



OFFICE OF INTERNATIONAL SERVICES

University Center for International Studies
University of Pittsburgh

J-2 Employment Authorization Instructions

J-2 dependents are eligible to apply for employment authorization, provided they are in legal status and the employment is **not** for the purpose of supporting the J-1 principal. Before beginning any employment, J-2 dependents must apply for and receive an Employment Authorization Document (EAD) from the U.S. Citizenship & Immigration Services (USCIS). You can find estimates for J-2 employment authorization applications (Form I-765, Application for Employment Authorization) at <https://egov.uscis.gov/processing-times/>.

If employment authorization is granted, a Form I-766 Employment Authorization Document (EAD) is issued and is valid for any type of full-time or part-time employment for the time period indicated on the EAD. EADs are usually issued for one year, or until the end date of the J-1 program, whichever is less. J-2 employment authorization is valid only if both the J-2 and the J-1 are maintaining legal status in the United States. **Note:** If you already have a Social Security Number (SSN), you should not apply for another one on Form I-765. If you do not yet have an SSN and wish to apply, indicate that on Form I-765.

You must submit the following:

- Check or money order for **\$520.00**, made payable to "U.S. Department of Homeland Security."
- Form I-765, available at <https://www.uscis.gov/i-765>. In Item #27 on the form, the appropriate code is **(c)(5)**.
- 2 photos that meet USCIS specifications. To view the specifications, go to: <https://travel.state.gov/content/travel/en/passports/how-apply/photos.html>. Lightly print your name and I-94 Number on the back of each photo with a pencil. The photos should be placed in an envelope or plastic bag and stapled to the application.
- A letter requesting employment authorization and indicating that the income derived from the employment will **not** be used to support the J-1 principal.
- Photocopy of the identification page(s) of your passport, including the page(s) that indicate the expiration date.
- Photocopy of your current J-2 Form DS-2019.
- Photocopy of your Form I-94 Arrival/Departure Record.
- Photocopy of the J-1 principal's current Form DS-2019.
- Photocopy of the J-1 principal's Form I-94 Arrival/Departure Record.
- (If applicable) Photocopy of the front and back of your current EAD.
- (Optional) Form G-1145, available at www.uscis.gov/files/form/g-1145.pdf to request an email or text confirmation of delivery of your application.

Applicants residing in [Pennsylvania](#) must mail their applications to one of the following addresses:

<p>For Express Mail/Courier Deliveries (UPS, FedEx, DHL)</p> <p>United States Citizenship & Immigration Services Attn: NFB (Box 21281) 2108 E. Elliot Road Tempe, AZ 85284-1806</p>	<p>For US Postal Service (USPS) Deliveries</p> <p>United States Citizenship & Immigration Services Attn: NFB P.O. Box 21281 Phoenix, AZ 85036-1281</p>
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