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2113 Department Letter to Request Dean's Office Support

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**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 completed 2111/2113 application and the corresponding supporting documents.

(Insert Date)

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

**Re: (Insert full name of foreign physician and degree title i.e. M.D, MBBS, DO, etc.)**

Dear Dr. Madrenas:

This letter is in support of Dr. (Last name)'s application under Section 2113 of the California Business and Professions Code as a (UCLA appointment title) in the Department of (Department Name) from (Start date) through (End date).

**Qualifications:**

Dr. (Last Name) is a talented physician from (Country). (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).

**UCLA Activities Percentage of Time:**

Please provide clarification on percentage of time spent performing clinical/teaching duties and research duties. Include percentages spent on each or a breakdown of working days and/or hours spent in each category.

**Recruitment Procedures:**

Please include a statement of the recruitment procedures followed by UCLA before offering the faculty position to applicant. The statement should include the recruitment efforts (i.e. online application process, recommended by colleagues, candidate pool size, etc.) that lead to their selection.

**Attestation:**

Dr. (Last Name) will be under the direction of Dr. (Insert supervisor's full name of foreign physician and degree title i.e. M.D, MBBS, DO, etc.), with California Medical License # (Insert Medical License Number). (He/She) will not be permitted to practice medicine unless incidental to and a necessary part of the applicant's duties as approved by the board in subdivision (a).

In addition, Dr. (Last Name) will be proctored in the same manner as other new faculty members, including, as appropriate, review by the medical staff of the sponsoring medical school or academic medical center. (He/She) will not be appointed to a supervisory position at the level of a medical school or academic medical center's department chair or division chief.

Finally, Dr. (Last name) will not commence clinical activities until the Department of (Department Name) receives the applicant's Section 2113 approval letter and Certificate of Registration from the Medical Board of California.

Sincerely,

(Chair's Name)  
(Department)