

## Application Materials for J-2 Employment Authorization:

- **Check for \$340.00 payable to *Department of Homeland Security*:** Personal checks and money orders are acceptable.
- **[Form I-765 \(Application for Employment Authorization\)](#):** The J-2 applicant should complete this form. We recommend typing the application using the fillable form to avoid errors on your EAD. In items 14 and 15, write "J-2 Dependent." In item 16, write "c" inside the first set of parentheses and "5" inside the second set. Leave the third set blank.
- **Two identical color passport-size photographs of J-2 with name and I-94 number written lightly on the backs.** Photos must meet frontal [passport specifications](#) and should be on a white background taken no earlier than 30 days prior to submitting your OPT application.
- **J-2 statement:** On a separate piece of paper, the J-2 applicant should state that the work permission is not necessary to support the J-1 visa holder but is for other purposes (e.g. cultural, recreational, and travel expenses for the J-2 dependent). Sample Letter
- **J-2 immigration documents:** Photocopies of the J-2's Form DS-2019, Form I-94 (front and back), J-2 visa, J-2 entry stamp, and passport identity page(s). [If you are applying for an extension of your current EAD, include a copy of your current EAD (front and back) along with the cardboard slip it was attached to when you received it in the mail].
- **J-1 immigration documents:** Photocopies of the J-1's Form DS-2019, Form I-94 (front and back), J-1 visa, J-1 entry stamp, and passport identity page(s).
- **Copy of Marriage/ Birth Certificate** (I do not believe this a an absolute requirement but it does re-establish the relationship of the J-1 primary to the J-2 dependent)

MAKE COPIES OF EVERYTHING FOR YOUR OWN RECORDS BEFORE YOU SEND THE APPLICATION. It is recommended that you mail this application at the post office by "certified mail/return receipt requested" or express mail.

### Documents should be mailed to:

USCIS  
Vermont Service Center  
Attn: I-765  
75 Lower Welden St.  
St. Albans, VT 05479-0001

### Please remember:

You may not begin working until USCIS approves your authorization. Once approved, USCIS will send you an Employment Authorization Document (EAD). Make copies of both sides of the EAD when you receive it, and keep the cardboard slip it is attached to, as you will need it for any extension applications. Please also submit a copy of your EAD card to the Slutzker Center for International Services.

You may check the status of your application [online](#), once you receive a receipt notice with and EAC number from USCIS.

### Social Security Number and Taxes:

After receiving your EAD, you must apply for a Social Security Card by going in person to the Social Security Administration office in the Federal building (100 South Clinton St.). Take your passport, Form I-94, Form DS-2019, and EAD with you to show work authorization.

Earnings of J-2 visa holders are subject to U.S. Social Security taxes, as well as federal and state income taxes. See IRS Publication 519, "United States Tax Guide for Aliens," available from the [IRS website](#)