

SAMPLE LETTER

Below is a sample letter to give you an idea of the type of information needed to request permission to work because of economic necessity. **You must write your own letter.** This letter is just an example to give you a general idea of what information should be included.

If you have a sponsor, your sponsor must also write a letter explaining the changes in his or her financial circumstances. If he or she cannot write in English, a foreign language translation of the letter is acceptable. If you have any **supporting documentation** to the claims you make in your letter (medical bills, newspaper clippings or web printouts about the economic or political situation in your country, etc.) **please attach them to the letter.**

Your Name
Today's Date

To Whom it May Concern:

I hold an F-1 visa and I am required by financial necessity to request permission to work off campus. As indicated on my I-20, I am supported by *(fill in your support as indicated in #8 on your I-20)*.

I have had a change in my financial situation due to *(in this paragraph you must explain in detail what has happened that has caused your need to work. Ex: how devaluation of your country's currency has personally affected you, explanation of medical bills that are not covered by your insurance, explanation of the change in the financial situation of your family or sponsor, etc.)*

The following lists my assets, income, and expenses: *(You must honestly estimate your own assets, income, and expenses. Do not use the below numbers—they are only an example.)*

| | |
|---------------|--|
| Assets/Income | \$6,000 in bank accounts \$6,000 from my parents \$2,000 from my brother |
| Total: | \$14,000 |

| | |
|---------------|--|
| Expenses | \$13,916 for tuition, fees, and health insurance \$7,270 for room and board \$ 900 for books and supplies \$2,150 for personal expenses |
| Total: | \$24,236 (be sure your total equals the amount listed on your I-20) |

I would really like to complete my studies here at the University of Nebraska-Kearney. I appreciate your consideration of my request.

Sincerely,
(your signature)