

J-2 Application for Work Authorization

Note: Employment may not begin until the J-2 dependent is issued an Employment Authorization Document (EAD) by the United States Citizenship and Immigration Service (USCIS). The employment authorization is valid only if the J-1 is maintaining status.

How to Apply

To obtain an EAD, the J-2 dependent must apply directly to the U.S. government. For dependents living in **Kansas**, send the following materials fastened together in the order listed below to:

For U.S. Postal Service (USPS):
USCIS
PO Box 21281
Phoenix, AZ 85036

For Express mail and courier (FedEx, UPS):
USCIS, Attn: AOS
1820 E. Skyharbor Circle S, Suite 100
Phoenix, AZ 85034

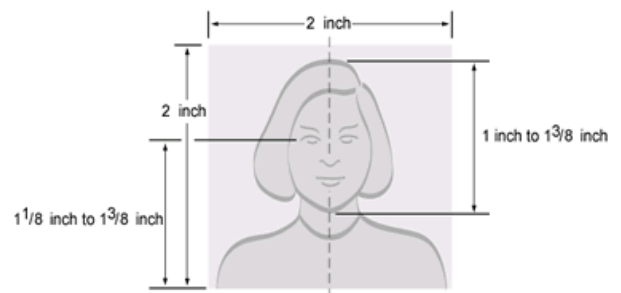
- 1) **\$410 application fee:** Submit Form G-1450 to pay by credit card (download from <http://www.uscis.gov> > Forms > G-1450) OR submit a check or money order made payable to U.S. Department of Homeland Security.
- 2) **2 photographs**, passport style (guidelines below) with name gently printed on the back, without damaging the photo.
 - a. the government recommends placing the photo in a clear plastic 'ziploc' sandwich bag.
 - b. do NOT put a staple through the photo or trim the size of the photo
- 3) Complete **Form G-1145**, optional, to receive email and text notification when application received (download from <http://www.uscis.gov> > Forms > G-1450)
- 4) Complete **Form I-765** (download from <http://www.uscis.gov> > Forms > I-765) type responses on form following USCIS instructions, print out, and sign) Please note the eligibility category for number 16 is **(c) (5)**.
- 5) Brief **letter** explaining circumstances requiring employment (sample on reverse side) with any supporting evidence showing employment is not necessary to support J-1 but is for other purposes.
- 6) Photocopy of J-2's **I-94 card** (if you have one, front and back); OR printout of the **electronic I-94 record** (<https://i94.cbp.dhs.gov>), and **visa**.
- 7) Photocopy of a current **photo identification** (e.g. driver's license or passport) of J-2.
- 8) Photocopy of J-2's **DS-2019** form.
- 9) Photocopy of **J-1's passport, I-94 card** (if you have one, front and back); OR printout of the **electronic I-94 record** (<https://i94.cbp.dhs.gov>), and a photocopy of **J-1's DS-2019**.

As always, it is also recommended that you retain copies of all documents sent to and received from the USCIS. Mail the application in a traceable manner (e.g. certified, return receipt)

Photo Guidelines

Seven Steps to Successful Photos

1. Frame subject with full face, front view, eyes open
2. Make sure photo presents full head from top of hair to bottom of chin; height of head should measure 1 inch to 1 3/8 inch (25 mm to 35mm)
3. Center head within frame (see Figure below)
4. Make sure eye level is between 1 1/8 inch to 1 3/8 inch (28 mm and 35 mm) from bottom of photo
5. Photograph subject against a plain white or off-white background
6. Position subject and lighting so that there are no distracting shadows on the face or background
7. Encourage subject to have natural expression



Your Name
Your Street Address
Your City, State and Zip Code

Date

USCIS
PO Box 21281
Phoenix, AZ 85036

REQUEST FOR J-2 WORK AUTHORIZATION

I am a J-2 Exchange Visitor dependent and I am requesting permission to accept employment. I intend to use the income from my employment to enhance the cultural, recreational and travel opportunities available to me (and my children) during our stay in the United States.

(Here you may more completely describe the way in which you intend to use your earnings. Cite specific examples of expenses you anticipate during your stay.)

My earnings will in no way be used to support my spouse, (name), who is a J-1 Exchange Visitor with The University of Kansas.

Sincerely,

(Signature of J-2 applicant)

J-2's Name

RECEIVING OPT CARD – NEW PROCESS REQUIRING SIGNATURE AND PHOTO ID

USCIS is the agency who issues the Employment Authorization Cards. They announced April 30, 2018, they have begun phasing in use of the U.S. Postal Service's (USPS) **Signature Confirmation & Restricted Delivery** services. The first phase will only affect EADs returned as undeliverable, but in the future all EADS will be delivered under this system. They have not announced when delivery will be expanded to all EADs.

As part of the new delivery method, you must present identification to sign for your EAD upon delivery. You also have the option to:

- designate an agent to sign on your behalf by
 - completing the USPS's **PS Form 3801, Standing Delivery Order** (<https://about.usps.com/forms/ps3801.pdf>)
 - OR
 - completing USPS's **PS Form 3801-A, Agreement by a Hotel, Apartment House, or the Like** (<https://about.usps.com/forms/ps3801a.pdf>)

AND

- sign up for **USPS Informed Delivery** (<https://informeddelivery.usps.com/box/pages/intro/start.action>) to receive delivery status notifications
- AND/OR
- arrange for pickup at a post office at a convenient date and time by going to the USPS website and selecting "**Hold Mail**" (<https://holdmail.usps.com/holdmail/>). This will stop delivery of all your mail.

Reference: 8 CFR 214.2(j)(1)(v)