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 the Department of State has not issued specific, standardized guidelines on the exact information to be included in the letter, below please find a suggested template if you are asked to write a letter in support of a visa application.

[print on university letterhead]

Date

US Department of State

Non-Immigrant Visa Section

City, Country

**Re: Visa Application of [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, study, exchange visitor activities, etc.] with UAB.

[NAME] has been with UAB since [DATE] in the position of [JOB TITLE]. The appointment is expected to last until [DATE]. [NAME] is funded in the amount of $\_\_\_\_\_, with $\_\_\_\_\_ coming from UAB, $\_\_\_\_\_\_\_\_ coming from [NAME]’s home government, and $\_\_\_\_\_ coming from personal funds. PLEASE MENTION IF THE INDIVIDUAL IS SUPPORTED BY ANY FEDERAL FUNDING.

In general, the area of research/employment/study for [NAME] is [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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. STATE WHETHER THE INDIVIDUAL HAS ACCESS TO any export-controlled technology and/or information and what, if any, US government projects the individual will participate in or have access to.

[NAME] is well-suited for this role at UAB, having earned a [DEGREE] in [FIELD], in addition to a residency in [FIELD], three years of postdoctoral research at [INSTITUTION], etc. as relevant.

[NAME] is expected to return to UAB to continue this work. A timely return to campus is important to the research/practice group/class projects. Please feel free to contact me for further assistance if needed.

Sincerely,

[NAME]

[TITLE]