UCLA **David Geffen School of Medicine**

Visa and Licensing Office

Letter of Request for O-1 Sponsorship

Instructions:

1. Transfer the following text onto your department's letterhead to be signed by the Department Chair
2. Once signed, submit to the Visa and Licensing Office together with the other O-1 Department Sponsorship request supporting documents.

(Insert Date)

Dr. Joaquin Madrenas, MD, PhD, FCAHS
Professor of Medicine and Vice Dean for Faculty
UCLA David Geffen School of Medicine

Re: Letter of Request for O-1 Sponsorship for {insert full name of foreign physician and degree title i.e. M.D, MBBS, DO, etc.}

Dear Dr. Madrenas:

This letter is written in support of the Department of (Department Name) request to sponsor Dr. (Full Name) as an O-1 nonimmigrant worker.

We currently have an opening for the position of (Appointment) in the Department of (Department Name) to perform the following duties: (include job duties/responsibilities here).

The minimum requirements for this position are a (insert degree PhD, Master's, Bachelor's etc. or related field).

(*Include next sentence only if appropriate*)

In addition, the candidate must have (Number of years) years of experience in field of study or a similar field.

Dr. (Last Name) is an ideal candidate for the position. (He/She) received (detailed information including names and dates pertaining to applicant's medical degree, residency, fellowship, license information in home country, employment, and other qualifications).

If Dr. (Last Name) is dismissed prior to the end of the period requested for O-1 visa status, I verify that the Department (Department Name) will be responsible for reasonable costs of the return transportation abroad.

It is our intention that Dr. (Last Name) will be able to accept the position of (Appointment) and start employment pursuant to the O-1 visa on (appointment start date) or when the O-1 visa will start, for a period of (number up to three years). I respectfully ask that the request to sponsor (him/her) as an O-1 professional be approved.

Sincerely,

(Chair's name)
(Name of Department)