



University at Buffalo
The State University of New York

Office of International Education
International Student and Scholar Services

J-2 EMPLOYMENT AUTHORIZATION

I am a J-2 dependent. Am I eligible to work in the U.S.?

Yes, you can work as long as you meet certain conditions first. You must apply for and receive an Employment Authorization Document (EAD card) from the U.S. Citizenship & Immigration Services (USCIS). Also, your employment must not be for the purpose of supporting your J-1.

When can I start to work?

You cannot start working until you receive your EAD card from the USCIS. You are eligible to work as long as the EAD card is valid (meaning the work authorization dates on the card have not expired, your J-1's status has not expired and your J-1 has not left the U.S.--except for a temporary visit.

Are there any limits on the number of hours I can work?

No. While the EAD card is valid, you are eligible to work full or part-time.

Are there any limits on where I can work and the kind of work I can engage in?

No. You can work on-campus or off-campus in any field of work.

How do I apply for an EAD card?

- 1) Complete Form I-765, Application for Employment Authorization (attached)
 - In Item 16, write, “ (c) (5) ()” [last parentheses left blank]
- 2) Attach the following documents to your application:
 - Copy of J-1's valid DS-2019
 - Copy of J-2's valid DS-2019
 - Copy of both sides of J-1's I-94 card
 - Copy of both sides of J-2's I-94 card
 - Copy of J-1's valid passport biographic page and J-1 visa stamp

- Copy of J-2's valid passport biographic page and J-2 visa stamp
- Copy of your marriage certificate, translated into English
- Copy of any previous EAD cards (if you have applied before)
- Two (2) identical color photographs of yourself, taken within 30 days of this application (See attached guidelines)
 - Print your name and I-94 card number in pencil on the back of each photo.
- A letter requesting employment authorization. (See attached sample letter)
 - The letter should state why you want to work and provide evidence that your income will not be used to support your J-1.
 - It is a good idea to include a budget or a statement of expenses as well.
- Application fee of \$340.
 - This should be a check (from a U.S. bank) or money order payable to the "U.S. Citizenship & Immigration Services".
 - Write the 11-digit number from the J-2's I-94 card on the check or money order.
 - Don't forget to sign and date the check.

Note: We recommend that you have your photos taken at:

- UB Law Library, 211 O'Brian Hall (Tel. 645-2204) (Specify that you need photos for an Employment Authorization application)
- International Institute, 864 Delaware Avenue, Buffalo, NY 14209 (Tel. 883-1900)
- AAA, 100 International Drive, Williamsville, NY 14221 (Tel. 633-3480)

Note: It is advisable to make an appointment with a representative in Immigration Services, 210 Talbert Hall (Tel. 645-2258) to review your application before submitting it to the USCIS.

Note: Be sure to photocopy your entire Employment Authorization application for your personal records.

Where do I send my Employment Authorization application?

Send your application to: U.S. Department of Homeland Security
 U.S. Citizenship & Immigration Services
 Vermont Service Center
 Attn. I-765
 75 Lower Welden Street
 St. Albans, VT 05479-0001

Note: In order to receive your EAD card, you must reside at the address you wrote on your Form I-765. If you change your address after mailing your application, you will not receive your EAD card.

How should I mail my Employment Authorization application?

You should mail your complete application by a reliable, overnight mail delivery service (e.g. Federal Express) to the USCIS Service Center that has jurisdiction over the address you listed in item #3 on Form I-765. Utilizing an overnight mail service will enable you to track your mailed application and its delivery. Please save your receipt.

How long will it take for my Employment Authorization application to be processed?

Processing time at the USCIS is estimated to be 8-12 weeks. However, processing times vary widely depending on the time of year and the workload at the Service Center to which you send your application. You can check the USCIS website for current processing times:

<https://egov.immigration.gov/cris/jsps/index.jsp>

Note: You cannot begin employment until you have received your Employment Authorization Document (EAD) from the USCIS and the “start date” becomes effective.

How long is the EAD card valid?

The USCIS typically issues EAD cards for one year at a time. The validity of the EAD card may not exceed the J-1’s program termination date—even though it is still valid on its face.

What happens when my EAD card expires?

If your EAD card expires, you will have to stop working until you receive a new EAD card.

When should I apply to extend my EAD card?

You should apply up to 120 days before the end date on your current EAD card.

Will I be able to obtain a Social Security Card?

When you receive your EAD card, you will be able to apply for a Social Security Card.

Will I have to pay taxes?

Yes. In addition to paying federal and state income taxes, you will also have to pay Social Security taxes.

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