

## J-2 Employment Authorization Sample Cover Letter

**(Your Complete U.S. Address)**

**(Date)**

U.S. Department of Homeland Security  
U.S. Citizenship and Immigration Services  
Attn: AOS  
2501 S. State Hwy. 121 Business  
Suite 400  
Lewisville, TX 75067

To Whom It May Concern:

Enclosed, please find my application 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, etc.)
Food	\$_____
Transportation	\$_____ (specify what you are including: bus fare, gas, car insurance, etc.)
Health Insurance	\$_____
Miscellaneous	\$_____ (specify: 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