

# DEPARTMENT OF INTERNATIONAL SERVICES & PROGRAMS

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## J-2 WORK PERMISSION GUIDELINES

J-2 visa holders (spouses and dependent children of J-1s) may apply to U.S. Citizenship and Immigration Services (USCIS) for permission to work in the U.S. only after the spouse (J-2 holder) has resided in the U.S. for at least one month and the extra income is needed to provide support for herself/himself and accompanying children while in the U.S.

### Requirements:

- A letter to USCIS, explaining the reason for requesting the employment authorization (see sample attached).
- Complete Form I-765. Form can be found at the USCIS website: <http://www.uscis.gov/files/form/I-765.pdf>. The code for item 16 of this form is (C) (5).
- Check made out to the: U.S. Department of Homeland Security for \$340.00 filing fee for Form I-765;
- Copies of all Forms DS-2019 and a copy of I-94 card (white card in your passport) for both J-1 and J-2 visa holders.
- Copy of your J-2 visa stamp in your passport, and the passport page with your photo and information.
- Two passport type color photographs (see sample attached) or check the following website: [http://travel.state.gov/passport/guide/composition/composition\\_874.html#](http://travel.state.gov/passport/guide/composition/composition_874.html#). Print your name, SEVIS ID number, and date of birth in pencil on the back of the photographs (include the number on your previous EAD if you have one).
- If you have applied for an Employment Authorization Document (EAD) before, a photocopy of your EAD (front and back).
- Mail all of these documents listed above by Certified Mail Return Receipt Requested to: US Citizenship and Immigration Services, Vermont Service Center, 75 Lower Welden Street, ST. Albans, VT 05479-0001. We suggest that you make a photocopy of all documents before you mail it.

After mailing in the documents, you will receive a notice (Form I-797) stating that you need to wait to receive your EAD card. A J-2 dependent may not begin working until the application has been approved AND the card is received.

It is advisable for the J-2 to apply for a Social Security card after you receive the EAD card **and** have a job offer. A Social Security number is necessary before you can earn any wages in the U.S. J-2 visa holders are subject to social security taxes, federal income taxes and, where applicable, state and local taxes.

To request a social security card, please bring the following items with you to the Social Security Office: your EAD card, letter of your job offer, passport, and I-94 card and Form DS-2019. The DISP office can provide you with instructions on applying for a social

security card or you can check the DISP website at [www.disp.uconn.edu](http://www.disp.uconn.edu). The Social Security Office is located at: 1320 Main Street, Willimantic, CT. Telephone number is: (860) 423-6386. You can also visit <http://ssa.gov> and click on 'Find a Social Security Office'.