

Please confirm the application fee, mailing address and procedures for any possible changes with USCIS prior to mailing your application: <http://www.uscis.gov/portal/site/uscis>.

Instructions for sample letter: The below letter is just a sample. You are free to change it to fit your own circumstances but at a minimum it should include basic information such as your spouse's J-1 category, department, and funding source as well as a statement that any earnings you make from your J-2 work authorization won't be used to support the J-1.

SAMPLE LETTER

TO: USCIS

Dallas Lockbox

[insert USCIS address where you will mail your application according to the mailing instructions on page 1]

[DATE]

Subject: Request for J-2 Employment Authorization

I am a J-2 visa holder requesting employment authorization. Permission to work will enable me to gain useful experiences from cultural and recreational activities here in the United States.

My spouse who is the principle J-1 holder is a **[insert J-1 category such as student/research scholar/etc.]** at North Carolina State University, department of **[insert your spouse's department name here]**. My spouse and our family's expenses are fully covered by **[indicate name of funding source here]**. Thus earnings from my employment will not be used to support my spouse or our family.

I would like to request employment until the end date of my DS-2019 on **[insert your actual DS-2019 end date here]**, under federal regulations 8 CFR 274a.12(c).

Thank you for your consideration of this request of employment.

Sincerely,

[sign your name here]

[insert your printed name here]