J-2 WORK AUTHORIZATION REQUEST

J-2 dependents of students and scholars in J-1 status may apply for work authorization from the U. S. Citizenship and Immigration Services (USCIS) if the income from the employment is not to be used for the support of the J-1 exchange visitor. When USCIS approves the application and issues the Employment Authorization Document (EAD), the J-2 may work either on or off-campus.

Following is the application process:

2. Two photos which meet passport photo requirements.
4. Photocopies of the J-1s and the J-2s I-94 cards (front and back).
5. Photocopies of J-1s and the J-2’s passport showing the following:
   a. name, passport number, and expiration date, and
   b. the US visa stamp
6. Letter from the J-2 (see page #2 below for sample):
   a. showing how the amount and source of support for the J-1 exchange visitor is adequate to meet expenses
   b. stating why the employment is desired (to meet the J-2 educational, cultural or recreational expenses, etc.) and is not for the purpose of supporting the J-1

The International Student/Scholar Advisor at the NAU Center for International Education will assist those applying for work authorization and provide the address to which the application is mailed.

Employment may begin only when the Employment Authorization Document (EAD) is received from USCIS and must cease no later than the end date on the EAD.

The EAD is issued based on the validity date of the document DS-2019 if less than one year. If the DS-2019 is valid for more than one year, the EAD may be issued for more than one year at the discretion of USCIS. Extensions of the EAD are possible when the DS-2019 is extended. Requests for extension of the EAD should be submitted to USCIS 90 days prior to the end date of the DS-2091. This will help prevent gaps in employment. The International Student Advisor can assist with the extension process.
Sample letter to accompany request for J-2 work authorization

Date:

Dear Sir/Madam:

I am the J-2 dependent of J-1 exchange visitor___________________(name on J-1). I am writing to request J-2 work authorization.

My _________________________(husband or wife) receives a salary of $__________ from NAU (or wherever the income is from as stated on the DS-2019) which is adequate to provide for our family expenses.

I wish to be employed to provide for additional expenses that we may have including travel in the US, uncovered medical expenses, education and/or cultural experiences. Any income from my employment will be used for the additional family expenses and not for the support of the J-1 exchange visitor.

Please contact me if you have any questions about this application.

Signature

Sample Yearly Budget

<table>
<thead>
<tr>
<th>Description</th>
<th>Income</th>
<th>Expense</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Spouse’s income</td>
<td>$$$$$</td>
<td>$$$$$</td>
</tr>
<tr>
<td>2. Spouse’s tuition (if any)</td>
<td>$$$$$</td>
<td></td>
</tr>
<tr>
<td>3. Rent and utilities</td>
<td>$$$$$</td>
<td></td>
</tr>
<tr>
<td>4. Food</td>
<td>$$$$$</td>
<td></td>
</tr>
<tr>
<td>5. Transportation</td>
<td>$$$$$</td>
<td></td>
</tr>
<tr>
<td>6. Health Insurance</td>
<td>$$$$$</td>
<td></td>
</tr>
<tr>
<td>7. Miscellaneous</td>
<td>$$$$$</td>
<td></td>
</tr>
</tbody>
</table>

$$$$$ $$$$$

Estimated additional family expenses for English classes, educational expenses, travel, cultural events and uncovered medical expenses__________________ (USD)