

J-2 Work Permission Cover Letter Template

Use this template as a guide when writing your cover letter for a J-2 Work Permission application to USCIS. It is important that the letter clearly state that the income received from employment is not needed to financially support the J-1 visitor. The letter should state that work authorization is being sought for other purposes.

(J-2 Name)

(Date of Birth MM/DD/YYYY)

(J-2 SEVIS ID Number: NXXXXXXXXXX)

(Street address, Apt. #)

(City, State, Zip)

(Requested end date of EAD card) *Note: This cannot be longer than the end of the J-1's program as indicated on the DS-2019 form. This date cannot last for more than four years. Use whichever date is shorter*

(Today's Date)

To Whom It May Concern:

I would like to apply for J-2 work permission in the United States until **(enter your requested end date as mentioned above)**. I am here as a J-2 dependent spouse of my **(wife/husband) (J-1's name)** (Date of Birth: **MM/DD/YYYY**, SEVIS ID # **NXXXXXXXXXX**). **S/He** is a visiting **(research scholar/professor/short-term scholar/student)** in J-1 visa status with Columbia University's **(Name of School/Center/Dept)**. Her/His annual salary (or student funding source amount) is **\$XX-XXX.XX**. My income from employment would not be to support my wife/husband but would rather be for **[include your reasons for working in the US such as to gain work experience, for purposes of career advancement, or for cultural enrichment.]**

Thank you for your consideration.

Sincerely,

(J-2 Signature) *Note: sign in blue ink*

(J-2 Printed Name)

(Telephone #) XXX-XXX-XXXX

(E-mail Address) _____@_____. _____