photocopy of **J-1's DS-2019**.

As always, it is also recommended that you retain copies of all documents sent to and received from the USCIS. Mail the application in a traceable manner (e.g. certified, return receipt)

Sample Letter

Your Name
Your Street Address
Your City, State and Zip Code

Date

USCIS Nebraska Service Center
PO Box 87765
Lincoln, NE 68501-7765

REQUEST FOR J-2 WORK AUTHORIZATION

I am a J-2 Exchange Visitor dependent and I am requesting permission to accept employment. I intend to use the income from my employment to enhance the cultural, recreational and travel opportunities available to me (and my children) during our stay in the United States.

(Here you may more completely describe the way in which you intend to use your earnings. Cite specific examples of expenses you anticipate during your stay.)

My earnings will in no way be used to support my spouse, (name), who is a J-1 Exchange Visitor with The University of Kansas.

Sincerely,

(Signature of J-2 applicant)

J-2's Name

Reference: 8 CFR 214.2(j)(1)(v)