Eligibility Requirements

- In order to be eligible to apply for J-2 employment the J-1 Exchange Visitor must hold valid status.
- The J-2 dependent (child or spouse) must also hold valid status.
- You must get permission from the US Citizenship and Immigration Services (USCIS).

Important Information

- “A J-2 dependent will not be able to obtain a Social Security number unless in possession of an Employment Authorization Document (EAD).”
- The income earned in the employment may not be used to support the J-1 Exchange visitor. Income can be used for recreational activities.
- You cannot begin working until you receive your EAD from USCIS and the date stipulated on the card has been reached.
- You may work part-time or full-time at any job, for any employer but only for the period of time specified on the EAD.
- There is no legal limit to the amount you may earn.
- USCIS can authorize J-2 employment for as long as the J-1 Exchange Visitor has permission to stay or for four years, whichever is shorter, however, USCIS typically grants employment for one year at a time.
- J-2 must submit all application documents each time an employment extension is needed well in advance so that the employment is not interrupted. However, if the employment application is not adjudicated in time, the employment must cease until the date on the new EAD is reached.
- The earnings of J-2 dependents are subject to applicable federal, state and local taxes, and Social Security. Employers are required by law to withhold these taxes from paychecks.

Application Procedure: It takes USCIS approximately 60-90 days to process this employment request.

1. Type and download form I-765 from USCIS:
2. Check or money order payable to US Department of Homeland Security for $340.00 (fee subject to change).
3. Provide two photographs of yourself. Photos must meet USCIS specifications
4. Submit a letter requesting work permission in which you state:
   4a. Reasons for desiring employment
   4b. Money will not be used to support J-1
5. Submit photocopies of the following documents:
   5a. I-94 card of J-1 Exchange Visitor (front and back)
   5b. I-94 card of J-2 dependent (front and back)
   5c. J-1’s current DS-2019 form
   5d. J-2’s current DS-2019 form
   5e. J-2 passport biographical pages
   5f. J-2 visa page
   5g. Previous EAD (if any)

Mail documents by certified mail or return receipt requested to:
USCIS Dallas Lockbox
USCIS
P.O. Box 660867
Dallas, TX 75266

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