

## SAMPLE LETTER

USCIS-TSC  
PO Box 851041  
Mesquite, TX 75185-1041  
Re: I-765

January 1, 2009

To Whom It May Concern:

**Subject: Request for J-2 Employment Authorization**

I am a J-2 visa holder requesting employment authorization so that I may work to support myself and my two children. Permission to work will enable my children and me to gain useful experiences from cultural and recreational activities here in the United States.

My husband/wife who is the principle J-1 holder is a student at North Carolina State University, department of Computer Science. His/her expenses are fully covered by stipend and tuition remission. Thus earnings from my employment will not be used to support him/her.

Given below is a breakdown of my family's income and expenses (in US Dollars).

**My spouse's annual income: \$50,000**

**My spouse's annual expenses**

Tuition and fees	\$17,684
Books	\$1,000
Computer/Printer	\$3,000
Rent	\$8,200
Utilities	\$2,000
Food	\$4,000
Telephone	\$1,500
Transportation	\$1,500
Clothing/Laundry	\$1,000
Personal needs/recreation	\$2,000

**Total \$41, 884**

**Balance: \$8,116**

**My expenses**

Medical Insurance	\$3,000
Medical Expenses	\$1,500
Personal Needs	\$1,500
Food	\$6,000
Transportation	\$1,200
Fees for children	\$8,000
Clothing/laundry	\$1,500
Recreation/ Cultural Expenses	\$2,500

**Total: \$25,200**

Thank you for your consideration of this request of employment.

Sincerely,