

J-2 Work Permission

The J-2 dependent of an exchange visitor may apply to the Citizenship and Immigration Services (CIS) for work permission provided that such employment is not needed for the support of the J-1 exchange visitor. Some acceptable reasons to apply for J-2 work permission include:

1. to earn extra living expenses for J-2 dependents;
2. to enable the J-2 to obtain professional experience;
3. to enable the J-2 to travel to the United States;
4. to allow the J-2 to obtain wider social and professional contacts.

As part of your application package, you must write a letter to the CIS. In the letter, you should mention the following:

1. The reasons for wanting to work.
2. The source and amount of support for the J-1 exchange visitor. You demonstrate that the J-1's income is sufficient to support himself/herself and provide the basic necessities of the family.
3. Itemize the total monthly income and expenditures of the family in columns.
4. Include the following statement: "Any income derived from my employment will be used for my support and not for that of my (husband/wife/parent)".

Assemble your documents in the following order and mail your application for J-2 work permission to the Nebraska Service Center. Send the following documents by **certified mail with a return receipt requested or by express/overnight mail (be sure to make photocopies of all documents sent to the CIS for your records)**:

1. Check or money order for \$120.00 made payable to "Citizenship and Immigration Services".
2. Two photographs following the specifications on Form I-765. Write your name and I-94 number on the back in pencil or black pen and place the photographs in a clear sealable bag.
3. [Form I-765](http://uscis.gov/graphics/formsfee/forms/i-765.htm). This form can be accessed from the United States Citizenship and Immigration Services' website at <http://uscis.gov/graphics/formsfee/forms/i-765.htm>

4. The letter showing your budget and requesting work permission.
5. Documentation of your finances as shown in the budget in your letter. If your funds come from a personal sponsor, you must include a Form I-134 Affidavit of Support completed by your sponsor.
6. Photocopy of your DS-2019.
7. Photocopy of J-1 and J-2 I-94 cards, front and back.
8. Photocopies of the identity page and the visa page from the J-2 passport, including passport expiration date.
9. Photocopy of your last **Employment Authorization Document (EAD)**, front and back (if applicable).

For Certified Mail send to:

Citizenship and Immigration Services
Nebraska Service Center
P.O. Box 87765
Lincoln, NE 68501-7765

For Express/Overnight Mail send to:

Citizenship and Immigration Services
Nebraska Service Center
850 S Street
P.O. Box 87765
Lincoln NE 68501-7765

NOTES:

- If this is your first application for J-2 working permission, it is strongly suggested that you make an appointment with an advisor in the Office of International Students and Scholars to have your documents reviewed.
- It is very important that you use a mailing address that will be current some time into the future when you make your application for J-2 work permission. Correspondence from the CIS cannot be forwarded.
- You will receive an Employment Authorization Document from the CIS. This is your J-2 work permission. **You may not begin employment until you receive your EAD.**