



# INTERNATIONAL PROGRAMS

## COLORADO STATE UNIVERSITY

1024 Campus Delivery Fort Collins, CO 80523-1024 USA • (970) 491-5917 • [international.colostate.edu](http://international.colostate.edu)

## J-2 DEPENDENT EMPLOYMENT AUTHORIZATION INFORMATION

Can J-2 dependents work in the U.S.?

- Yes, but work authorization is not automatic.
- J-2 dependents who wish to work in the U.S. must receive employment authorization from USCIS before they can work.

What must I do to be eligible to apply for J-2 employment authorization?

- The J-1 and J-2 must both be maintaining their immigration status.
- Money received from J-2 employment cannot be used to support the J-1 exchange visitor. The J-1 exchange visitor's obligations include the J-2 dependents' basic living costs such as rent and food.

What types of employment are permitted by J-2 employment authorization?

- After you are approved for J-2 employment authorization, there are no limits on the type of work you can do, the number of hours you can work, or the amount of money you can earn.
- J-2 dependents are subject to Social Security, federal, and state income taxes.
- J-2 dependents are required to have a Social Security Number if they earn money in the U.S.

When should I apply for J-2 employment authorization?

- You can apply for J-2 employment authorization as soon as your SEVIS record is validated, which requires the J-1 to complete immigration document review procedures with ISSS.
- It usually takes around 90 days for USCIS to approve J-2 employment authorization.

How will I know when my employment authorization has been approved?

- After your employment authorization is approved, you will receive an EAD (employment authorization document) card from USCIS.
- The EAD card will list the start and end dates of your employment authorization. You cannot work before the start date or after the end date listed on your EAD card.

How long will my J-2 employment authorization be valid?

- J-2 employment authorization can be approved for up to 4 years, or until the expiration date on your DS-2019 (whichever is shorter)
- USCIS may approve your employment authorization for a shorter period of time. It is your responsibility to know the expiration date on your EAD card and apply for a renewal if needed.
- ISSS is not responsible for tracking the expiration date of J-2 EAD cards or notifying J-2s that they must apply for a renewal of their employment authorization.

What if I want to work beyond the expiration date listed on my EAD card?

- J-2 dependents can apply for a new EAD card up to 180 days before the expiration date listed on the EAD card.
- Application procedures for a renewal EAD card are the same as applying for the initial authorization.

Will ISSS help J-2 dependents apply for work authorization?

- You do not need to work with ISSS to apply for J-2 employment authorization, but we are happy to review your application materials before you mail them to USCIS.



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## J-2 DEPENDENT EMPLOYMENT AUTHORIZATION APPLICATION

If you wish to apply for J-2 employment authorization, you will need to assemble these documents:

A completed [I-765 form](#). The code for item #27 is (c)(5)

A \$410 check or money order made payable to the U.S. Department of Homeland Security

2 passport photos (must be taken no more than 30 days before applying). See U.S. passport photo guidelines [here](#).

Copies of the current DS-2019s for the J-1 and the J-2

Copies of the [I-94](#) records for the J-1 and the J-2

Letter from the J-2 that indicates all the following information (see example letter on page 3)

- Why the employment is desired
- Source and amount of financial support for the J-1 (include documentation)
- A statement that the income from J-2 employment will not be used to support the J-1 exchange visitor

If applicable, copy(ies) of any previously issued EAD cards

(Optional) To receive an electronic notification when your I-765 form has been received, completed [Form G-1145 E-Notification of Application/Petition Acceptance](#) and clip it to the front of your application packet

Make a copy of all documents for your own records before mailing your completed application. Allow 3-4 months for processing.

If your current mailing address is in Colorado, mail your application to:

For U.S. Postal Services (USPS) Deliveries:

USCIS  
P.O. Box 21281  
Phoenix, AZ 85036

For Express Courier Deliveries:

USCIS  
Attn: AOS  
1820 E. Skyharbor Circle S.  
Suite 100  
Phoenix, AZ 85034

*If your mailing address is outside of Colorado, please see the [USCIS website](#) for the address of the lockbox with jurisdiction over your state.*



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### SAMPLE LETTER TO USCIS

Date

U.S. Citizenship and Immigration Services  
P.O. Box 21281  
Phoenix, AZ 85036

To Whom it May Concern:

I wish to apply for permission to work (*Give reasons for why you wish to work. Examples of reasons include:*

- *To help pay for my cultural activities or travel*
- *To help pay for my courses at the university*
- *To get work experience*
- *To help pay for school expenses for our child)*

My husband/wife is a visiting researcher at Colorado State University. He/she receives \$\_\_\_\_\_ per month from (*name of department or source of funding*). A copy of his/her funding letter/bank statement is attached.

Any money I earn will be used for (*give stated reason*) and not for the support of my husband/wife.

Respectfully,

*Your Signature*

*(your name and address printed)*