

J-2 Employment Application Process

J-2 visa holders are eligible for employment during their time in the United States after having received an Employment Authorization Document (EAD) from United States Citizenship and Immigration Services (USCIS). To request this document, please follow the directions outlined below:

Eligibility Requirements

- Employment is not to support J-1 visa holder

Application Process

Before sending in your application, the applicant should make copies of all documents for their records.

- Completed Form I-765. Be sure to include (c)(5) on item # 16 of the form.
 - o Form: <http://www.uscis.gov/files/form/i-765.pdf>
 - o Instructions: <http://www.uscis.gov/files/form/i-765instr.pdf>
- Pay I-765 fee (Money order for \$410.00 payable to: "Department of Homeland Security")
- Two passport style ID photos
- Current copy of J-2's DS-2019*
- Current copy of J-1's DS-2019*
- Copy of J-2's I-94. Electronic I-94's may be printed from: www.cbp.gov/i94
- Copy of J-1's I-94. Electronic I-94's may be printed from: www.cbp.gov/i94
- Letter from J-2 applicant stating: (Example on last page of this document)
 - o Why employment is desired
 - o Source and amount of support for principal participant
 - o Income will not support J-1 visa holder

**The DS-2019 was formerly referred to as IAP-66*

E-Notification

To receive an e-mail and/or a text message that your application has been accepted at USCIS, visit <http://www.uscis.gov/g-1145>. This website will provide instructions for completing the Form G-1145.

Authorization

- Cannot begin work until in possession of the EAD
 - o Will need the EAD in order to petition for a social security number (SSN)
- Length of Authorization: 1 year
- Can obtain part- or full-time employment

Requirements

- Authorization cannot exceed past completion date listed on DS-2019
- If employment is desired for more than one year, an extension will need to be filed by submitting form I-765 along with all accompanying information listed above
 - o Extensions should be filed early, within 120 days of the expiration date
 - o If the J-1 visa holder's DS-2019 will expire before filing as extension, then the J-1 visa holder should request an extension of their DS-2019
- Taxes: J-2 visa holders authorized for employment are subject to social security tax, federal tax, and state tax. It is recommended that J-2 visa holders consult a professional tax consultant for more information about required filings.

Mailing address for Applications

It is recommended that applications are sent via "certified mail/return receipt requested". This will provide documentation of when your application was sent, and when it was delivered.

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US Postal Service

USCIS
P.O. BOX 21281
Phoenix, AZ 85036

or

Express Mail or Commercial Service

USCIS
Attn. AOS
1820 E Skyharbor Circle S
Suite 100

Frequently Asked Questions

How long may I work?

- Work authorizations are granted for one year at a time, but are subject to the completion date listed on the DS-2019.

May I still work if the status of the J-1 ends?

- No, work authorization ends on the completion date on the DS-2019

When should I renew my employment authorization document (EAD)?

- Extensions or renewals for work authorizations should be filed 120 days before the end date listed on the current EAD.

What is the process for renewal of my EAD?

- To extend/renew work authorization, the applicant should file the same application as before to gain the initial work authorization.

Can I work full-time?

- Yes, full- and part-time work are both permitted

Where can I work?

- Authorized J-2 visa holders may work anywhere; there are no restrictions

Do I have to pay taxes?

- Yes, a professional tax accountant is recommended for questions and concerns regarding tax filing

Do I need a social security number?

- Yes, instructions on this process are available in the GEC. Applicants must have their EAD card in hand before an SSN can be given.

QUESTIONS

Please contact International Student & Scholar Services at (435)586-1995 or internationalaid@suu.edu if you have questions or need further information.