

Employment Authorization for Exchange Visitors Dependents in J-2 Status

Eligibility

J-2 dependents are eligible to apply for Employment Authorization Documents (EAD) with the United States Citizenship and Immigration Services. The J-2 dependent may begin employment only after receiving the Employment Authorization Document from United States Citizenship and Immigration Services.

Duration and Length of Employment Authorization

J-2 dependents with employment authorization may work until the date on the EAD card or until the J-1 principal Exchange Visitor completes his or her program, whichever is earlier. J-2 dependents may apply to renew work authorization as long as the J-1 principal remains in status. J-2 dependents may apply for renewal up to 120 days before the expiration of the current EAD card. If the current EAD has expired, the J-2 must not work until he or she receives a new EAD card.

If the J-1 Exchange Visitor discontinues his or her program at UTSA, or changes to another visa category, the work authorization for the J-2 dependent will be withdrawn. Please remember that employment authorization for J-2 visa holders is **always dependent** on the status of the J-1 principal.

Application Procedures

To apply for J-2 Employment Authorization, please bring the following to International Faculty Services for review:

- Copies of both the J-1's and J-2's current Form DS-2019
- Copies of both the J-1's and J-2's I-94 card (front and back)
- Copies of both the J-1's and J-2's visa
- Copies of both the J-1's and J-2's passport (identification and expiration date pages)
- 2 recent, passport-style photos on white background. The photos must be 2 x 2 inches; the image must be 1 inch from the hair to the chin and 1 ¼ inch from eye height to the bottom of the photo. Your name and I-94 number must be printed in pencil on the back of the photos. (Do not cut photos.)
- Check, money order for \$410 made payable to Department of Homeland Security or credit card payment using [Form G-1450 Authorization for Credit Card Transactions](#)
- Completed Form I-765, available at www.uscis.gov under the **Forms tab**
- Copies of any previous Employment Authorization Documents
- A brief letter addressed to USCIS stating the request for work authorization. It is important that the letter clearly state that the income received from employment is not needed to financially support either the J-1 principal or the J-2 dependents. The letter should state that employment authorization is being sought for other purposes, such as the wish to gain work experience for the purpose of career advancement or for cultural enrichment.

Upon completion and review of your J-2 Employment Authorization application please mail the packet to USCIS.

All applications that list a mailing address on the I-765 in Texas must be filed at the either of USCIS facilities.

For U.S. Postal Services (USPS) deliveries:
USCIS
PO BOX 660867
Dallas, TX 75266

For express mail and courier deliveries:
USCIS. Attn: AOS
2501 S. State Hwy. 121 Business, Suite 400
Lewisville, TX 75067

It will take approximately 90 days or more for USCIS to process applications for employment authorization. Please remember that **you may begin working only after receiving the Employment Authorization Document**. You are allowed to work only within the specific time frame printed on the EAD card.

Social Security Card

Apply for the social security card once EAD is received. Link: <http://international.utsa.edu/living-in-san-antonio/social-security-number/> **No verification letter from OIP is required.**

Taxes

Please be aware that J-2 employees are not eligible for tax treaty benefits and will pay social security and Medicare taxes. J-2 dependents are also required to file taxes every year.

To: USCIS

TX

To Whom It May Concern:

My spouse, _____, is a J-1 Exchange Visitor at the University of Texas at San Antonio. I would like to request employment authorization so that I may work to pay for my own expense during my spouse's program. My J-1 spouse has funding for his/her own expenses. The money I earn will not be used for my spouse's support.

Our estimated monthly budget is the following:

EXPENSES		Annual Income of J-1 Spouse	
Rent	\$ _____	Personal/Family Funds	\$ _____
Food	\$ _____	Other Income	\$ _____
Transportation	\$ _____		
Medical	\$ _____		
Miscellaneous	\$ _____		
Total Expenses	\$ _____	Total Income	\$ _____

Your consideration of my request for employment authorization is appreciated.

Sincerely yours,

Signature

Printed Name

Address

San Antonio, TX _____