



INTERNATIONAL PROGRAMS

COLORADO STATE UNIVERSITY

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

J-2 DEPENDENT EMPLOYMENT AUTHORIZATION APPLICATION

Dependents in J-2 status are eligible to apply for employment authorization through USCIS. Conditions of eligibility include:

- The J-1 exchange visitor and the J-2 dependent must hold and maintain valid J visa status.
- Money received from employment will not be used to support the J-1 exchange visitor. The J-1's obligations include the J-2 dependents' basic living costs such as rent and food.
- You may not work until you receive your employment authorization document (EAD) from U.S. Citizenship and Immigration Services (USCIS)
- The EAD is valid for any kind of part-time or full-time employment. There is no legal limit to the amount of money you may earn.
- USCIS will generally authorize J-2 employment for one year, or up to the expiration date of the J-1 visa holder's DS-2019. Permission to work ends on the expiration date shown on the EAD and is valid only as long as the J-1 is maintaining status.

If you wish to apply, you will need to assemble these documents:

- A completed [I-765 form](#). The code for item #16 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)
- Copies of the current DS-2019s for the J-1 and the J-2
- Copies of the [I-94 records](#) for both the J-1 and J-2
- Letter from the J-2 stating why the employment is desired, indicating the source and amount of support for the principal participant, and specifically stating that the income derived from employment will not be used for the support of the J-1 exchange visitor. A J-2 does not need to demonstrate financial need to receive employment authorization. See page 2 for a sample letter.
- If applicable, a copy of any previously issued employment authorization document(s)
- (Optional) To receive an electronic notification when your I-765 form has been accepted, complete [Form G-1145, E-Notification of Application/Petition Acceptance](#) and clip it to the front of the application package

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.



INTERNATIONAL PROGRAMS

COLORADO STATE UNIVERSITY

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

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*).

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)