# Table of Contents

## Section 3  
*(Health Insurance)*

- Health Insurance for J-1 Scholars and their Families  ................................................................. 4  
- Paying your Health Insurance or ISSS Fees....................................................................................... 5

## Section 4  
*(Working in the United States)*

- Applying for a Social Security Card .................................................................................................. 7  
- Tax and Documentation Requirements for International Scholars Employed by University ............ 10

## Section 5  
*(J Dependents)*

- J Dependents ...................................................................................................................................... 18  
- J-2 Work Authorization - How to Apply for your Dependent to Receive Work Authorization ............ 19  
- J-2 Work Authorization (EAD) Application Checklist ........................................................................ 22  
- Important Information on USCIS Photo Requirements ..................................................................... 23
SECTION 3

Health Insurance
Health Insurance for J-1 Scholars and their Families

• All J-1 exchange visitor participants and their dependent family members entering the United States with J-2 visas are required to purchase health insurance which includes coverage benefits for both emergency and non-emergency medical services, plus medical evacuation and repatriation benefits. The State University of New York offers such coverage through an international plan provided by GeoBlue International Insurance.

• Purchase of this insurance plan is mandatory regardless of coverage provided by an outside agency unless a specific exemption is approved by the International Student and Scholar Services Office (ISSS) prior to your arrival in the United States.

• Additional information can be found at: https://www.binghamton.edu/isss/health-insurance-2017/ins-waiv.html.

• The ISSS offers full support of the international health insurance plan. To contact a member of the ISSS Health Insurance Team, please send an email to: intl.insure@binghamton.edu. Terry Creeden and Lorraine Medionte will answer your questions, assist in resolving problems related to health care bills and insurance coverage, assist in the renewal of your dependent’s health care coverage, and other related health insurance issues.

• Please visit the ISSS Health Insurance web pages for additional information regarding health insurance and medical care in the U.S.: https://www.binghamton.edu/isss/health-insurance-2017/index-1.html.
Paying your Health Insurance or ISSS Fees

International scholars are responsible to pay for their health insurance coverage for themselves and their dependents who are in the United States. (Dependent insurance fees are paid separately at your ISSS orientation.) You may also be responsible to pay the ISSS Administrative Fee.

Your department will create a Binghamton University account number (B-number) for you so you can have health insurance and administrative fee charges applied to it and receive a health insurance identification card.

Once the ISSS Office applies charges for your health insurance and/or administrative fees, you can pay it by going to the Student Accounts Office in the Admissions Center and pay with cash, check or money order (made payable to Binghamton University), credit card (Visa, Mastercard, American Express, or Discover), or wire transfer.

You can also pay your fees online by going to the following link:

https://cas.cc.binghamton.edu/cas/login

Then:

1. Log in using your PODS user id and password
2. Click on the "Quick Pay" icon (at the top of the screen)
3. Log in again using your PODS user id and password
4. Click on "Make a Payment" (on the left side of the screen)
5. Click on "Pay" in the Student Accounts section (it will show the balance you owe)
6. Fill out all the information needed.

The Student Accounts Office is located in the Admissions Center, Room 101
SECTION 4

Working in the United States
Applying for a Social Security Card

- **Rules for Social Security Eligibility**
  J-1 scholars can only be issued a Social Security number (SSN) if they can show proof of paid employment.

- **How do J-1 scholars prove they have an on-campus job?**
  J-1 scholars must have a paid job or a job offer before they can apply for the Social Security card. A letter from your employer must be submitted to prove you have employment and are eligible for a Social Security card:

  - **The on-campus employer’s letter must include:**
    1. The name of scholar employee
    2. Nature of job that the scholar is, or will be engaged in
    3. Anticipated or actual employment start date
    4. Number of hours scholar is expected to work
    5. Employer Identification Number (EIN)
    6. Employer contact information, including telephone number and name of immediate supervisor
    7. Original signature, signatory title, and date

- **Note:**
  1. A funding letter issued by the department or school for a Graduate Assistantship, Teaching Assistantship or Research Assistantship meets the requirements of the “Employer’s Letter” stated above.
  2. The letter will then be counter-signed on the back by a responsible officer in the Office of International scholar and Scholar Services. The ISSS official will provide an original signature, printed name, telephone number and date.

- **All documentation must be originals. Photocopies or notarized copies will not be accepted.**

- **I have an on-campus job. When can I apply for a Social Security card?**
  You will need to go to the Social Security Administration office located at 2 Court St., 3rd Floor, (modern brick building across from Boscov’s department store) in downtown Binghamton.

- **Be sure to have the required application documents with you.**
• **What documents do I need to show to apply for a Social Security card?**

• **To submit your application you will need to bring with you:**
  1. Your passport
  2. Your SEVIS DS-2019
  3. Your I-94 record
  4. A completed Social Security application
  5. If on university funding, a copy of your award letter, or a letter from your on campus employer confirming your job offer or that you are already employed.
  6. The back of the letter must be counter-signed by a responsible officer in the ISSS.

• **The procedure requires the following steps:**
  1. You will submit a completed Social Security application to the US Social Security Administration Office at 2 Court St., 3rd Floor, (modern brick building across from Boscov’s department store) in downtown Binghamton.
  2. You will show the Social Security representative your DS-2019, I-94, passport, visa, and proof of employment. A copy of your immigration documents will be kept as part of your application.
  3. Ask SSA staff for an Application Receipt that you can show your employer.
  4. Your Social Security card will be mailed to you, make sure your full name is on your mailbox. SSN cards will not be delivered to unmarked mailboxes.

• **Frequently asked questions**

**Q: How long does it take to receive my Social Security card?**

It will take three to five weeks for you to receive your Social Security card. SSA staff must confirm your legal presence in the United States with USCIS. ISSS must also confirm your presence in the US with USCIS.

**Q: I already have a Social Security card. Do I need to submit letters proving my employment?**

No. This evidence rule does not apply to J-1 scholars who have already been issued a Social Security number.
Q: I am authorized for Academic Training or employment at Binghamton University. Do I need to submit letters proving my employment?  
Letters are not required for J-1 scholars who have been authorized for employment. Instead, the work authorization for Academic Training on page 1 of the DS-2019, or the Letter of Authorization, is sufficient documentation.

Q: My name is misspelled on my Social Security card. How do I get it corrected?  
To correct a name spelling you will need to go to the US Social Security Administration Office at 2 Court St., 3rd Floor, (modern brick building across from Boscov’s department store) in downtown Binghamton. Staff there can help you submit the paperwork required to correct the name spelling.

Q: I have lost my Social Security card, what do I do now?  
To apply for a replacement card you need to be currently employed. You will need to completely file a new application for a Social Security card with the SSA office.

If you have any questions about this process please email intlwork@binghamton.edu. You can also find more information on the rules and guidelines for Social Security numbers at http://www.ssa.gov/ssnumber/.
Tax And Documentation Requirements For International Scholars Employed by Binghamton University

International students and scholars in the United States are subject to federal and state income taxation on any wages earned by themselves and their families. Following is a summary of how the required federal forms need to be filled out by international students and scholars.

FORMS W-4 AND IT-2104

Because the United States requires employers to withhold tax on wages earned by employees, all employees must fill out a W-4 and an IT-2104 form before going on a payroll. International students in F-1 or J-1 status who have been in F-1 or J-1 student status in the U.S. for less than five years must claim either zero or one allowance on both forms regardless of the number of family members, unless they are citizens of Canada, Mexico, India, or Korea, and have dependents, or are married to a U.S. citizen or permanent resident. Citizens of Canada or Mexico must check the "single" box in item 3 of form W-4, even if married, but can claim additional allowances for themselves and their dependents on line 5, even if their dependents are abroad, provided that the dependents are not employed in the U.S. Citizens of Korea may follow the same instructions, but can only claim additional allowances for dependents if the dependents are in the U.S. Citizens of India may claim additional allowances on line 5 for dependents who are not in educational visa categories. Indian students may claim an additional allowance for a spouse provided that the spouse has no income. Indian students may claim additional allowances for dependent children provided that the children are U.S. citizens, permanent residents, or nationals of the U.S., Mexico or Canada.
Because of federal restrictions on your filing status, you should complete form W-4 as follows:

- You must check the "single" box in item 3 (even if you are married).
- Put a number "zero" or "one" on line 5 (unless you're a citizen of one of the four countries mentioned in the previous paragraph and have dependents),
- Enter NRA (Stands for non-resident alien) on line 6
- Leave line 7 blank

Claiming "zero" allowance will result in more tax being withheld from your check (meaning less income for you) but it is advisable if too little tax is taken out of your check, which may result in you owing money to the IRS next year.

For form IT-2104, put "zero" or "one" on line 1 (unless you are a citizen of one of the countries mentioned and have dependents with you in the U.S.), and leave the remaining lines blank. You are NOT eligible to claim exemption from withholding if you have been in the U.S. less than five years. Students in F-1 or J-1 status for five years or more are eligible to file as residents for tax purposes, unless exempt by tax treaty.

Sign and date both forms at the bottom and return them to the appropriate payroll office. See attachments for example. Failure to have taxes withheld can result in a $500 fine, plus other penalties.

Students in F-1 and J-1 status are exempt from Social Security (FICA) and Medicare tax, which are different from federal or state income tax, during their first five years in the U.S. After that time, FICA and Medicare tax must be withheld, unless the employment involves services performed by the student for the school he/she regularly attends or services performed for a state or local government (unless an agreement with the federal government is involved).
Form W-4 (2014)

Purpose. Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Consider completing a new Form W-4 each year and when your personal or financial situation changes.

Exemption from withholding. If you are exempt, complete only lines 1, 2, 3, 4, and 7 and sign the form to validate it. Your exemption is for 2014 only.

Note. If another person can claim you as a dependent on his or her tax return, you cannot claim exemption from withholding if your income exceeds $1,000 and includes more than $350 of unearned income (for example, interest and dividends).

Exceptions. An employee may be able to claim exemption from withholding even if the employee is a dependent, if the employee:

• Is age 65 or older,
• Is blind, or
• Will claim adjustments to income, tax credits, or itemized deductions, on his or her tax return.

The exceptions do not apply to supplemental wages greater than $1,000.00.

Basic instructions. If you are not exempt, complete the Personal Allowances Worksheet below. The worksheets on page 2 further subdivide your withholding allowances based on itemized deductions, certain credits, adjustments to income, or two-earner/multiple jobs situations.

Complete all worksheets that apply. However, you may claim fewer for zero allowances. For regular wages, withholding must be based on allowances you claimed and may not be a flat amount or percentage of wages.

Head of household. Generally, you can claim head of household filing status on your tax return only if you are unmarried and pay more than 50% of the costs of keeping up a home for yourself and your dependent(s) or other qualifying individuals. See Pub. 501, Exemptions, Standard Deduction, and Filing Information, for information.

Tax credits. You may take projected tax credits into account in figuring your allowable number of withholding allowances. Credits for child or dependent care expenses and the child tax credit may be claimed using the Personal Allowances Worksheet below. See Pub. 505 for information on converting your other credits into withholding allowances.

Nonwage income. If you have a large amount of nonwage income, such as interest or dividends, consider making estimated tax payments using Form 1040-ES, Estimated Tax for Individuals. Otherwise, you may owe additional tax. If you have pension or annuity income, see Pub. 505 to find out if you should adjust your withholding on Form W-4 or W-4P.

Two earners or multiple jobs. If you have a working spouse or more than one job, figure the total number of allowances you are entitled to claim on all jobs using worksheets from only one Form W-4. Your withholding usually will be most accurate when all allowances are claimed on the Form W-4 for the highest paying job and zero allowances are claimed on the others. See Pub. 505 for details.

Nonresident alien. If you are a nonresident alien, see Notice 1352, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.

Check your withholding. After your Form W-4 takes effect, see Pub. 505 to see how much you are having withheld compared to your projected total tax for 2014. See Pub. 505, especially if your earnings exceed $15,000 (Single) or $30,000 (Married). Future developments. Information about any future developments affecting Form W-4 (such as legislation enacted after we release it) will be posted at www.irs.gov/4.

Personal Allowances Worksheet (Keep for your records.)

A Enter “1” for yourself if no one else can claim you as a dependent. ................................. A

B Enter “1” if:

• You are single and have only one job; or
• You are married, have only one job, and your spouse does not work; or
• Your wages from a second job or your spouse’s wages (or the total of both) are $1,500 or less. .................. B

C Enter “1” if your spouse. But, you may choose to enter “0” if you are married and have either a working spouse or more than one job. Enter “0” if you have a child or dependent care expenses. See Pub. 505, Child and Dependent Care Expenses, for more information. .................. C

D Enter number of dependents (other than your spouse or yourself) you will claim on your tax return ................................. D

E Enter “1” if you file as head of household on your tax return (see conditions under Head of household above) ........................................ E

F Enter “1” if you have at least $2,000 of child or dependent care expenses for which you plan to claim a credit .................. F

(Note. Do not include child support payments. See Pub. 505, Child and Dependent Care Expenses, for more information.)

G Child Tax Credit (including additional child tax credit), See Pub. 972, Child Tax Credit, for more information.

• If your total income will be less than $65,000 ($95,000 if married), enter “2” for each eligible child; then less “1” if you have three to six eligible children or less “2” if you have seven or more eligible children. .................. G

• If your total income will be between $65,000 and $84,000 ($95,000 and $119,000 if married), enter “1” for each eligible child. .................. G

H Add lines A through G and enter total here. (Note. This may be different from the number of exemptions you claim on your tax return.) ................................. H

For accuracy, complete all worksheets that apply.

• If you plan to itemize or claim adjustments to income and want to reduce your withholding, see the Deductions and Adjustments Worksheet on page 2.

• If you are single and have more than one job or are married and you and your spouse both work and the combined earnings from all jobs exceed $50,000 ($80,000 if married), see the Two-Earner/Multiple Jobs Worksheet on page 2 to avoid having too little tax withheld.

• If neither of the above situations applies, stop here and enter the number from line H on page 5 of Form W-4 below.

Employee’s Withholding Allowance Certificate

OBS No. 1545-0074

Separate here and give Form W-4 to your employer. Keep the top part for your records.

Form Number

W-4

Department of the Treasury

Internal Revenue Service

2014

Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.

Akash B. Singh

1 Your first name and middle initial

2 Your social security number

3 Single Married

4 If your last name differs from that shown on your social security card, check here. You must call 1-800-722-1213 for a replacement card.

Binghamton, NY 13905

123 Blue Street

City or town, state, and ZIP code

1 If married, but legally separated, or spouse is a nonresident alien, check the "Single" box.

5 Total number of allowances you are claiming (from line H above or from the applicable worksheet on page 2) ................................. 5

6 Additional amount, if any, you want withheld from each paycheck ................................. 6

7 I claim exemption from withholding for 2014, and certify that I meet both of the following conditions for exemption:

• Last year I had a right to a refund of all federal income tax withheld because I had no taxable income.

• This year I expect a refund of all federal income tax withheld because I expect to have no taxable income.

If you meet both conditions, write "Exempt" here ................................. 7

Under penalties of perjury, I declare that I have examined this certificate and, to the best of my knowledge and belief, it is true, correct, and complete.

Employee’s signature

Date

6 Employer’s name and address: Complete lines 6 and 10 only if sending to the IRS.

10 Employer identification number (EIN)

For Privacy Act and Paperwork Reduction Act Notice, see page 2.

Cat. No. 103290 Form W-4 (2014)
Employee's Withholding Allowance Certificate

New York State • New York City • Yonkers

First name and middle initial: Akash
Last name: Shekar
Permanent home address (number and street or route): 123 Blue Street
City, village, or post office: Binghamton
State: NY
ZIP code: 13905

Are you a resident of New York City? Yes [X] No [ ]
Are you a resident of Yonkers? Yes [X] No [ ]

Complete the worksheet on page 3 before making any entries.
1. Total number of allowances you are claiming for New York State and Yonkers, if applicable (from line 17)........... 1
2. Total number of allowances for New York City (from line 20)................................................................. 2

Use lines 3, 4, and 5 below to have additional withholding per pay period under special agreement with your employer.
3. New York State amount......................................................................................................................... 3
4. New York City amount............................................................................................................................ 4
5. Yonkers amount......................................................................................................................................... 5

I certify that I am entitled to the number of withholding allowances claimed on this certificate.
Employee's signature: [Signature]
Date: 8/1/2013

Penalty – A penalty of $500 may be imposed for any false statement you make that decreases the amount of money you have withheld from your wages. You may also be subject to criminal penalties.

Employee: detach this page and give it to your employer; keep a copy for your records.

Employers only: Mark an X in box A and/or box B to indicate why you are sending a copy of this form to New York State (see instr.):

A. Employee claimed more than 14 exemption allowances for NYS ........... [X]
B. Employee is a new hire or a rehire... [ ] First date employee performed services for pay (mm-dd-yyyy) (see instr):

Are dependent health insurance benefits available for this employee? Yes [X] No [ ]
If Yes, enter the date the employee qualifies (mm-dd-yyyy): 

Employer's name and address: (Employer: complete this section only if you are sending a copy of this form to the NYS Tax Department) 

Employee Identification number:

Instructions

Changes effective for 2013
Form IT-2104 has been revised for tax year 2013. The worksheet on page 3 used to compute your withholding allowances and the charts beginning on page 4 used to enter an additional dollar amount of withholding have been revised. If you previously filled a Form IT-2104 and used the worksheet or charts, you should complete a new 2013 Form IT-2104 and give it to your employer.

Who should file this form
This certificate, Form IT-2104, is completed by an employee and given to the employer to instruct the employer how much New York State and New York City and Yonkers tax to withhold from the employee's pay. The more allowances claimed, the lower the amount of tax withheld.

If you do not file Form IT-2104, your employer may use the same number of allowances you claimed on federal Form W-4. Due to differences in tax law, this may result in the wrong amount of tax withheld for New York State, New York City, and Yonkers. Complete Form IT-2104 each year and file it with your employer if the number of allowances you may claim is different from federal Form W-4 or has changed. Common reasons for completing a new Form IT-2104 each year include the following:

- You started a new job.
- You are no longer a dependent.
- Your individual circumstances may have changed (for example, you were married or have an additional child).
- You itemize your deductions on your personal income tax return.
- You claim allowances for New York State credits.
- You received or received a larger refund when you filed your personal income tax return for the past year.
- Your wages have increased and you expect to earn $102,900 or more during the tax year.
- The total income of you and your spouse has increased to $102,900 or more for the tax year.
- You have significantly more or less income from other sources or from another job.
- You no longer qualify for exemption from withholding.
- You have been advised by the Internal Revenue Service that you are entitled to fewer allowances than claimed on your original federal Form W-4, and the disallowed allowances were claimed on your original Form IT-2104.
FORM I-9

On November 6, 1986, the Immigration Reform and Control Act of 1986 (IRCA) became law. The act states that all U.S. employers must verify that all newly hired employees are eligible to work. International students in F-1 or J-1 status are permitted to engage in a maximum of 20 hours per week on-campus employment.

The Employment Eligibility Verification Form I-9 must be completed by all employees before going on a payroll. Form I-9 contains two sections. The employee completes the first section. The second section is completed by the employer. See attachment for example.

When completing the Form I-9, you will need to provide the following documents to establish identity and employment eligibility:

- I-94 Arrival-Departure Record
- I-20 or DS-2019
- Passport
- Verification of Work Authorization (for J-1 students only). This is a letter issued by your J-1 sponsor authorizing permission to work on campus.
- I-20 or DS-2019

➢ The following offices are responsible for the I-9s of students:

- The Office of Human Resources will examine and certify identification and employment eligibility for graduate students on the State payroll.
- The Office of Sponsored Funds Administration will examine and certify identification and employment eligibility for individuals appointed directly to the Research Foundation payroll.
- Sodexo Dining Services and Barnes and Noble will examine and certify identification and employment eligibility for their employees.
- The Office of Human Resources will examine and certify identification and employment eligibility for students hired on the State temporary service payroll.

Note: Any change/updates to documents should be reported to the appropriate office.
Sample Form I-9

Section 1: To Be Completed by the Employee:

Step 1:
Fill in your personal information.

Step 2:
Check fourth box. Write the number on the I-94 card, followed by the completion date from form I-20 (F-1 Students) or form DS-2019 (J-1 Students)

Step 3:
Read, sign and date.
**Section 2: To Be Completed by the Employer:**

### Section 2. Employer or Authorized Representative Review and Verification

(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR examine a combination of one document from List B and one document from List C, as listed on the “List of Acceptable Documents” on the next page of this form. For each document you review, record the following information: document title, issuing authority, document number, and expiration date, if any.)

<table>
<thead>
<tr>
<th>Employee Last Name, First Name and Middle Initial from Section 1:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>List A</strong></td>
</tr>
<tr>
<td><strong>Identity and Employment Authorization</strong></td>
</tr>
<tr>
<td>Passport: 20, 1-94</td>
</tr>
<tr>
<td>DS-2019 or I-20, and I-94.</td>
</tr>
</tbody>
</table>

### Certification

I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

<table>
<thead>
<tr>
<th>Employee's First Day of Employment (mm/dd/yyyy):</th>
<th>[See instructions for exemptions]</th>
</tr>
</thead>
<tbody>
<tr>
<td>08/01/2023</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Signature of Employer or Authorized Representative:</th>
<th>Date (mm/dd/yyyy):</th>
<th>Title of Employer or Authorized Representative:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Susan Lane</td>
<td>08/01/2023</td>
<td>Secretary</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Employer's Business or Organization Address (Street Number and Name):</th>
<th>City or Town:</th>
<th>State:</th>
<th>Zip Code:</th>
</tr>
</thead>
<tbody>
<tr>
<td>P.O. Box 6000</td>
<td>Vestal</td>
<td>NY</td>
<td>13902</td>
</tr>
</tbody>
</table>

### Section 3. Reverification and Rehires

(To be completed and signed by employer or authorized representative.)

<table>
<thead>
<tr>
<th>A. New Name (if applicable) Last Name (Family Name): First Name (Given Name): Middle Initial:</th>
</tr>
</thead>
<tbody>
<tr>
<td>08/01/2023</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>B. Date of Rehire (if Rehire)</th>
<th>mm/dd/yyyy:</th>
</tr>
</thead>
<tbody>
<tr>
<td>08/01/2023</td>
<td></td>
</tr>
</tbody>
</table>

I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

<table>
<thead>
<tr>
<th>Signature of Employer or Authorized Representative:</th>
<th>Date (mm/dd/yyyy):</th>
<th>Print Name of Employer or Authorized Representative:</th>
</tr>
</thead>
</table>

(08/01/2023)
SECTION 5

J Dependents


**J Dependents**

Important Information for J-1 scholars – Are your dependents coming to the United States?

- Dependent family members (spouse or child under 21 years of age) frequently travel to the United States with a J-1 scholar, either in J-2 dependent status or in B Visitor Visa status.

- If your dependents will accompany you or visit you while you are at Binghamton University, you will need to be sure to let staff at the ISSS know right away:

  1. **J-2 dependents are eligible for benefits under this status, as long as you are maintaining valid J-1 status.** If you are interested in any of these benefits, please see an ISSS advisor:
     - Possible employment authorization – requires an annual application to USCIS
     - Possible program of study
     - English Language Program – available at Binghamton University

  2. **Health Insurance is required for dependents:** Regulations require a J-1’s dependents to have a certain level of health insurance coverage from the time they arrive in the United States.

  3. **Be sure to speak with ISSS staff, if you, the J-1, are planning to travel without your dependents:** If your dependents are in the United States there are important considerations. **Your dependents can only remain in the United States for a short time if you are not also present in the United States.** Be sure to meet with an ISSS advisor if you plan to travel and are thinking of not bringing your dependents with you.

  4. **Remember if either parent is traveling alone with your children** they must have a notarized permission letter from the other parent. This is required by international law.
J-2 Work Authorization
How to Apply for your Dependent to Receive Work Authorization

This handout is designed for the J-2 dependents of J-1 Exchange Visitors. It lists the eligibility conditions of J-2 work authorization, and tells you how to apply.

Eligibility Conditions

1. You must hold valid J-2 status, and the Exchange Visitor must hold valid J-1 status, as shown on the Exchange Visitor's Form DS-2019 and your I-94 Departure Record cards.
2. Your income may not be used to support your J-1 spouse or parent.
3. You may work when you receive your Employment Authorization Document (EAD) from United States Citizenship and Immigration Services (USCIS). The EAD is an identification card laminated in plastic, with your photograph, date of birth, and the expiration date of your permission to work.
4. You may work part-time or full-time, at any job, for any employer (except that you may not practice medicine, even if you have a license). There is no legal limit to the amount that you may work.
5. USCIS can authorize J-2 employment for as long as the J-1 Exchange Visitor has permission to stay OR for four years, whichever is shorter. Permission to stay expires on the date shown on the I-94 record. If the I-94 record shows "Duration of Status" or "D/S," permission to stay expires on the date shown on Form DS-2019.

How To Apply

You will need to apply by mail to the USCIS Vermont Service Center. It can take as long as ten to twelve weeks for the EAD card to be processed and mailed back to you. You may not begin work until you receive the EAD card.

The following items will need to accompany your application to USCIS and are indicated on the check list which will be given to you by the Office of International Student and Scholar Services:
2. 2 photographs (see specific instructions on check list).
3. A photocopy of the ID pages from your passport (if you are Canadian, you may use another form of photo-bearing identification) and your visa
5. A photocopy of the J-1 Exchange Visitor's Passport and I-94 form
7. A copy of marriage certificate
8. A check for the appropriate fee, $410, payable to Department of Homeland Security
9. A photocopy (both sides) of your previous EAD, if any.
10. A letter (see sample below) from you, the J-2 dependent, to USCIS requesting work permission. The point of the letter is not to demonstrate need; it is to show the reasons for which you are requesting work permission. It may be some worthwhile interest or activity that might include family travel or recreational, educational, or cultural activities. In your letter you must say specifically that income from your earnings will not be used for the J-1 Exchange Visitor's support.

- **Authorization To Work**

Form I-9, "Employment Eligibility Verification." When you begin work, your employer will ask you to complete Form I-9, which requires you to document your work authorization. For Form I-9, your EAD card is acceptable proof both of your identity and your permission to work.

If your permission to stay expires, so will your EAD. Your spouse's (or parent's) J-1 Responsible Officer will explain how to extend permission to stay for the J-1 and all J-2 dependents, and will know whether you may apply for a new EAD with the application for extension, or after it has been approved. A pending application for extension of stay, or for a new EAD, does not authorize you to continue working. When you have the new EAD, you will have to update Form I-9 with your employer.

- **A Social Security Number**

To put you on the payroll, your employer will need your Social Security number, which you can obtain by applying for a Social Security card. Take your passport (if you are Canadian, you may use another form of photo-bearing identification), I-94 record, your copy of Form DS-2019, and your EAD (once you receive it), to the office of the Social Security Administration, located 2 Court Street in downtown Binghamton.

- **Taxes**

The earnings of J-2 dependents are subject to applicable federal, state and local taxes, and Social Security, and employers are required by law to withhold those taxes from paychecks. By April 15, you must file an income tax return, Form 1040NR or 1040NR-EZ, with the Internal Revenue Service (IRS), covering the prior calendar year. The return determines whether you owe more taxes, or have a refund coming. With Form 1040NR, or 1040NR-EZ you must also file a "Required Statement." See IRS Publication 519, "U.S. Tax Guide For Aliens."
Sample Letter for Application for J-2 Work Permission

[Your street address]
[Your city, state, and zip code]
[Date]

United States Citizenship and Immigration Services
Vermont Service Center
75 Lower Welden Street
St. Albans, Vermont 05479-0001

To Whom It May Concern:

I would like to apply for work permission as the J-2 spouse of a J-1 student/scholar/faculty member.

The reason why working is necessary to my income is because (you may want to mention reasons relating to cultural, educational, or recreational activities, or travel plans).

I understand that my earnings must be used to support these activities of mine and will not be used to support my J-1 spouse.

Sincerely,

[Your signature]
[Your name]
J-2 Work Authorization (EAD) Application Checklist

For Your Convenience, Please Check Off As You Complete The Following Steps:


____ On the I-765 Form the Answer to Question 16 is (C)(5).


____ $ 410.00 Check Or Money Order, Made Payable To Department Of Homeland Security

____ Photocopy Of J-2 Dependent’s I-94 [https://i94.cbp.dhs.gov/I94/#/home]

____ Identity Pages In Passport (which includes both your birth date and photograph) and Visa

____ Photocopy Of J-2 Dependent’s Ds-2019

____ Photocopy Of J-1 Principal’s Ds-2019

____ Photocopy Of J-1 Principal’s Form I-94 And Identity Page(s) In Passport

____ Copy Of Previous EAD card (Both Sides) If Applicable

____ 2 New Photos With A White Background (important information on photo requirements on next page)

____ Copy Of Marriage Certificate, In English

____ Written Statement, with supporting evidence showing that your employment is not necessary to support the J-1 but is for other purposes

To check on the progress of your EAD card, go to: [https://egov.uscis.gov/casestatus/landing.do]
**Important Information On USCIS Photo Requirements**

Often applicants will have their photos rejected for failing to meet the required photo specifications. In order to avoid this, be sure to show these instructions to the photographer before the photos are taken. Then, carefully review your photos before mailing them to the USCIS Lockbox Facility with your application.

**Special instructions regarding photos for your EAD card:**

1. Frame subject with full face, front view, eyes open.
2. Make sure the photo presents full head from top of hair to bottom of chin; height of head should measure 1 inch to 1-3/8 inches. (25mm to 35mm)
3. Center head within the frame of the picture
4. Make sure eye height is from between 1-1/8 inches to 1-3/8 inches (28mm and 3mm) from the bottom of the photo
5. Photograph subject against a plain white or off-white background
6. Position subject and lighting so that there are no distracting shadows on the face or background
7. Compose your face in a natural photo.
8. There must be no spots on the photo.

For an example of the photo style go to: [http://travel.state.gov/content/visas/english/general/photos/photo-page.html](http://travel.state.gov/content/visas/english/general/photos/photo-page.html). This link includes information on the required dimensions of the photos, how the photos must be posed, etc.

The photo should not be larger than 2 by 2 inches, with the distance from the top of the head to just below the chin measuring about 1-3/8 inches.
9. There must be no shadows on the photo.
10. Glasses cannot be worn in the photos.
11. Print your name and I-94 number on the back of the photos in PENCIL. DO NOT PRESS ON THE PICTURE.
12. Place the picture in an envelope or small plastic sandwich-size bag and attach the envelope or bag to the OPT application packet. Be sure not to staple or otherwise put any holes in the pictures.

- The photos can be taken locally at one of the businesses and organizations listed below.
  Prices subject to change.

<table>
<thead>
<tr>
<th>Store</th>
<th>Address</th>
<th>Phone No.</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>CVS Pharmacy</td>
<td>50 Pennsylvania Ave, Binghamton 68 Main St, Binghamton 345 Main St, Johnson City * Available at all local stores EXCEPT Oakdale Mall and Court Street. <a href="http://www.cvs.com">www.cvs.com</a> to find the store nearest you</td>
<td>772-0656 773-8338 729-6549</td>
<td>$10.00 for photos</td>
</tr>
<tr>
<td>Walmart Portrait Studio</td>
<td>2405 Vestal Parkway East</td>
<td>729-2484</td>
<td>$10.00 for 2 photos</td>
</tr>
</tbody>
</table>
Lockbox locations for filing the I-765 applications are as follows:
For those filing I-765 employment authorization applications, with a mailing address in: Alabama, Arkansas, Connecticut, Delaware, District of Columbia, Florida, Georgia, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Mississippi, New Hampshire, New Jersey, New Mexico, New York, North Carolina, Pennsylvania, Puerto Rico, Rhode Island, South Carolina, Oklahoma, Tennessee, Texas, Vermont, Virginia, U.S. Virgin Islands, or West Virginia

- The mailing address is:
  **For US Postal Service Deliveries:**
  USCIS
  PO Box 660867
  Dallas, Texas 75266

- **For Express Mail and Courier Deliveries:**
  USCIS
  Attn: AOS
  2501 S. State Hwy. 121 Business
  Suite 400
  Lewisville, Texas 75067


- The mailing address is:
  **For US Postal Service 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

The ISSS encourages anyone filing an application with the USCIS lockbox facilities to request email or text notification that your application has been received by USCIS. To obtain this service, complete form G-1145: “E-Notification/Petition Acceptance” and clip it to the first page of your application. This form may be obtained from: http://www.uscis.gov/sites/default/files/files/form/g-1145.pdf