

## Sample Letter of Application for J-2 Employment Authorization

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

(Date)

U.S. Department of Homeland Security *(for applications mailed via express courier, e.g. FedEx, UPS)*  
U.S. Citizenship and Immigration Services  
Attn: AOS  
2501 S. State Hwy. 121 Business  
Suite 400  
Lewisville, TX 75067

**OR**

U.S. Department of Homeland Security *(for applications mailed via U.S. Postal Service, ie. regular mail)*  
U.S. Citizenship and Immigration Services  
PO Box 660867  
Dallas, TX 75266

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.)
<b>TOTAL</b>	<b>\$ _____</b>

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