

J-2 EMPLOYMENT AUTHORIZATION

To apply please bring the following items:

Sample letter:

In the letter you should mention the following:

1. Reason for wanting work;
2. Source and amount of support for the J-1 exchange visitor. You need to demonstrate that the J-1's income is sufficient to support himself/herself and provide the basic necessities of the family;
3. Itemize the total monthly income and expenditures of the family in a table;
4. Include the following statement: "Any income derived from my employment will be used for my support and not for that of my (husband/wife/parent)."

March 20, 20--

Jose A. Siu Martinez
22222 Secor Rd.
Toledo, OH 43606

To Whom It May Concern:

I am writing to request employment authorization. My name is Imma Rocket, and I am the J-2 dependent of Mr. Fore Ver Rocket, a research scholar at The University of Toledo. My husband's work keeps him very busy, and I would like permission to take a job. I am an artist and an instructor in my home country of Maldiva. J-2 work permission would enable me to practice my profession while I am here with my wife. At the same time, I hope to earn enough money to take some additional classes that would keep me up-to-date professionally. I am providing you with the following information about our monthly income and expenditures, so that you can see that we already have enough money to cover our basic necessities:

Monthly Expenses

Rent	\$450.00
Utilities	\$95.00
Phone	\$45.00
Health Insurance Premium	\$185.00
Transportation	\$125.00
Food	\$250.00
Misc.	\$50.00
Total Expenses	\$1,200.00
	\$1,575.00

Monthly Income

Spouse's Graduate Assistantship	\$1,325.00
Family Funds from Abroad	\$250.00

Total Income

I would like to emphasize that any income derived from my employment will be used for my support and not that of my spouse.

Please feel free to call me at 419-555-5500 if you should have any questions about this application.

Sincerely yours,

Imma Rocket

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1. **Complete Form I-765** (<http://www.uscis.gov/files/form/i-765.pdf>) In the section marked as #16 please fill in the following eligibility code: (c) (5)().

3. **Two recent passport size color photos** (print name and I-94 card number on back in pencil);

4. **\$380 fee** payable to the USCIS (personal check or money order);

5. **You both** must have a valid passport (minimum additional six months), Form(s) DS-2019 with dependent, and both of your I-94's.

Please notify The Office of International Student & Scholar Services as soon as you receive either the Employment Authorization Document (EAD) or a denial notice.

Dependents of J-1 Exchange Visitors in J-2 status are eligible to apply to the USCIS for employment authorization. J-2 dependents are not permitted to work or to receive a U.S. Social Security Number until they have received an Employment Authorization Document (EAD) card from USCIS. Average processing time is 3 months.

J-2 dependents with employment authorization may work until the date on the EAD card or until the J-2 exchange visitor completes his/her program, whichever is earlier. J-2 dependents may apply to renew work authorization, as long as the J-1 exchange visitor remains in status.

OFFICE OF INTERNATIONAL STUDENT & SCHOLAR SERVICES

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