J-2 Work Authorization

J-2 dependents are eligible to apply for work authorization in the United States if the income from such employment is not needed to support the J-1 exchange visitor. Work authorization allows a J-2 dependent to work an unlimited number of hours per week in any type of job. Applications for J-2 work authorization must be sent directly to U.S. Citizenship and Immigration Services (USCIS) for approval and do not need approval of the NYU Office of Global Services (OGS). Work authorization from USCIS (a branch of the U.S. Department of Homeland Security or DHS) is granted in the form of an Employment Authorization Document (EAD) Card. J-2 applicants cannot begin employment until they receive the original Employment Authorization Document. Processing time may take up to 90-120 days (subject to change at any time, without notice). USCIS will mail the EAD card directly to the home address as listed on the application. The address you list on the application should be an address where you will be able to receive mail while the application is pending.

I. What to submit to USCIS

- Completed Form I-765 (fillable online and available at https://www.uscis.gov/i-765)\(^1\)
  
  Instructions for I-765 are found here: https://www.uscis.gov/i-765
  
  Note: For question # 27, write “(c)(5)”
  
- Fee of $410 (personal check or money order) payable to: U.S. Department of Homeland Security
  
- Brief cover letter (see template on reverse) to USCIS requesting J-2 work authorization. Indicate the source and amount of support for the J-1 principal. Specifically state that the income from J-2 employment will not be used for support of the J-1 principal; rather it will be used for additional support of the J-2 applicant and any children in the U.S.
  
- Two passport-style color photos (2”x 2”) of J-2 dependent\(^2\)
  
- Copies of J-1 and J-2 dependent:
    - I-94 admission records (can be retrieved here: https://i94.cbp.dhs.gov/I94)
    - Visa stamps in passport
    - DS-2019 forms (current and all previous)
    - photo/biographical information page from passport
    - Proof of relationship to J-1 exchange visitor (marriage certificate for spouses, birth certificate for children)
    - Proof of J-1 exchange visitor’s funding as indicated on the DS-2019 form

II. Where to send documents

If you live in New York or New Jersey send your application to one of the USCIS lockbox facilities below:

- For Express mail and courier deliveries (UPS or FedEx)\(^*\) or
- For U.S. Postal Service (USPS) Deliveries

<table>
<thead>
<tr>
<th>USCIS, Attn: NFB AOS</th>
<th>P.O. Box 660867</th>
</tr>
</thead>
<tbody>
<tr>
<td>2501 S. State Hwy. 121 Business</td>
<td>Dallas TX, 75266</td>
</tr>
<tr>
<td>Suite 400</td>
<td></td>
</tr>
<tr>
<td>Lewisville TX, 75067</td>
<td></td>
</tr>
</tbody>
</table>

III. How to track your application:

- It is recommended that you obtain a tracking number when you mail your package. Also, you should keep a copy of everything you submit in case your package gets lost in the mail.
- To receive an e-mail and/or a text message that your Form I-765 has been accepted at a USCIS Lockbox facility, complete Form G-1145, E-Notification of Application/Petition Acceptance (https://www.uscis.gov/g-1145) and clip it to the first page of your application. There is no fee to do this, however, this service is currently only available at the Lewisville, TX facility.
- You should get a receipt with a number from USCIS a few weeks after mailing in the application. Save the receipt and refer to the number if you want to track the status of your case at www.uscis.gov.

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\(^*\)It is highly recommended that you use UPS or FedEx to send forms I-765 and G-1145 to the Lewisville, TX address.

\(^1\)You can download the most recent Form I-765 from the USCIS website. After completing the form, print, sign and send to one of the Texas addresses above via U.S. mail or express mail or courier, rather than e-filing. E-filing is not recommended.

\(^2\)See Instructions for I-765 for specific passport photo requirements.
To Whom It May Concern:

Please find a check for $410.00 for the fee for form I-765 with this letter. I would like to apply for J-2 work authorization in the United States. I am here as a J-2 dependent spouse of my wife/husband J-1’s name (DOB MM/DD/YYYY, SEVIS ID # NXXXXXXXXXX). S/He is a visiting research scholar/professor/short-term scholar/student on the J-1 visa with New York University's Name of School/Center/Dept. Her/His annual salary (or funding source amount) is $XXXXXX. My income from employment would not be to support my wife/husband but would rather be for additional support for myself (and our son/daughter/children, also a J-2 dependent/dependents).

Please find the following attached:

• Completed Form G-1145
• Completed Form I-765 with check (or money order) for $410 (I-765 fee)
• Two passport-style color photos
• Copies of my J-2 immigration documents:
  • most recent I-94 admission record
  • J-2 visa stamp
  • J-2 DS-2019 form(s)
  • photo/biographical information page from passport
  • proof of relationship to J-1 exchange visitor (marriage certificate or birth certificate)
• Copies of my Wife/Husband’s J-1 immigration documents:
  • most recent I-94 admission record
  • J-1 visa stamp
  • J-1 DS-2019 form(s)
  • Photo/biographical information page from passport
  • Proof of J-1 exchange visitor's funding as indicated on the DS-2019 form

Thank you for your consideration of my request.

Sincerely,

[Signature]

J-2 Name
(DOB MM/DD/YYYY, SEVIS ID # NXXXXXXXXXX)

[Address]

(TEL) XXX-XXX-XXXX
(e-mail) ______________@_____.______