



Employment Authorization for J-2 Dependents

J-2 dependent spouses are eligible to apply for work permission directly from the US Citizenship and Immigration Service (USCIS), provided the funds earned will not be used to support the J-1 spouse. Applications require several months for processing and authorization is generally granted in periods of 1-3 years. Your work permission remains valid only as long as the J-1 student or scholar maintains status. **Work cannot begin until written authorization is received.**

Required application materials

ISO recommends that your application be assembled in the order listed below, with document copies in chronological order from most recent to oldest. Keep a copy for your records. All forms and copies should be **single-sided and unstapled**.

- Application fee of \$410.00**, payable to “Department of Homeland Security” by check, money order, or credit card
 - To pay by credit card, include **Form G-1450 Authorization for Credit Card Transactions** (www.uscis.gov).
- Two recent passport photos**, with your name and I-94 number written lightly on the back
 - Photos must meet [US photograph requirements](#) or they will be rejected and delay processing.
- Recommended: Form G-1145 E-Notification of Application/Petition Acceptance** (www.uscis.gov or [link](#) from ISO)
 - Provide an email and/or mobile phone number to receive notification when your application is received.
- Form I-765 Application for Employment Authorization** (www.uscis.gov or [link](#) from ISO)
 - ISO strongly recommends that you **type and print** this form, rather than writing by hand.
 - **Part 1 #1.a.**: Check the box for “Initial permission to accept employment” to indicate what you are applying for.
 - **Part 2 #5.a. – 5.f.**: Provide an address where you can receive mail for at least 5 months after submitting to USCIS (the US Post Office cannot forward government mail). You may use the ISO as your mailing address, as listed:
 - 5.a.: University of Rochester ISO**
 - 5.b.: PO Box 270446**
 - 5.d. – 5.f.: Rochester, NY 14627**
 - **Part 2 #13.a. – 17.b.**: A [US Social Security Number](#) (SSN) can be requested
 - **Part 2 #27**: Use the appropriate code for your Eligibility Category: **(c)(5)**
 - **Part 3 #7.a. – 7.b.**: Sign and date the application form in *blue ink* after printing.
- Document Photocopies for J-1 & J-2** – Do NOT send any originals of these supporting documents.
 - Latest DS-2019s, endorsed by ARO
 - Passport: ID pages, current expiration date, J-1 & J-2 visa stamps (if applicable)
 - I-94 records (print online: www.cbp.gov/i94) or I-797 Approval Notice(s) for Change of Status
 - Previously issued EAD card(s) (if applicable)
- Letter of Application for work permission**
 - This letter should formally request employment authorization and must identify your spouse’s expenses and financial support for his/her J-1 program. You must certify that any earnings from any authorized J-2 employment will not be used to support your spouse’s expenses.

Submit your application to USCIS

You must mail your application to a USCIS lockbox location for initial processing. The appropriate shipping address, either Dallas or Phoenix, depends on 1) the mailing address listed in **Part 2 #5.a. – 6** on the Form I-765, and 2) how your application will be delivered. For UR students using a New York mailing address, the **USCIS Dallas Lockbox** addresses are listed below. If your I-765 mailing address is outside New York, please confirm the appropriate facility using the [USCIS Lockbox mailing instructions](#). Be sure to request a **tracking number** for your package and ensure timely delivery of your application!

<p>USPS – Delivery by standard U.S. Postal Service USCIS PO Box 660867 Dallas, TX 75266</p> <p><i>Express service requires alternate address →</i></p>	<p>Express – Delivery by FedEx, UPS, DHL, USPS Overnight, etc. USCIS Attn: NFB AOS 2501 S. State Hwy. 121 Business Suite 400 Lewisville, TX 75067</p>
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Begin work only after you receive the Employment Authorization Document (EAD card) from USCIS

Please provide a copy of your EAD card to ISO and apply to renew your authorization as needed.