J-2 Employment Authorization Instructions

J-2 dependents are eligible to apply for employment authorization, provided they are in legal status and the employment is not for the purpose of supporting the J-1 principal. Before beginning any employment, J-2 dependents must apply for and receive an Employment Authorization Document (EAD) from the U.S. Citizenship & Immigration Services (USCIS). You can find estimates for J-2 employment authorization applications (Form I-765, Application for Employment Authorization) at https://egov.uscis.gov/processing-times/.

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 time period indicated on the EAD. EADs are usually issued for one year, or until the end date of the J-1 program, whichever is less. J-2 employment authorization is valid only if both the J-2 and the J-1 are maintaining legal status in the United States.

You must submit the following:

- Check or money order for **$410.00**, made payable to “U.S. Department of Homeland Security.”
- Form I-765, available at https://www.uscis.gov/i-765. In Item #27 on the form, the appropriate code is (c) (5).
- 2 photos that meet USCIS specifications. To view the specifications, go to: https://travel.state.gov/content/travel/en/passports/how-apply/photos.html. Lightly print your name and I-94 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.
- A letter requesting employment authorization and indicating that the income derived from the employment will not be used to support the J-1 principal.
- Photocopy of the identification page(s) of your passport, including the page(s) that indicate the expiration date.
- Photocopy of your current Form DS-2019.
- Photocopy of the front and back of your Form I-94 Arrival/Departure Record.
- Photocopy of the J-1 principal’s current Form DS-2019.
- Photocopy of the front and back of the J-1 principal’s Form I-94 Arrival/Departure Record.
- (If applicable) Photocopy of the front and back of your current EAD.
- (Optional) Form G-1145, available at www.uscis.gov/files/form/g-1145.pdf to request an email or text confirmation of delivery of your application.

Applicants residing in Pennsylvania must mail their applications to one of the following addresses:

<table>
<thead>
<tr>
<th>For Express Mail/Courier Deliveries (UPS, FedEx, etc.)</th>
<th>For US Postal Service (USPS) Deliveries</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>United States Citizenship &amp; Immigration Services</strong></td>
<td><strong>United States Citizenship &amp; Immigration Services</strong></td>
</tr>
<tr>
<td>Attn: NFB (Box 21281)</td>
<td>Attn: NFB</td>
</tr>
<tr>
<td>1820 E. Skyharbor Circle S</td>
<td>P.O. Box 21281</td>
</tr>
<tr>
<td>Suite 100</td>
<td>Phoenix, AZ 85036-1281</td>
</tr>
<tr>
<td>Phoenix, AZ 85034-4850</td>
<td></td>
</tr>
</tbody>
</table>

Office of International Services | 708 William Pitt Union, Pittsburgh, PA 15260 | 412.624.7120 | ois@pitt.edu | www.ois.pitt.edu
Revised: NOV 2022