

J-2 Employment Authorization Packet

OSU Office of International Students and Scholars

Eligibility

J-2 visa holders are eligible to receive authorization for employment in the United States from the United States Citizenship and Immigration Services (USCIS). As this authorization is dependant on the status of the J-1 visa holder, it will be granted only for the duration of the program as described on the most recently issued DS-2019 form. The dates on the Employment Authorization Document, or "EAD card", will be the approved dates for authorized employment. **NO OTHER DATES WILL BE VALID.** Employment is not authorized until the Employment Authorization Document (EAD) has been received. The EAD card is the picture ID that should be shown to an employer to verify employment authorization.

Procedures

The following documents are required in order to apply for employment authorization

- | | |
|-------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|
| <input type="checkbox"/> I-765 Form. (Included in this packet) | <input type="checkbox"/> 2 photographs
(See instructions in packet) |
| <input type="checkbox"/> Current Forms DS-2019
for J-1 and J-2 | <input type="checkbox"/> Letter of Request
(See sample in packet) |
| <input type="checkbox"/> I-94 Card - arrival/departure record
(the small white card). | |
| <input type="checkbox"/> Passport – Visa page | |

Instructions

Detailed instructions and required documentation for the I-765 form are included in this packet. Follow directions carefully in order to avoid processing delays.

This packet explains the first step to filing for an EAD card. Changes, exceptions, and/or additions to required documents and procedures could occur. You are encouraged to contact ISS if you have questions.

For best results, organize documents for mailing in the order listed below with item #1 on top.

1. _____ **\$380.00 fee** Payable to U.S. Citizenship and Immigration Services (USCIS). Either a personal check or a money order is acceptable. **NO CASH.**
2. _____ **Two photographs (print name on back of photos)**
Please note specifications for the photographs as given in the instructions for the I-765 form and the photograph instruction sheet in this packet. The photos should be placed in a small envelope and attached to the application (do not let the staple puncture photos when attaching to application). Do not cut or trim photos.

(Continued on next page)

Instructions Continued

3. _____ **Completed I-765 Form**

Item #16 write (c) (5) ()

4. _____ **Photocopies of previous EAD(s)**

Send if applicable.

5. _____ **DS-2019 Forms – Photocopies**

Copies of both J-1's and J-2's DS-2019 forms.

Form G-1145 – You may submit the bottom of this form with your application so you can receive an email or text message when your OPT packet has been received. Attach to the top of the I-765.

6. _____ **I-94 – Photocopy**

A photocopy of both sides of the I-94. (May use 1 or 2 sheets of paper)

Copy visa page along with I-94

7. _____ **Letter**

It is suggested that all of the above should be sent by priority mail with a delivery confirmation through the US Postal Service (pay the applicable charge for a tracking number – do not send by certified mail or Federal Express). Documents should be mailed to:

**USCIS
PO BOX 660867
Dallas, TX 75266**

You should receive a receipt notice within 3-4 weeks after mailing. Keep this receipt for inquiry about the application. Note that changing your address after submitting your application may delay receipt of the CIS decision. However, to record a change of address or correction of name, call **(800) 375-5283 to reach the National Customer Service Center**. You will need to be very patient and remain on hold. Eventually you will get to talk to an Information Officer. You may also bring the corrections to the attention of the ISS and we will try to communicate with the Service Center. After receiving your receipt notice you may check your case status online by going to www.uscis.gov and selecting the “*Case Status Online*” link (Right hand side of the website.)

Approval and issuance of the EAD card may take 120 -140 days. **The card will be mailed to the address you entered on the I-765 form. As mail from USCIS will not be forwarded to a new address, you are encouraged to use the ISS address – 250 Student Union, Stillwater, OK 74078. If you use the address for ISS, please complete the EAD Card Mailing Request Form and leave at ISS.** Upon receipt of the EAD the ISS will contact you as directed on this form.

Sample Letter for Requesting J-2 Employment Authorization

OSU Office of International Students and Scholars

Your Name
Address

United States Citizenship & Immigration Services
PO BOX 660867
Dallas, TX 75266

Date

To Whom It May Concern:

I am applying for employment authorization as a J-2 dependant.

My spouse's DS-2019 form shows a total \$xx,xxx of support. Of this total amount, \$x,xxx goes to the university for tuition and fees. We pay approximately \$xxx in income tax and \$xxx for health insurance. This leaves only \$xxx for our living expenses. Our monthly budget is as follows:

Rent	\$ xxx.xx
Food	\$ xxx.xx
Utilities	\$ xxx.xx
Miscellaneous	\$ xxx.xx
Total	<u>\$ xxx.xx</u>

As this budget shows, we have enough to live modestly, but there are no funds left for expenses that are not essential. It is for these non-essential costs, such as travel, extra clothing, improved furnishings and gifts to send home that I desire to be employed. I clearly understand that my earnings are not to be used for the support of my J-1 spouse.

Thank you for your attention to my request for employment authorization.

Sincerely,

Signature

Name