

UNIVERSITY OF ALABAMA AT BIRMINGHAM
International Scholar and Student Services

INFORMATION ON OBTAINING WORK PERMISSION FOR PEOPLE IN J-2 STATUS

REGULATIONS U.S. immigration regulations make it possible for people in J-2 status to obtain work permission from the Department of Homeland Security (DHS). The work may be of any kind, on-or off-campus. People in J-2 status may obtain permission to work if the income from the work is not for the support of the J-1 person with whom the J-2 is affiliated. The J-2 may work only if the income is to be used for his or her own support (and perhaps that of other people in the family.)

*****Processing of the Employment Authorization Document (EAD) card will take approximately 90 days*****

PROCEDURE

a) To file electronically

In order to obtain your Employment Authorization Document (EAD) card, you will need to submit the following materials to the United States Citizenship & Immigration Service (or to Helen Dolive in HUC 250, if you are the dependent of a J-1 Scholar):

- Form I-765 (Go to www.uscis.gov and open an E-file account. Start completing the I-765, but do not submit it. We will complete it during your appointment.)
- You will use a credit card or electronic check for the amount of \$340 for payment - please bring a credit card with you to the appointment
- Photocopy of I-94 card, front and back (both J-1 and J-2)
- Photocopies of biographical, visa and expiration (if applicable) pages in passport (both J-1 and J-2)
- Photocopies of all DS-2019s (both J-1 and J-2)
- Letter requesting work authorization (sample is provided below)

Paperwork should be stapled and mailed certified/return receipt mail (copy all documents before you mail) to:
USCIS Texas Service Center

Attn. E-filed I-765

P.O. Box 852401

Mesquite, TX 75185-2401

PLEASE NOTE: Within 3 weeks of making this application, you will receive a Biometrics notice from the USCIS to attend an appointment at the Homewood office of DHS. You will be fingerprinted and digitally photographed at this appointment.

b) To file via mail

Your request should include:

- Completed Form I-765 (Go to www.uscis.gov to download the form – you only need to download the final page.)
- 2 passport photos in an envelope labeled with your name
- \$340 check or money order made payable to “Department of Homeland Security”
- Photocopy of I-94 card, front and back (both J-1 and J-2)
- Photocopies of biographical, visa and expiration (if applicable) pages in passport (both J-1 and J-2)
- Photocopies of all DS-2019s (both J-1 and J-2)
- Letter requesting work authorization (sample is provided below)

Paperwork should be stapled and mailed certified/return receipt mail (copy all documents before you mail) to:
USCIS Texas Service Center (I-765)

P.O. Box 852401

Mesquite, TX 75185-2401

Sample letter:

To the USCIS:

I am the J-2 dependent of J-1 exchange visitor (name of J-1 person) and I am writing to request permission to work. My (husband/wife/father/mother, as the case may be) receives (salary, stipend, grant, or whatever) from (source of funds) sufficient to provide for all of (his/her) expenses. I want to be employed to provide for my 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 (husband/wife/parent).

Enclosed are photocopies of my DS-2019(s), I-94 card, biographical & visa passport pages and those of my dependent. I also enclose a letter requesting work authorization.

Sincerely yours,
(Signature)
(Name-typed)
(Address)