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

(Your Street Address)

(Your City, State, Zip Code)

(Your Phone Number)

(Your Email 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 USCIS:

I would like to apply for J-2 employment authorization. I have enclosed the following documents for your review and consideration:

1. G-1145
2. Completed and signed I-765 with USCIS filing fee
3. Two passport photos
4. Letter to USCIS explaining reason requesting employment authorization
5. Copies of both J-1 and J-2 DS-2019's
6. Copy of J-2 visa stamp in passport
7. Copy of J-2's biographical page in passport
8. Copies of I-94 document for J-1 and J-2
9. Copy of Marriage Certificate with English translation (if not in English language)
10. Copies of any previously issued EAD cards

My spouse is currently a J-1 Exchange Visitor in the Department of \_\_\_\_\_\_\_\_\_\_\_\_ at Texas Tech University Health Sciences Center. She/He earns $\_\_\_\_\_\_\_\_\_ per \_\_\_\_\_\_\_\_\_ and/or she/he supports him/herself through [personal funds/scholarship] in the amount of $\_\_\_\_\_\_ per \_\_\_\_\_.

Our family’s monthly budget in the USA is below:

|  |  |
| --- | --- |
| **BUDGET ITEM** | **AVERAGE COST IN US DOLLARS** |
| Rent | $ |
| Utilities (gas, electric, water, phone, etc.) | $ |
| Food | $ |
| Transportation (bus, gas/petrol, auto insurance, etc.) | $ |
| Health Insurance | $ |
| Childcare | $ |
| Recreation/Entertainment | $ |
| Clothing | $ |
| **TOTAL:** | **$** |

As this budget shows, my spouse earns or has enough money to support the entire family’s day-to-day expenses and none of my earnings from employment will be needed to support the family. Any money which I earn from employment will be used for my family's customary recreational and cultural activities and related travel, among other things, and not for the support of my J-1 spouse.

I wish to work because I am eager to earn some US experience in my field and would like to seek employment opportunities in the USA. I am used to working full-time and also see it as an opportunity to meet Americans and learn more about US culture, work ethics, and social values.

I respectfully request that you approve my application for Employment Authorization and thank you for doing so.

Sincerely,

J-2 Signature

J-2 Printed Name