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) ______________@_____. ______