

# INTERNATIONAL STUDENT & SCHOLAR SERVICES

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## **SAMPLE EMPLOYMENT VERIFICATION LETTER FOR J-1 VISITING SCHOLAR'S TRAVEL ABROAD**

*Important: This letter MUST be completed on company letterhead.*

This letter is to be presented at your J-1 scholar's reentry immigration inspection at a port of entry and/or visa renewal interview at a U.S. Embassy/Consulate abroad.

[DATE]

To Whom It May Concern:

This letter is to certify that \_\_\_\_\_, \_\_\_\_\_ national,  
Scholar's First name LAST NAME Scholar's nationality

has been in the position of \_\_\_\_\_ in the Department of \_\_\_\_\_  
Name of position Name of department

since \_\_\_\_\_ in J-1 status.  
Scholar's assignment start date

Dr./Ms./Mr. \_\_\_\_\_ is planning to travel out of country from \_\_\_\_\_  
Scholar's last name Departure date from the US

to \_\_\_\_\_ and the purpose of the trip is (please indicate the purpose of the trip here (e.g. pleasure, emergency, attend a conference, conduct required research as a part of his/her J-1 exchange program, etc.)).  
Reentry date to the US

This period of absence from his/her position has been authorized by our department and he/she is expected to return to the University of Connecticut to resume his/her assignment as a J-1 visiting scholar after this authorized international trip.

Should you have any questions about Dr./Ms./Mr. \_\_\_\_\_'s international trip authorization, please feel free to contact me. Thank you for your attention and consideration to this matter.

Sincerely,

Host Faculty Member's Name  
Department Name