EMPLOYMENT LETTER FOR US EMBASSY/CONSULATE

Embassies and consulates frequently ask visa applicants to provide a letter from their US employer certifying on-going employment in the US. Such letters assist consular officers in determining whether a security clearance should be conducted before issuing the visa. While specific, standardized guidelines on the exact information to be included in the letter have not been provided, below please find a suggested format and guidance for content if you are asked to write a letter in support of a visa application by your foreign postdoctoral associates, fellows, faculty, and/or other international visitors.

[print on department, lab, or center letterhead]

Date

US Consular Official
City, Country

Re: Visa Application of _______________________

To Whom It May Concern:

Paragraph #1:
• Scholar’s name and job title, the work that the scholar is doing at UAB
• Appointment dates
• Annual salary and/or amount and source of the funding for your research (what amount of US government funding, if any, will be used to support the scholar’s research?)

Paragraph #2:
• In layman’s terms, a detailed and non-technical description of the research to be conducted by the scholar, whether it is basic research or applied research. If the research has no military or defense-related purpose, say so.
• The goals and practical application of the research
• What, if any, export-controlled technology and/or information the scholar will have access to
• What, if any, US government projects the scholar will participate in or have access to
• Detailed description of how the scholar’s qualifications match the requirements for the position

Paragraph #3:
• The scholar is expected to return to UAB to continue his/her research. A timely return to campus is important to the research group. Please feel free to contact me (the faculty who writes the letter) at [phone, email] for further assistance if needed.

Signature of inviting faculty member or principal investigator