[On Departmental Letterhead]

[Date]

U.S. Consulate

[City, Country]

Dear Consulate Official:

[Name of J-1 Exchange Visitor] is currently participating in an exchange program at Emory University in the Department of [Name of Department] performing [brief description of exchange activity as described on DS-2019 under Subject/Field Code Remarks]. [ S/He] is receiving an annual stipend from Emory University of $ XX,XXX.00 to support this exchange activity [if funding is from a source other than Emory or in addition to Emory, please indicate accurately the source and amount of funding in terms of a stipend and not a salary as the primary purpose of the Exchange Visitor Program is for exchange, not employment]. Currently we expect that [s/he] will complete [her/his] exchange program at Emory University on [End date on DS-2019].

[Name of Exchange Visitor]’s dependent, [Name of Dependent], is traveling to [country name] to [state purpose of trip, i.e. visit family and friends, attend an international conference, etc.] and is expected to return to the United States to rejoin [Name of Exchange Visitor] while [he/she] completes the exchange program with an expected completion date of [date].

Kindly issue [Name of Exchange Visitor’s dependent] a J-2 visa stamp. Thank you for your consideration of this request.

Sincerely,

[Name of Supervisor]

[Title of Supervisor]

[Phone Number]

[Fax Number]

[Email Address]