GUIDELINES FOR J-2 WORK AUTHORIZATION (ELECTRONIC SUBMISSION)

I. ELIGIBILITY

The USCIS limits J-2 employment authorization to one year at a time (or until the J-1 program end date, whichever date is sooner). J-2’s may re-apply for employment authorization on an annual basis as long as the J-1 maintains legal status. Once approved, the USCIS will issue and mail an Employment Authorization Document (EAD) to the J-2 with valid employment dates. With this card, J-2’s may work on a full-time or part-time basis.

Eligibility:

- J-2 dependents must be physically present in the U.S. and maintaining valid legal status in order to apply for work authorization. For guidelines on maintaining J-2 legal status, please refer to our website.
- J-2 dependents may not seek employment to support the J-1 scholar. Regulations require that J-1 scholars have enough funding to support themselves and their dependents.

Important Guidance:

- J-2 employment authorization expires with the expiration of the EAD card; filing or authorization does not permit employment during the adjudication process. If the current EAD has expired, the J-2 must cease employment until receiving the new EAD.
- If the J-1 is transferring their program to UCSC, the J-2 cannot apply for an extension of employment until after the J-1 transfer release date and J-1 program validation. J-1 scholars must attend their Mandatory Orientation and submit all required legal documents (including J-1/J-2 insurance) in order for ISSS to validate the program and issue DS-2019s. This is a regulatory requirement

II. PAPER-BASED VERSUS ELECTRONIC WORK AUTHORIZATION APPLICATION

The decision to apply for J-2 work authorization electronically or through the paper-based application process is a matter of preference. The following are a few minor differences between the two processes.

<table>
<thead>
<tr>
<th>PAPER-BASED APPLICATION</th>
<th>ELECTRONIC APPLICATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>One-Step Submission Process (by mail only)</td>
<td>Multi-Step Application/Submission Process (electronic, by mail, and in-person requirements)</td>
</tr>
<tr>
<td>Pay by check</td>
<td>Can pay by credit card or directly through your checking or savings account</td>
</tr>
<tr>
<td>No biometrics requirement or fee</td>
<td>Biometrics requirement and fee ($85). Fingerprinting and photographs take place at the USCIS Application Support Center in Salinas (1 hour driving distance).</td>
</tr>
<tr>
<td>90-day processing time</td>
<td>90-day processing time</td>
</tr>
<tr>
<td>Confirmation of receipt by mail in the following weeks</td>
<td>Electronic confirmation of receipt immediately</td>
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III. ELECTRONIC-BASED WORK APPLICATION INSTRUCTIONS

1. Create an e-file account
   a. Go to the e-file login page (https://efiling.uscis.dhs.gov/efile/)
   b. Create new account
2. Complete form I-765, Application for Employment Authorization online
   a. Choose (C)(5) for J-2 Spouse or Minor Child of an Exchange Visitor
   b. Pay the fee.
   c. Submit the application
   d. Print and sign at least one copy of the completed application for your records
   e. You will receive a confirmation of receipt. Print a copy for your records
3. Write a letter to the USCIS requesting authorization. Include your intentions for requesting employment authorization, and include a list of your J-1’s income and expenses (see J-2 Sample Work Permission Letter on our website). You must be able to demonstrate that you are not requesting authorization to support the J-1 Scholar.

4. You will receive a Receipt Notice from the USCIS after filing your application, which will request that you submit copies of legal documents by mail. In addition to what the USCIS requires, be sure you submit:
   a. J-2 letter requesting employment
   b. Receipt Notice
   c. J-1 passport, visa, DS-2019, I-94 (front/back), original proof financial certification
   d. J-2 passport, visa, DS-2019, I-94 (front/back)

5. Arrange the documents neatly in the order listed above (unless otherwise requested by the USCIS)
   a. Write your name at the top of each page in case your documents get separated from the application
   b. Make a copy of the entire application for your records

6. Send supporting documents requested on your Receipt Notice to the USCIS

7. The USCIS will schedule the date, time, and location of your biometrics appointment at their Application Support Center (ASC). This notice will come by mail. Attend your biometrics appointment. The nearest ASC center is in Salinas (1954 North Main Street, Salinas). Photographs, fingerprints and your signature will be electronically captured at your appointment. Bring:
   a. Biometrics appointment notice
   b. Valid photo identification (passport, driver’s license)
   c. Copy of signed I-765 application
   d. Copy of Receipt Notice
   e. DS-2019
   f. Additional legal documents at the request of the USCIS
   g. Do NOT bring cell phone, or any other recording or photo device

*Your Receipt Notice confirms the application was filed. It does not mean that the application was approved. Your complete application will be sent electronically to the appropriate USCIS office for processing only after you have submitted all USCIS-required legal documents and appeared for your biometrics appointment. Checking on Application Status: A few days following your biometrics appointment, you can check the status of your application online with the number listed on the Receipt Notice (also known as the ‘WAC’ number). You may check on the status of your application online with your ‘WAC’ number at https://egov.uscis.gov.

### III. NOTICE OF USCIS WORK AUTHORIZATION

You should expect to wait at least 90 days for USCIS approval. Unfortunately, it is not possible to expedite the process. If approved, the USCIS will send you an Employment Authorization Document (EAD) with eligible employment dates. You must present your EAD card to your employer.

You may not begin or continue employment until you receive your EAD card in hand. You may only be employed between the dates listed within the EAD card.