

J-2 EMPLOYMENT AUTHORIZATION Application Directions

Below is a list of items needed to apply for J-2 Employment Authorization. Paperclip your application together in the order of the list. Mail your complete application regular mail to:

U.S. Department of Justice
Immigration & Naturalization Services
Nebraska Service Center
P.O. Box 87765
Lincoln, Nebraska 68501-7765

Don't forget postage and your return address on the envelope! Processing time is about 3 months.

Application checklist:

1. _____ two photos (see instructions) pencil in your name and I-94# on the back, don't cut
2. _____ \$340 check/money order payable to USCIS
3. _____ I-765 – on item 16, remember to write (-) (c) (5)
4. _____ front/back *copy* of previous work authorization card/s (EADs), if you have any
5. _____ J-2 Letter of Request for Employment (sample included)
6. _____ J-2 Income/Expense Sheet (sample included)
7. _____ *Copy* of J-2 passport ID page (be sure picture is distinguishable and bright)
8. _____ front/back *copy* I-94 card of J-2
9. _____ J-1 Financial Support Letter (sample included)
10. _____ Front/back *copy* of DS-2019
11. _____ Front/back *copy* I-94 card of J-1

Remember:

- Work authorization given by the USCIS is a privilege for those with J-2 visa status. Employment is not legal until the employment authorization document (EAD) is received
- J-2 employment is authorized for one year at a time and may be authorized for the duration of the J-1 principal alien's authorization stay (note the expiration of the DS-2019).
- You may apply for a renewal of work authorization four months in advance of the current work authorization expiration date. This is important to do early for continuous employment without having to break.
- Children with J-2 status are only given work authorization till they turn 21 years of age (before they approach their 21st birthday they must apply for a change of status to their own principal visa status).
- You can only apply for a social security card once you've received your employment authorization document from the USCIS.
- Make copies of your application and all work authorization documents for your records.