



The University of Pittsburgh
Office of International Services

J-2 Employment Authorization Procedures

J-2 dependents are required to apply for an Employment Authorization Document (EAD) from the U.S. Citizenship & Immigration Services (USCIS) in order to engage in any type of employment in the United States. J-2 dependents are eligible to apply to USCIS for employment authorization, provided they are in legal status and the employment is not for the purpose of supporting the J-1 principal.

Applications for employment authorization are made to the USCIS Service Center with jurisdiction over the J-2's place of residence. Applicants residing in Pennsylvania must file their applications with the USCIS Vermont Service Center at the following address:

**USCIS Vermont Service Center
75 Lower Welden Street
Saint Albans, VT 05479-0001**

You must submit the following:

- Check or money order made payable to USCIS in the amount of **\$340.00**
- Form I-765 (<http://www.uscis.gov/files/form/I-765.pdf>). In item #16 on the form, the appropriate code is (c) (5).
- 2 photos that meet USCIS specifications (<http://www.travel.state.gov/passport/pptphotos/index.html>). Any business that prepares passport photos for US passports can prepare your EAD photos. **Lightly print your name and SEVIS ID Number on the back of each photo with a pencil.** The photos should be placed in an envelope or plastic bag and stapled to the application so they are not lost. Be careful not to staple through the photographs themselves.
- A letter requesting employment authorization and indicating that the income derived from the employment will not be used to support the J-1 principal.
- Legible photocopy of the identification page(s) of your passport, including the page(s) that indicate the expiration date.
- Legible photocopy of the front and back of your Form I-94 Arrival/Departure Record.
- Legible photocopy of the front and back of your current Employment Authorization Document (EAD), if applicable.
- Legible photocopy of the all pages of your current Form DS-2019.
- Legible photocopy of all pages of the J-1 principal's current Form DS-2019.
- Legible photocopy of the front and back of the J-1 principal's Form I-94 Arrival/Departure Record.

The processing time at the USCIS Vermont Service Center for a J-2 employment authorization application is generally one to three months. Please note, however, that this is subject to change without notice.

If employment authorization is granted, a Form I-766 Employment Authorization Document (EAD) is issued and is valid for any type of full-time or part-time employment for the period of time indicated on the EAD. Current USCIS practice is to limit issuance of all EADs to no more than 1 year. Although renewable, J-2 employment authorization may not exceed the program duration indicated on the J-1 principal's current Form DS-2019. In addition, it is important to note that the J-2 employment authorization is valid only if both the J-2 and the J-1 are maintaining legal status in the United States.

If you are using your EAD to work at the University of Pittsburgh, you must check-in with OIS and present the valid EAD card once you receive it. If you are not using your EAD for employment at Pitt, OIS still recommends that you provide a copy to our office so that we will be able to assist you more efficiently in the event you lose the card or other issues arise.

NOTE: OIS Advisors are available during walk-in hours to review your J-2 employment authorization application to ensure it is completed correctly. Mailing the application to USCIS, however, is solely the responsibility of the J-2 applicant. You are strongly encouraged to make photocopies of all documents before mailing and provide OIS with a copy.