

Sample Letter of Application for J-2 Employment Authorization

(Your Address)
(Your Address)
(Your Address)
(Your Address)

(Date)

U.S. Department of Homeland Security
U.S. Citizenship and Immigration Services
Vermont Service Center
Attn. I-765
75 Lower Welden Street
St. Albans, VT 05479

Dear Sir or Madam:

I would like to apply for J-2 employment authorization.

If your Spouse is Employed at UB

My spouse is currently a J-1 Exchange Visitor in the Department of _____ at the State University of New York at Buffalo. S/He earns \$_____ per _____. Our monthly budget is as follows:

If your Spouse is Not Employed at UB

My spouse is currently a J-1 Exchange Visitor in the Department of _____ at the State University of New York at Buffalo. S/He supports him/herself through [personal funds / scholarship] in the amount of \$_____ per _____. Our monthly budget is as follows:

Rent	\$_____
Utilities	\$_____ (specify what you are including: gas, electricity, water, telephone, etc.)
Food	\$_____
Transportation	\$_____ (specify what you are including: bus fare, gas, car insurance, etc.)
Health Insurance	\$_____
Miscellaneous	\$_____ (specify what you are including: clothing, recreation/entertainment, child care, etc.)
TOTAL	\$_____

As this budget shows, my spouse [makes / has] enough money to support her/himself and to cover our day-to-day expenses. However, there is very little left for additional or extra expenses. While in the United States, I would like to _____

- List some items for which your earnings might be used:
 - travel to tourist sites in the U.S. and Canada
 - enroll in an English course
 - pursue further studies in _____

These plans require that I work to earn money for these additional expenses.

OR

- Explain why you wish to work:
 - make use of my training as a _____
 - maintain my skills as a _____
 - because I have been offered an opportunity to work as a _____

None of my earnings will be used to support my J-1 spouse. Therefore, I respectfully request that you approve my application for Employment Authorization.

Sincerely,
Your signature

3/08