

INTERNATIONAL STUDENT & SCHOLAR SERVICES

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J-2 WORK PERMISSION GUIDELINES

J-2 visa holders (spouses and dependent children of J-1s) may apply to U.S. Citizenship and Immigration Services (USCIS) for permission to work in the U.S. only after the spouse (J-2 holder) has resided in the U.S. for at least one month and the extra income is not needed to provide support for the J-1 principle visa holder.

Requirements:

- A letter to USCIS, explaining the reason for requesting the employment authorization.
- Complete Form I-765. Form can be found at the USCIS website: <http://www.uscis.gov/files/form/I-765.pdf>. The code for item 16 of this form is (C) (5) ().
- Check made out to the: U.S. Department of Homeland Security for \$380.00 (filing fee for Form I-765);
- Copies of all Forms DS-2019 and a copy of I-94 card (white card in your passport) OR I-94 print out for both J-1 and J-2 visa holders.
- Copy of your J-2 visa stamp in your passport, and the passport page with your photo and information.
- Two recent passport style color photographs. Print your name, SEVIS ID number, and date of birth in pencil on the back of the photographs (include the number from your previous EAD if you have one).
- If you have applied for an Employment Authorization Document (EAD) before, a photocopy of your EAD (front and back).
- Mail all of these documents listed above to the USCIS Lockbox appropriate for your state of residence and mailing address. We suggest that you make a photocopy of all documents before you mail it.

After mailing in the documents, you will receive a notice (Form I-797) stating that you need to wait to receive your EAD card. A J-2 dependent may not begin working until the application has been approved AND the card is received.

It is advisable for the J-2 to apply for a Social Security card after you receive the EAD card **and** have a job offer. A Social Security number is necessary before you can earn any wages in the U.S. J-2 visa holders are subject to social security taxes, federal income taxes and, where applicable, state and local taxes.

To request a social security card, please bring the following items with you to the Social Security Office: your EAD card, letter of your job offer, passport, and I-94 card/print out and Form DS-2019. International Student and Scholar Services (ISSS) can provide you with instructions on applying for a social security card or you can check the ISSS website at www.iss.uconn.edu > Social Security and Tax Information. The Social Security Office is located at: 1320 Main Street, Willimantic, CT. Telephone number is: (860) 423-6386. You can also visit <http://ssa.gov> and click 'Find a Social Security Office'.