

Initial Application or Extension Instructions for J-2 Work Permission

You must send the following documents to the Department of Homeland Security:

1. Form I-765

Download the I-765 form at: <https://www.uscis.gov/i-765> Individuals applying for J-2 work permission need to complete the I-765. The answer to #20 in the I-765 form is (C)(5).

2. Statement of Request for J-2 Work Permission

Download the template letter at: https://isss.umn.edu/forms/pdf/j2/statement_of_request.pdf

You must show that the J-1 has enough money to meet both the J-1 and J-2 living expenses.

DHS will only grant J-2 work permission for the purpose of “supporting the family’s customary recreational and cultural activities and related travel, among other things.” [8 CFR 214.2 (j)(v)]

3. \$410 Fee to the Department of Homeland Security

You may pay the fee with a money order, personal check, cashier’s check, or credit card. If you pay by check, the check must be made payable to “U.S. Department of Homeland Security.” To pay by credit card, use [Form G-1450, Authorization for Credit Card Transactions](#).

4. Photocopies of Most Recent DS-2019s of Both the J-1 and J-2

J-2 work permission is valid only if both the Employment Authorization Document (EAD) and the J-1’s DS-2019 are current. It is your responsibility to ensure that both documents are valid. If you are asking for an extension of your J-2 work permission, you may need to first extend your DS-2019. Work permission will not be extended past the expiration date of the J-1’s DS-2019. However, your work permission does not necessarily expire on the same date as the J-1’s DS-2019; your work permission may expire earlier.

5. Print-outs of I-94 information for both the J-1 and J-2

I-94 information can be found on the [U.S. Customs and Border Protections website](#)

6. Photocopy of Current EAD Card

Only required if asking for an extension of J-2 work permission.

7. Two Identical Color Photographs of Yourself Taken Within the Last 30 Days

Photos that meet the requirements of the I-765 application are available at the Learning Abroad Center, which is located in 230 Heller Hall.

**J-2s living in Minnesota can send their applications to USCIS (DHS) Phoenix Lockbox
For U.S. Postal Service (USPS) Deliveries:**

USCIS
PO Box 21281
Phoenix, AZ 85036

For Express Mail and Courier Deliveries:

USCIS
Attn: AOS
1820 E. Skyharbor Circle S
Suite 100
Phoenix, AZ 85034

J-2s living in a state other than Minnesota should check the I-765 instructions (Available at <https://www.uscis.gov/i-765>) for the address to which they should send their applications. Note that failure to file forms with the correct office or with the correct fee may result in your application or petition being returned to you and additional delays in processing.