GUIDELINES FOR J-2 WORK AUTHORIZATION (PAPER-BASED 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>
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</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>
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<tr>
<td>90-day processing time</td>
<td>90-day processing time</td>
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<tr>
<td>Confirmation of receipt by mail in the following weeks</td>
<td>Electronic confirmation of receipt immediately</td>
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</tbody>
</table>

III. PAPER-BASED WORK APPLICATION INSTRUCTIONS

1. 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.
2. Print, review, and complete form I-765, Application AND Instructions for Employment Authorization (www.uscis.gov)
   a. In part 16, list code (C)(5) for J-2 Spouse or minor child of an exchange visitor
   b. Sign the I-765 in black ink. Make sure your signature fits within the signature box, or it will be rejected by the USCIS. The USCIS will scan this signature and add it to your EAD card
3. Write check payable to U.S. Department of Homeland Security for appropriate amount
4. Review I-765 instructions for photo specifications
   a. Obtain two identical color photographs taken within 30 days of the filing date
   b. Using a pencil, lightly write your name and I-94 number on the back of the photo
5. Make copies of the following legal documents for BOTH the J-1 and J-2 exchange visitors:
   a. I-94 card (front and back)
   b. DS-2019 form
   c. Valid passport identification page, including passport expiration page
   d. Visa
   e. *J-1 original proof of financial certification (ie. UCSC appointment letter stating salary)
6. Write your name at the top of each legal document in case the pages get separated from the application
7. Neatly arrange the document copies
8. Make a copy of your entire application packet for your personal records
9. Mail the aforementioned documents to the appropriate address listed within the I-765 instructions. Be sure to mail the
   documents using a method that will allow you to track that USCIS has received your application (ie. FedEx, UPS, G-1145 E-
   Notification of Application/Petition Acceptance). Checking on Application Status: Within one month of submission of your
   paper-based application, the USCIS will mail you a receipt number (also known as a ‘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.