

**Office of International Student,
Faculty, and Staff Services**

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J-2 dependents are required to apply for an Employment Authorization Document (EAD) from the US Citizenship and Immigration Services (USCIS) in order to engage in any type of employment in the United States. J-2 dependents are eligible to apply to USCIS for employment authorization, provided they are in legal status and the employment is NOT for the purpose of supporting the J-1 principal. Applications for employment authorization are made to the USCIS Service center with jurisdiction over the J-2's place of residence. Applicants residing in Maryland must file their applications with the Texas Service Center's Lockbox at the following address:

USCIS Attn: AOS 2501 S. State Highway 121 Business Suite 400 Lewisville, TX. 75067

You must submit the following:

- Check or money order made payable to USCIS in the amount of **\$380**.
- Form I-765 (<http://www.uscis.gov/files/form/i-765.pdf>). In item #16 on the form, the appropriate code is **(c)(5)**.
- 2 photos that meet USCIS specifications travel.state.gov/passport/guide/composition/composition_874.html
- Any business that prepares passport photos for US passport can prepare your EAD photos. **Lightly print your SEVIS ID Number on the back of each photo with a pencil.** The photos should be placed in an envelope or plastic bag and stapled to the application so they are not lost. Be careful not to staple through the photographs themselves.
- A letter requesting employment authorization and indicating that the income derived from the employment will not be used to support the J-1 principal.
- Legible photo copy of the identification page(s) of your passport, including the page(s) that indicate the expiration date.
- Legible photo copy of the front and back of your Form I-94 Arrival/Departure Record.
- Legible photocopy of the front and back of your current Employment Authorization Document (EAD), if applicable.
- Legible photocopy of all the pages of your current Form Ds-2019.
- Legible photocopy of all pages of the J-1 principal's current Form Ds-2019.
- Legible photocopy of the front and back of the J-1 principal's Form I-94 Arrival/Departure Record.

The processing time at USCIS for a J-2 employment authorization application is generally one to three months. Please note, however that this is subject to change without notice. If employment authorization is granted, a Form I-766 Employment Authorization Document (EAD) is issued and is valid for any time of full-time or part-time employment for the period of time indicated on the EAD. Current USCIS practice is to limit issuance of all EADs to no more than 1 year. Although renewable, J-2 employment may not exceed the program duration indicated on the J-1 principal's current Form Ds-2019. In addition, it is important to note the J-2 employment authorization is valid only if both the J-2 and the J-1 are maintaining legal status in the United States.

If you are using your EAD to work at JHMI, you must check-in with the OIS and present the valid EAD card once you receive it. If you are not using your EAD for employment at JHMI, OIS still recommends you provide a copy to our office so we will be able to assist you more efficiently in the event you lose your card or other issues arise.