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WORK PERMISSION FOR J-2 DEPENDENTS
(Revised 20 November 2018)

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PURPOSE OF THIS SHEET

This handout is designed for the J-2 dependents of J-1 Exchange Visitors. It lists the conditions for J-2 work authorization. This information should serve as a general resource and is not a substitute for directions or instructions found on the U.S. Department of Homeland Security (DHS) regulations, forms or internet pages.

CONDITIONS – You must:

- Be in valid J-2 status.
- Be married to or a child (under age 21) of an Exchange Visitor in valid J-1 status.
- Not use your income to support the J-1 spouse or parent.
- Not begin employment prior to receipt of the Employment Authorization Document (EAD) from the United States Department of Homeland Security (DHS) Citizenship and Immigration Services (CIS).
- You may work part-time or full-time, at any job, for any employer (**Exception: You may not practice medicine or dentistry, even if you have a license**). There is no legal limit to the amount that you may earn.
- DHS may authorize J-2 employment for as long as the J-1 Exchange Visitor has permission to stay **OR** for four years, whichever is shorter. Permission to stay expires on the date shown on the I-94 card. If the Form I-94 shows “Duration of Status” or “D/S” permission to stay expires on the date shown on Form DS-2019.

The EAD is an identification card laminated in plastic, with your photograph, fingerprint (usually), and the expiration date of your permission to work.

2017 version



Older version



HOW TO APPLY

I. Application Documents Packet Instructions

Make copies of each document for your files before mailing or bringing to IPSO office to mail for you.

1. Completed [Form G-1145, E-Notification of Application/Petition Acceptance](#)

2. Payment - \$410.

(Fee is subject to change. Check the USCIS website for up-to-date fee information: www.uscis.gov/i-765. Look under the “Filing Fee” section.)

By Check or Money Order (IPSO recommends a personal check)

Use the following guidelines when you prepare your check or money order for the Form I-765 filing fee:

- The check or money order must be drawn on a bank or other financial institution located in the United States and must be payable in U.S. currency.
- Make the check or money order payable to U.S. Department of Homeland Security. NOTE: Spell out U.S. Department of Homeland Security; do not use the initials “USDHS” or “DHS.”
- On the top of the check write your I-94 number next to your name. If your name is not listed at the top of the check or money order, write your name and your I-94 number. On the “Memo” or “For” line on check write I-765 application for OPT.

By Credit Card

- If you are filing your form at a USCIS Lockbox facility, you can pay your filing fee and biometric services fee (if applicable) using a credit card. Please see Form G-1450, Authorization for Credit Card Transactions, at www.uscis.gov/G-1450 for more information.

3. Photos

- See <https://travel.state.gov/content/passports/en/passports/photos/photos.html>
- The photos must be taken within the 30 days before you file your application.
- In pencil, lightly write your name and your Form I-94 number on the back.
- Enclose the photos in a clear plastic bag or envelope and paperclip them to your application.

4. Completed Form [I-765, Application for Employment Authorization](#)

Print and follow Form I-765 instructions. The J-2 applicant requesting work permission should type this fillable form online and print.

- On page 1 under Part 2, enter as much of your name as possible in 1.a., 1.b. and 1.c. If your full name will not fit in the boxes in 1. or if you have other names, enter your other names in 2.
- On page 2 for 5.a. through 5.f., use the IPSO mailing address:
5.a. Augusta University IPSO
5.b. 1120 15th St.
5.c. Ste. AA2013
5.d. Augusta
5.e. GA
5.f. 30912

See sample on page 5 of this document. IPSO will contact you when your notices, documents and other information are received. If you choose to use a mailing address other than the Augusta University IPSO address, Augusta University will not assist you in resolving any application issues that may arise.

- On page 2 for question 6. “Is your current mailing address the same as your physical address?”, check “No.”
- On page 2 for 7.a. through 7.e., enter your “U.S. Physical Address” – the address where you are currently living.
- On page 3 for 27., type “c” inside the first set of parentheses and “5” inside the second set. Leave the third set of parentheses blank. It should look like this (c) (5) (). (See sample on page 6 of this document.)

- If you do not have a Social Security number (SSN), check “No” for question 13.a. and complete questions 14. through 17. to request that the Social Security Administration (SSA) issue you a SSN.
5. **Copies of the J-2 dependent’s:**
 - [Form I-94](#)
 - Passport biographical information pages
(If the J-2’s passport will expire within the 12-month period following submission of the application to USCIS, IPSO recommends that the J-2 extend or renew his passport prior to applying. Contact your home country embassy or consulate for information on renewing your passport.)
 - Form DS-2019 (pages 1 and 2)
 6. **Copies of the J-1’s:**
 - [Form I-94](#)
 - Passport biographical information pages
(If the J-1’s passport will expire within the 12-month period following submission of your application to USCIS, IPSO recommends that you extend or renew your passport prior to applying. Contact your home country embassy or consulate for information on renewing your passport.)
 - Form DS-2019 (pages 1 and 2)
 7. Photocopies of previous EADs (Form I-766)
 - If you have been approved for an EAD before, photocopy front and back of any previously issued Form(s) I-766 Employment Authorization Document (EAD) with a notation on the copy of each previous EAD explaining the circumstances, i.e. J-2 employment authorization, severe economic hardship employment authorization or replacement for lost card. Include copy of the mailer if you have it.
 8. **A statement or a letter (see the sample on page 7)** required by DHS to the District Director requesting work permission. The point of the letter is not to demonstrate need; it is to show DHS that the J-1 Exchange Visitor has sufficient resources for his or her own expenses and will not depend on your earnings.
 - In the letter you should:
 - Indicate the sources and amount of the J-1 Exchange Visitor’s support.
 - Include a short budget or statement of family expenses to show that his or her resources are adequate without any income from your employment.
 - Give a reason for wanting to work, some worthwhile interest or activity that might include family travel or recreational or cultural activities.
 - State specifically that income from your earnings will not be used for the J-1 Exchange Visitor’s support.
 9. Some DHS offices want J-2 spouses to bring a copy of the marriage certificate as proof of the relationship with the J-1, and thus of eligibility for J-2 status. **Do not send the marriage certificate with your application unless told to do so.**
 10. Write your passport name and Form I-94 number on each sheet, on your photos and on your check.

AUTHORIZATION TO WORK

DHS Form I-9: Employment Eligibility Verification

When you begin work, your employer will ask you to complete Form I-9, which requires you to document your employment authorization. Your EAD card is acceptable proof of both identify and your permission to work. If your permission to stay expires, so will your EAD. Your spouse’s (or parent’s) J-1 Responsible Officer will explain how to extend permission to stay for the J-1 and all J-2 dependents and will know whether you may apply for a new EAD with the application for extension, or after it has been approved. A pending application for extension of stay, or for a new EAD, does not authorize you to begin or continue working. Once you have the new EAD, you will have to update Form I-9 with your employer.

This is a sample Form I-765. If you are receiving assistance with your EAD application from International and Postdoctoral Services Office, you should enter our office mailing address where it says "U.S. Mailing Address" on page 2 of the form. See below. All receipt notices, the approval notice and your EAD Card will be mailed to our office. We will notify you when they arrive.

Please use most recent version of form from USCIS website: <https://www.uscis.gov/i-765>

Part 2. Information About You (continued)		13.b. Provide your Social Security number (SSN) (if known). <input type="text"/>
Your U.S. Mailing Address		14. Do you want the SSA to issue you a Social Security card? (You must also answer "Yes" to Item Number 15., Consent for Disclosure, to receive a card.) <input type="checkbox"/> Yes <input type="checkbox"/> No
5.a. In Care Of Name (if any) <input type="text" value="Augusta University IPSO"/>		NOTE: If you answered "No" to Item Number 14., skip to Part 2., Item Number 18.a. If you answered "Yes" to Item Number 14., you must also answer "Yes" to Item Number 15. 15. Consent for Disclosure: I authorize disclosure of information from this application to the SSA as required for the purpose of assigning me an SSN and issuing me a Social Security card. <input type="checkbox"/> Yes <input type="checkbox"/> No NOTE: If you answered "Yes" to Item Numbers 14. - 15., provide the information requested in Item Numbers 16.a. - 17.b.
5.b. Street Number and Name <input type="text" value="1120 15th St"/>		
5.c. <input type="checkbox"/> Apt. <input checked="" type="checkbox"/> Ste. <input type="checkbox"/> Flr. <input type="text" value="AA2013"/>		
5.d. City or Town <input type="text" value="Augusta"/>		
5.e. State <input type="text" value="GA"/> 5.f. ZIP Code <input type="text" value="30912"/> <small>(USPS ZIP Code Lookup)</small>		
6. Is your current mailing address the same as your physical address? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No NOTE: If you answered "No" to Item Number 6., provide your physical address below.		
U.S. Physical Address		Father's Name Provide your father's birth name.
7.a. Street Number and Name <input type="text"/>		16.a. Family Name (Last Name) <input type="text"/>
7.b. <input type="checkbox"/> Apt. <input type="checkbox"/> Ste. <input type="checkbox"/> Flr. <input type="text"/>		16.b. Given Name (First Name) <input type="text"/>
7.c. City or Town <input type="text"/>		Mother's Name Provide your mother's birth name.
7.d. State <input type="text"/> 7.e. ZIP Code <input type="text"/>		17.a. Family Name (Last Name) <input type="text"/>
Other Information		17.b. Given Name (First Name) <input type="text"/>
8. Alien Registration Number (A-Number) (if any) ▶ A- <input type="text"/>		Your Country or Countries of Citizenship or Nationality
9. USCIS Online Account Number (if any) ▶ <input type="text"/>		List all countries where you are currently a citizen or national. If you need extra space to complete this item, use the space provided in Part 6. Additional Information.
10. Gender <input type="checkbox"/> Male <input type="checkbox"/> Female		18.a. Country <input type="text"/>
11. Marital Status <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed		18.b. Country <input type="text"/>
12. Have you previously filed Form I-765? <input type="checkbox"/> Yes <input type="checkbox"/> No		
13.a. Has the Social Security Administration (SSA) ever officially issued a Social Security card to you? <input type="checkbox"/> Yes <input type="checkbox"/> No NOTE: If you answered "No" to Item Number 13.a., skip to Item Number 14. If you answered "Yes" to Item Number 13.a., provide the information requested in Item Number 13.b.		

On page 3 of Form I-765 for 27. "Eligibility Category," enter (c)(5)(). See below.

Part 2. Information About You (continued)

Place of Birth

List the city/town/village, state/province, and country where you were born.

19.a. City/Town/Village of Birth

19.b. State/Province of Birth

19.c. Country of Birth

20. Date of Birth (mm/dd/yyyy)

Information About Your Last Arrival in the United States

21.a. Form I-94 Arrival-Departure Record Number (if any)

21.b. Passport Number of Your Most Recently Issued Passport

21.c. Travel Document Number (if any)

21.d. Country That Issued Your Passport or Travel Document

21.e. Expiration Date for Passport or Travel Document (mm/dd/yyyy)

22. Date of Your Last Arrival Into the United States, On or About (mm/dd/yyyy)

23. Place of Your Last Arrival Into the United States

24. Immigration Status at Your Last Arrival (for example, B-2 visitor, F-1 student, or no status)

25. Your Current Immigration Status or Category (for example, B-2 visitor, F-1 student, parolee, deferred action, or no status or category)

26. Student and Exchange Visitor Information System (SEVIS) Number (if any)

▶ N-

Information About Your Eligibility Category

27. Eligibility Category. Refer to the Who May File Form I-765 section of the Form I-765 Instructions to determine the appropriate eligibility category for this application. Enter the appropriate letter and number for your eligibility category below (for example, (a)(8), (c)(17)(iii)).

(c) (5) ()

28. (c)(3)(C) STEM OPT Eligibility Category. If you entered the eligibility category (c)(3)(C) in Item Number 27., provide the information requested in Item Numbers 28.a - 28.c.

28.a. Degree

28.b. Employer's Name as Listed in E-Verify

28.c. Employer's E-Verify Company Identification Number or a Valid E-Verify Client Company Identification Number

29. (c)(26) Eligibility Category. If you entered the eligibility category (c)(26) in Item Number 27., provide the receipt number of your H-1B spouse's most recent Form I-797 Notice for Form I-129, Petition for a Nonimmigrant Worker.

30. (c)(8) Eligibility Category. If you entered the eligibility category (c)(8) in Item Number 27., have you EVER been arrested for and/or convicted of any crime?

Yes No

NOTE: If you answered "Yes" to Item Number 30., refer to Special Filing Instructions for Those With Pending Asylum Applications (c)(8) in the Required Documentation section of the Form I-765 Instructions for information about providing court dispositions.

31.a. (c)(35) and (c)(36) Eligibility Category. If you entered the eligibility category (c)(35) in Item Number 27., please provide the receipt number of your Form I-797 Notice for Form I-140, Immigrant Petition for Alien Worker. If you entered the eligibility category (c)(36) in Item Number 27., please provide the receipt number of your spouse's or parent's Form I-797 Notice for Form I-140.

31.b. If you entered the eligibility category (c)(35) or (c)(36) in Item Number 27., have you EVER been arrested for and/or convicted of any crime?

Yes No

NOTE: If you answered "Yes" to Item Number 31.b., refer to Employment-Based Nonimmigrant Categories, Items 8. - 9., in the Who May File Form I-765 section of the Form I-765 Instructions for information about providing court dispositions.

SAMPLE LETTER OF APPLICATION FOR J-2 WORK PERSMISSION

(J-2 applicant U.S. home address)
(J-2 Applicant city, state, and
zip code) (Date)

District Director
Department of Homeland Security
(Street address)
(City, state, zip code)

Dear Sir or Madam:

I would like to apply for J-2 work permission.

My spouse's Form DS-2019 shows \$20,000 in support, including \$15,000 (if support from Augusta U and other sources) from the Augusta University, and \$5000 in personal funds (or other sources). Of this, \$6000 goes to the University for (list those that apply tuition and fees, parking, retirement, taxes, other withholding) and a total of about \$1200 for the year will be withheld from the (salary type, assistantship stipend, salary, scholarship) checks for income tax. In addition we pay \$800 each year for health insurance.

That leaves \$12,000, or just over \$1,000 a month, for living expenses. Our monthly budget is as follows:

\$ 400	Rent and utilities
400	Food
<u>200</u>	Miscellaneous (clothing, transportation, recreation)
\$1,000	Total

As this budget shows, we have enough to live modestly, but there are no funds left for expenses that are not essential. I therefore hope that you will approve my request.

I understand that none of my earnings may be used for the support of my J-1 spouse.

Sincerely,

(J-2 applicant signature)

(J-2 applicant name)