UAB The University of Alabama at Birmingham

International Student and Scholar Services

WORK AUTHORIZATION FOR J-2 DEPENDENTS

J-2 dependents can obtain work authorization from the Department of Homeland Security. The work may be of any kind, on- or off-campus. Their income from the work **must not** be for the support of the J-1 student or scholar to whom the J-2 is related. J-2s may work only if the income is to be used for their own support (and perhaps that of other people in the family).

*****It can take at least 90 days to receive an Employment Authorization Card*****

Procedure

To apply for work authorization as a J-2 visa holder, assemble the following documents:

- Completed Form I-765. Please **be sure to download the Form I-765 from USCIS website** to get the most recent one.
  The edition date of the form is listed at the bottom of the form. Follow the guidelines to make sure to complete and send the correct edition.
- Tips to complete the form:
  - Part 2, question 1 – J-2 applicant's full legal name as it appears on the passport
  - Part 2, questions 14 & 15 – be sure to answer yes if you don't have a social security number
  - Part 2, question 21.a. – relevant information are available on most recent I-94
  - Part 2, question 22 – date listed on your I-94
  - Part 2, question 23 – your place of arrival is the place where you presented your passport – on the I-94 website look for the "travel history" tab on top of the page to access the relevant information.
  - Part 2, question 25 – current status is J-2
  - Part 2, question 26 – the SEVIS # is listed on the right upper corner of the J-2 Dependent's DS-2019
  - Part 2, question 27 – eligibility category is **(c)(5)**
  - Part 2, questions 28 to 31 – leave it blank
- Two recent, passport-style photos in an envelope labeled with your name (see specifications on the US Department of State's Website)
- **Filing fee $410** – the fee is non-refundable and can be paid by personal check, cashier's check, or money order made payable to "**US Department of Homeland Security**" (no abbreviation)
- Printout of Form I-94 (yours and your J-1 relative's)
- Copies of the biographical, visa, and expiration (if applicable) pages in passport (yours and your J-1 relative's)
- Copy of your marriage certificate with a certified translation in English
- Copies of all DS-2019s (yours and your J-1 relative's)
- Cover letter requesting work authorization (*See sample below*)

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Complete and detailed instructions are available on USCIS website under the tab "Instructions for Form I-765"

Paperwork should be printed **one sided only**, stapled, and mailed via certified/return receipt mail (copy or scan all documents before mailing) to:

If using U.S. Postal Service (USPS)	If using FedEx, UPS or DHL
USCIS P.O. Box 660867 Dallas, TX 75266	USCIS Attn: NFB AOS 2501 S. State Hwy. 121 Business Suite 400 Lewisville, TX 75067

SAMPLE COVER LETTER FOR APPLICATION FOR J-2 WORK AUTHORIZATION

Date

USCIS Address

Re: Application for Work Authorization for J-2 Dependent

To Whom It May Concern:

I am the J-2 dependent of J-1 exchange visitor (insert name of J-1), and I am writing to request authorization to work. My (spouse/father/mother) receives (salary, stipend, grant, etc.) from (source of funds) sufficient to provide for all of (his/her) expenses. I want to be employed to provide for my own expenses (and those of my child/children). Any income from my employment will be used exclusively for my support (and that of my child/children) and not for supporting my (spouse/parent).

Enclosed are photocopies of my Forms DS-2019(s) and my J-1 relative's Forms DS-2019(s), Forms I-94, and biographical and visa passport pages of our current passports.

Sincerely yours,

(Signature)
(Name-typed)
(Address)