

# J-2 EMPLOYMENT

## 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:  
<http://www.immigration.gov/graphics/formsfee/forms/index.htm>
2. Check or money order payable to US Citizenship and Immigration Services for \$175.00 (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 (clear, clean, legible copies)

Mail documents by certified mail or return receipt requested to:

U.S. Department of Homeland Security  
U.S. Citizenship and Immigration Services  
Vermont Service Center  
75 Lower Welden St.  
Saint Albans, Vermont 05479

**NOTE:** USCIS is constantly changing the regulations; therefore you should check with the International Student Advisor at 401-874-2019 or check our website at <http://www.uri.edu/iss>.