



German American  
Chambers of Commerce  
Deutsch-Amerikanische  
Handelskammern

Thomas Dzimian  
Director of Career Services  
German American Chamber of Commerce  
80 Pine Street, 24 Floor  
New York, NY 10005

Full Name:  
Street Address:  
Zip Code, City:  
Country:

Month Day, Year:

Dear Mr. Dzimian,

I understand that I need only to have you sign my DS-2019 once a year, although I must inform you of subsequent trips outside of the U.S. I have also included **a self-addressed traceable envelope**, for your convenience and to avoid any mistakes in address. Thank you for your time and help in this matter.

I also understand that upon re-entering the U.S., I will check my most recent I-94 record (<https://i94.cbp.dhs.gov/I94/#/home>) to ensure that the class of admission is "J-1" and the Admit Until Date says D/S (duration of status). If I see any problems with the record, I will contact the GACC directly.

With this letter I formally request that you approve my travel outside of the United States and validate my DS-2019. My itinerary is as follows:

Departure:

Destination:

Return:

**Reason for trip:**

Best regards,

(please print and sign name)