**Albert Einstein College of Medicine**

**Office of International Services**

**1300 Morris Park Ave.,**

**Belfer 1201 Bronx, NY 10461**

**(718) 430-2850**

Sample Letter for J-2 Work Authorization

[Cut and paste onto letterhead]

Date

United States Citizenship & Immigration Services
Vermont Service Center
P.O. Box 9765
St. Albans, VT 05479-9765

Re: Form I-765, Application for Employment Authorization as J-2 Dependent of Exchange Visitor

Dear Officer,

As the J-2 dependent spouse of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, I am submitting an application for permission to work.  The reason for this request is to allow me to accept employment so that I may support my family's cultural activities and travel while in the United States.

My spouse is employed by the Albert Einstein College of Medicine as a Researcher and earns a monthly salary of $\_\_\_\_\_\_\_\_\_\_\_.

We have calculated the monthly family expenses as follows:

Rent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Electricity: \_\_\_\_\_\_\_\_\_\_\_\_\_

Food: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Clothing: \_\_\_\_\_\_\_\_\_\_\_\_

Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The J-1 Exchange Visitor’s salary is sufficient to support the family expenses.

Sincerely,

Faculty Sponsor/Supervisor

Title & Department