



Office of International Students & Scholars

J-2 Dependents Work Permission

J-2 dependents may apply for work permission to the Department of Homeland Security (DHS) through the Office of International Student & Scholars (OISS), if such employment is needed for the support of the dependents ONLY.

Application Instructions:

The following documents are required. They can be reviewed in the OISS before mailing.

1. J-2 Dependent writes a letter* to Department of Homeland Security indicating **ALL** of the following (see the sample letter):
 - a. Why employment is desired. (Should include expenses for customary recreation, cultural activities and related travel).
 - b. State that income for employment will be used **ONLY** for support of J-2 and dependents.

**You may bring a rough draft of your letter for review to the OISS before making a final copy, if you wish to do so.*

2. Complete **Form I-765**.
3. Photocopy of J-1's DS-2019.
4. Photocopy of I-94 card of both J-1 and J-2.
5. Photocopy of Passport and Visa of J-2.
6. Money order for \$340 payable to: **Department of Homeland Security**.
7. Proof of Marriage. (Copy of original marriage certificate with an English translation done by someone else and signed by that person).
8. Your last Employment Authorization Document (EAD card) if you have one.
9. 2 color photos.
10. Send all documents with Certified Mail.

Mail all the above documents to DHS. DHS will mail you a Form I-797 receipt notice. If approved, your Employment Authorization Document (EAD) will be mailed to you. Approximate time to obtain permit is six to eight weeks. Once you receive your EAD please send a copy to the OISS for our records.

Address for Mailing: US Department of Homeland Security
US Citizenship and Immigration Services
Nebraska Service Center
PO BOX 87765
Lincoln, NE 68501-7765

Please Note:

1. J-2 cannot accept employment until the EAD is received from DHS.
2. **DHS will grant work authorization for the duration of the J-1 principle's authorized stay as indicated on the DS-2019 or for a period of 1 year, whichever is shorter.**
3. Employment authorization is valid only if the J-1 is maintaining status.
4. Additional periods are possible if the J-1 principle has been granted an extension of program of study or J-related employment.
5. Social Security (FICA), federal and state income taxes **will be deducted** from the earnings of the J-2.

Sample Letter

[Your name]
[Your street address]
[Your city, state and zip code]

[Date]

District Director
US Department of Homeland Security
US Citizenship and Immigration Services
Nebraska Service Center
PO BOX 87765
Lincoln, NE 68501-7765

Dear Sir or Madam,

I would like to apply for J-2 work permission.

While I am staying in the United States, I would like to learn English. The English classes that are offered to International Students are costly and I need the extra income to pay for tuition. Also, I would like to take some recreational classes such as photography and skiing. Both of these require expensive equipment that I will need to purchase, which will add to my expenses. Therefore, I hope that you are able to approve my request.

I understand that my earnings are not allowed to be used to support my J-1 spouse.

Sincerely yours,

[Your signature]

[Your name]