

UCLA Faculty Supervisor Support Letter Template for Off-Campus Activity/Employment

Directions for UCLA Faculty Supervisor: Please copy the text below onto official UCLA departmental letterhead, customize the bracketed information [like this], sign it, and return it to the J-1 Exchange Visitor so they can submit it to the Dashew Center for International Students and Scholars.

[Date]

To: UCLA Dashew Center for International Students and Scholars

Subject: Letter of Support for J-1 Off-Campus Activity / Employment

Exchange Visitor Name: [First Name, LAST NAME]

UCLA Department: [Department Name]

Dear J-1 Advisor,

As the UCLA faculty supervisor for [Exchange Visitor's Name], I am writing to formally support and recommend their participation in the off-campus activity/employment detailed below. This activity is directly related to their field of research or study at UCLA and significantly contributes to their professional development.

Description of the Proposed Activity

[Exchange Visitor's Name] will be participating in [collaborative research / professional employment / etc.] with the host organization listed below. Their specific duties will include:

- [Bullet point describing key responsibility, e.g., Analyzing specific datasets related to...]
- [Bullet point describing key responsibility, e.g., Collaborating on the development of...]
- [Bullet point describing key responsibility, e.g., Presenting research findings to the project team on...]

Host Organization & Location Details

- Organization Name: [Name of Host Company, Institution, or Site]
- Physical Address: [Street Address, City, State, ZIP Code]
- Number of Hours Per Week: [Number, e.g., 20 or 40] hours/week

Duration of Activity

The proposed period for this off-campus activity is from [Start Date - MM/DD/YYYY] to [End Date - MM/DD/YYYY].

I have reviewed this proposed activity and evaluated its merits. The employment/activity is an integral and critical component of the exchange visitor's overall academic or research program at UCLA.

Furthermore, I will continue to monitor the exchange visitor's progress throughout this period to ensure that the goals of their J-1 program at UCLA are being successfully met.

Thank you for your assistance in processing this authorization to ensure their ongoing visa compliance. Please feel free to contact me if you require any additional information.

Sincerely,

[Faculty Supervisor Signature]

[Faculty Supervisor Printed Name] [Faculty Supervisor Title] [UCLA Department Name] University of California, Los Angeles (UCLA)

Email: **[UCLA Email Address]**

Phone: **[UCLA Phone Number]**