

Embassies and consulates frequently ask visa applicants to provide a letter from their US employer confirming continued employment. Such letters can assist consular officers in determining whether a security clearance should be conducted before issuing a visa. While the Department of State has not issued specific, standardized guidelines on the exact information to be included in such a letter, below please find a suggested template if an international employee asks you to write a letter in support of a visa application.

This letter is a TEMPLATE. Remove inapplicable portions of the template and add any other information you think would be relevant or helpful to document the employee's continued employment (upcoming project deadlines, publications, etc.).

[print on department letterhead]

Date

US Department of State
Non-Immigrant Visa Section
City, Country

Re: Visa Application of [EMPLOYEE' S NAME]

Dear Consular Officer:

Please accept this letter on behalf of [NAME], who is applying for a visa to reenter the US and continue employment in our department/division.

[NAME] has been employed since [DATE] in the position of [JOB TITLE] and is expected to remain employed subject to performance and continued funding of the position. [NAME]'s current salary is \$_____ (IF DUALY-FUNDED WITH UAB/HSF, PROVIDE THE SALARY SPLIT).

In general, [NAME] (if clinical) provides patient care in the field of _____ and teaches/mentors UAB Heersink School of Medicine students, residents, and fellows in the subspecialty field OR (if research-based) supports research on [provide a detailed and non-technical description of the research, indicate whether it is basic research or applied research, and if the research has no military or defense-related purpose, say so]. The goals and practical application of the research are _____. IF THE EMPLOYEE DOES NOT HAVE ACCESS TO any export-controlled technology and/or information, and/or is not participating in any US- government funded research projects, SAY SO HERE. IF PARTICIPATING IN NIH- or other funded grants/research, please say so.

[NAME] is expected to return to continue this work as soon as possible. A timely return to campus is important to the research/practice group/patient care CHOOSE ONE. Please feel free to contact me for further assistance if needed.

Sincerely,

[NAME]
[TITLE]