

The College of New Jersey  
**J-2 DEPENDENT - APPLICATION FOR EMPLOYMENT AUTHORIZATION  
DOCUMENT (EAD)**

### **Summary**

Lawful J-2 dependents are permitted to apply for an Employment Authorization Document (EAD) from U.S. Citizenship & Immigration Services (USCIS) in order to be employed in the U.S. This EAD can be used for any type of employment either part-time or full-time during the authorized period.

### **Eligibility**

- Both J-1 exchange visitor and J-2 applicant must be in lawful status
- The employment cannot be for the purpose of supporting the J-1 exchange visitor

## **APPLICATION PROCEDURES**

### **STEP 1: Prepare the Following Documents**

- Completed [Form I-765](#), #16 Eligibility Code ©(5)
- \$340 application fee (payable to USCIS)
- 2 passport-style 2x2 photos
- Letter of request written by the J-2 applicant (see PAGE 2 for example)
- **Copy of the following documents for both J-1 exchange visitor and J-2 applicant**
  - **Current DS-2019**
  - **Passport biographical page**
  - **I-94 card (front and back)**
  - **Visa Stamp**
  - **Previous EAD (if applicable)**

### **STEP 2: Send the above documents to:**

U.S. Department of Homeland Security  
U.S. Citizenship and Immigration Services  
Vermont Service Center  
75 Lower Welden Street  
Saint Albans, Vermont 05479

**STEP 3:** When your application is received by USCIS, a receipt notice is sent to the address you have provided on the I-765. With a receipt number (LIN#) on the receipt notice, you can check your application status at USCIS on-line. **Normally, processing time for Form I-765 is about 3 months.**

- USCIS Case Status On-Line: [www.uscis.gov](http://www.uscis.gov)

To change your mailing address on your pending Form I-765, must call USCIS National Customer Service Center at 1-800-375-5283. The U.S. Postal Service does not forward mail from USCIS even if you request change of address at the post office.

You may receive a "Request for Evidence" if USCIS needs further materials regarding your pending application, Make sure that you respond to the request in a timely manner.

**STEP 4:** Once your application is approved, an EAD is issued. You are permitted to work during the authorized period listed on the document.

Fax: 609-637-5128

Phone: 609-771-2576

iss@tcnj.edu

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**Letter of Request**

Briefly explain why you are applying for employment authorization. Make sure to indicate the course and amount of support for the J-1, and specifically state that the income from J-2 employment will NOT be used to support the J-1.

U.S. Department of Homeland Security  
U.S. Citizenship and Immigration Services  
Vermont Service Center  
75 Lower Welden Street  
Saint Albans, Vermont 05479

*{ Today's Date }*

To Whom It May Concern:

With this letter, I am applying for employment authorization on the basis of my J-2 status. I am the dependent *{wife or husband}* of *{name of the J-1}*, a J-1 *{scholar or student}* at The College of New Jersey. I would like to work in the United States because *{insert your reason for employment here. Remember income from employment is to be used to support the family's recreational, cultural activities and related travel}*.

I declare that the income I earn will be used for cultural, recreational and related travel activities and will not be used to support my J-1 *{wife or husband}*.

Sincerely,

*Your Signature*

**IMPORTANT**

- EAD can be granted for a 12-month period or for the duration of DS-2019, whichever is shorter
- To extend an EAD, J-2 applicants must re-apply by submitting the same required documents (listed on PAGE 1)
- EAD is valid only if the J-1 is maintaining status
- If employed, J-2 must pay social security and federal income tax
- J-2 dependents need an EAD to apply for a Social Security Number

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