



The University of Pittsburgh
Office of International Services

J-2 Employment Authorization Instructions

J-2 dependents are eligible to apply to 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). The processing time for J-2 employment authorization is usually between **1 and 3 months**.

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.

You must submit the following:

- Check or money order for **\$410 (effective December, 2016)** made payable to U.S. Department of Homeland Security.
- Form I-765, available at <http://www.uscis.gov/files/form/I-765.pdf>. In item #16 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/passports/en/passports/photos/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 Form DS-2019.
- Photocopy of the front and back of your Form I-94 Arrival/Departure Record.
- Photocopy of the J-1 principal's current Form DS-2019.
- Photocopy of the front and back 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 <http://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:

<u>For Express Mail/Courier Deliveries (UPS, Fedex, etc.)</u>	<u>For US Postal Service (USPS) Deliveries</u>
<p>United States Citizenship & Immigration Services Dallas Lockbox Attn: AOS 2501 S. State Hwy 121 Business, Suite 400 Lewisville TX 75067</p>	<p>United States Citizenship & Immigration Services PO Box 660867 Dallas, TX 75266</p>