J-2 EMPLOYMENT APPLICATION

J-2 visa holders are eligible to request employment permission from the United States Citizenship and Immigration Services (USCIS) if they can prove that such employment would not support the J-1 visa holder.

To request employment authorization you must:
1. Complete the Form I-765 - Fill out the form on-line (DO NOT E-FILE) and then print. 
   For question # 16, write (C) (5) ()

2. Write a letter verifying that your earnings will not be used to support your J-1 spouse (see sample letter).

3. Where you mail your application to depends on the eligibility category you entered in Question 16. Please check the filing locations for Form I-765 for a list of mailing addresses.

Mail the following documents in the order listed below:
   • Check for $380.00 (payable to Department of Homeland Security). The fee will increase to $410, effective December 23, 2016.
   • Form I-765
   • Two photographs (per the USCIS Color Photograph Specifications, i.e. M-603)*
   • Your signed letter (see sample letter below)
   • Copy of both sides of the J-2 applicant’s Form I-94
   • Copy of both sides of J-1 visa holder’s Form I-94
   • Copy of the J-1 and J-2 visa holder’s Form DS-2019. (With J-1’s signature)

NOTE: Be sure to keep copies of all documents you send to USCIS for your records.

Processing time can take up to 3 months. You cannot start employment until your application has been approved and you are in possession of your Employment Authorization Document (EAD). After the USCIS sends you a receipt, you can verify the status of your application online.

*Photographs may be taken on-campus at UCard Office (545-0197), in Room 168 Whitmore Building or at an off-campus location such as CVS. They are aware of the USCIS photograph specifications.
SAMPLE LETTER

This is only a sample of the kind of letter which you must write and include with your application for J-2 employment permission.

[ENTER USCIS ADDRESS WHERE YOU ARE MAILING YOUR APPLICATION]

To whom it may concern:

I am a J-2 visa holder and wish to apply for employment permission. Enclosed is the I-765 form and copies of various other forms for your reference.

I hereby certify that my [husband/wife] is a J-1 visa holder, and that [his/her] financial support is sufficient for [his/her] living expenses. If my application for employment permission is approved, my earnings would NOT be used for [his/her] support.

The reason why I want to work is so that I can take advantage of the many opportunities which are available to me while I am in this country. I would like to [travel around Massachusetts or New England, visit other parts of the U.S., take a class to improve my computer or language skills, visit museums, enroll my child in daycare, etc.].

Sincerely,

[your signature]
[your printed name]