

UCLA Faculty Supervisor Support Letter Template for Out-of-Country

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 & Scholars

SUBJECT: Letter of Support for J-1 Out-of-Country Status

Exchange Visitor Name: [First Name, Last Name]

Dear J-1 Exchange Visitor Advisor,

I am writing as the faculty supervisor for [Exchange Visitor Name], who is currently appointed as a [UCLA Title, e.g., Postdoctoral Scholar / Visiting Assistant Professor] in the Department of [Department Name] at UCLA.

I am requesting approval for Out-of-Country status for [Exchange Visitor Name] for the period of [Start Date (MM/DD/YYYY)] to [End Date (MM/DD/YYYY)].

During this time, the exchange visitor will be located in [City, Country] affiliated with/working at [Name of Host Institution, Field Site, or Overseas Facility, if applicable]. The primary purpose of this period abroad is to [briefly explain purpose, e.g., conduct field research on XYZ, collaborate on a joint research project with ABC Institution, access specialized archival materials, etc.].

[Exchange Visitor Name] will continue their program objectives and maintain their official UCLA appointment and affiliation throughout the duration of this trip. This temporary period outside the U.S. will not delay the timely completion of their J-1 exchange program. The scholar will resume their physical program activity on campus after this period.

Sincerely,

(Faculty Supervisor Signature)

[Faculty Supervisor Name]

[Faculty Title]

Email: [UCLA Email Address]

Phone: [UCLA Phone Number]