
2113 Department Letter to Request Dean's Office Support

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)

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

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 2111 of the California Business and Professions Code as a (UCLA appointment title) in the Department of (Department Name) from (Start date) through (End date).

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.

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. Please 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. Please see the example below.

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). Dr. (Last Name) will be proctored in the same manner as other faculty and subject to review by the medical staff. They will not be appointed to a supervisor or Department Chair position at the level of

the medical school. (He/She) will not practice medicine unless incident to and is a necessary part of their duties as approved by the California Medical Board.

Sincerely,

(Chair's Name)
(Department)