

# J-2 Employment Authorization Application

## 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). If the J-2 authorization is approved, the visa holder will receive an Employment Authorization Document (“EAD Card”). Below are some of the requirements and limitations for a J-2 EAD Card:

- The J-2 visa holder **cannot** work until they have the EAD Card
- When the EAD Card is issued, the dates on there will be the **only** period the J-2 can work
- The employment authorization will only be valid for the duration of the program of the J-1 visa holder and will be based on the dates of the most recently issued DS-2019 of the J-1 visa holder.
- The income that will be received by the J-2 **cannot** be used to meet the J-1 visa holder’s financial requirements

## Instructions

**The Applicant may choose to apply either by mail or online. Follow every step on this checklist to ensure your materials are in the best shape for your J-2 Employment Authorization Application to USCIS.**

### **Step 1: Complete Form I-765 – Fillable PDF**

- Form: [I-765](#)
- In the form, make sure to answer the following in these questions:
  - Part 2 Question 5 and 6 “Your U.S. Mailing Address”: Add the ISS’ Address
    - 309 Wes Watkins Center, Stillwater, OK 74078; United States
  - Part 2 - Question 7 “U.S. Physical Address”: Add your local home address
  - Part 2 - Question 27 “Information About Your Eligibility Category”: Enter (c) (5)
- For more information about I-765 go to: [I-765](#).

### **Step 2: DS-2019 Forms – Photocopies**

- Make a copy of both the J-1 and J-2’s DS-2019 forms

### **Step 3: \$410.00 Fee**

- To be paid to the “U.S. Department of Homeland Security.”
- If you file by Mail: You can pay with a personal check, cashier’s check, or a money order.  
**NO CASH.**

- Make sure the check is legible. Here is a link of what the check should look like: <https://www.uscis.gov/forms/filing-fees> (select the “How To Write Your Check” tab).
- If you file Online: the system will guide you through the process to pay for the fee with a credit, debit, or pre-paid card.

#### **Step 4: Two Photographs**

- The photographs must follow passport standards: Recent, full frontal, and white background. See the [I-765 instructions form](#).
- Do **not** staple, cut, or trim photos.
- ISS will provide a plastic bag for photo mailing, if you are applying by mail

#### **Step 5: Prepare a Photocopy of Previous EAD(s), if applicable**

#### **Step 6: I-94 Copy**

- Print a copy of your I-94 from [I-94 download](#). The I-94 must show your most recent entry.

#### **Step 7: Complete Form G-1145, if applying by Mail – Fillable PDF**

- Form: [G-1145](#)
- When you submit this form, USCIS will send email or a text message updates about your Employment Authorization Application.

#### **Step 8: Colored Copy of Visa Page**

- Make a slightly enlarged colored photocopy of your valid visa page in your passport
- IF your visa has expired, you need to include a colored copy of your driver’s license **or** passport biographical page
- You can print colored copies at the library for a small fee.

#### **Step 9: Prepare Letter of Request**

- Page 4 of this packet provides a sample letter of request

#### **Step 10: Ship the Documents 1-9 or Submit Them Online**

- If you file Online: Submit the documents on the USCIS website: <https://www.uscis.gov/i-765>
- If you file by Mail: Ship the documents **with tracking**

If using USPS mail, mail to the following address:

**USCIS**  
**Attn: NFB**  
**P.O. Box 660867**  
**Dallas, TX 75266-0867**

If using FedEx, UPS, and DHL deliveries, mail to the following address:

**USCIS**  
**Attn: NFB (Box 660867)**  
**2501 S. State Hwy. 121 Business**  
**Suite 400**  
**Lewisville, TX 75067-8003**

### **Timeline**

You should receive a receipt notice within 3-4 weeks after mailing or immediately after filing online. Keep this receipt for inquiries about the application. Please note that changing your address after submitting your application may delay the process. If a change of address or correction of name is necessary, please call (800) 375-5283 to reach the National Customer Service Center. Once in receipt of your receipt notice, you may check your case status online by going to [www.uscis.gov](http://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 70-90 days. The card will be mailed to the address you entered on the I-765 form. Mail from USCIS will not be forwarded to a new address, so you are encouraged to use the International Students & Scholars (ISS) address – 309 Wes Watkins Center, Stillwater, OK 74078. If you use the address for ISS, please contact us at [iss@okstate.edu](mailto:iss@okstate.edu) and (1) mention you are a J-2 applying for employment authorization and (2) request the “EAD Card Mailing Request Form.” Once you receive the form, please complete it and submit it to [iss@okstate.edu](mailto:iss@okstate.edu).

Upon receipt of the EAD card the ISS will contact you. You will have the option to pick up the EAD card in person or obtain the card using E-ship. Instructions on how to request E-ship will be provided in the email you receive from the ISS Office. If you have any further questions, please contact us at [iss@okstate.edu](mailto:iss@okstate.edu).

Thank you and best regards,

Office of International Students and Scholars  
309 Wes Watkins Center  
Oklahoma State University

**Sample Letter for Requesting J-2 Employment Authorization Application**

*Date: Enter date here*

United States Citizenship & Immigration Services

To Whom It May Concern,

My name is (*J-2 name*) and I am in the United States in J-2 status accompanying my spouse, (*J-1 name*), who is a (*your spouse's position at Oklahoma State*) at Oklahoma State University. I am applying for J-2 work authorization.

My spouse's DS-2019 form shows a total of \$xx,xxx of support. \$xx,xxx goes to University tuition and fees, \$xxx goes to income taxes, and \$xxx for health insurance. This leaves only \$xxx for living expenses, which are broken down into our monthly budget as follows:

|               |                 |
|---------------|-----------------|
| Rent          | \$xxx.xx        |
| Food          | \$xxx.xx        |
| Utilities     | \$xxx.xx        |
| Miscellaneous | <u>\$xxx.xx</u> |
| Total         | \$x,xxx.xx      |

I wish to be employed (*to pursue my own career interest advancement, experience the American culture, to take English language classes, travel, etc.*) and NOT to financially support my spouse.

Enclosed please find my application for the work authorization and all relevant documents.

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

Sincerely,

*Insert Signature here*

*Type name here*