

Instructions:

Your international scholar is seeking your assistance in obtaining housing. A reference letter from a faculty member, sponsor or PI would greatly assist our UCSF visitor.

This template is only a suggestion. You may alter it as appropriate. When you have completed your letter, please return it directly to the international scholar who asked you to provide this reference.

Please use UCSF letterhead for best results.

Date _____

To Whom It May Concern,

This letter verifies the employment/enrollment of international scholar, (name of scholar), with the Department of (name of Dept) at UC San Francisco. International scholars at UCSF are accomplished scientists who are recognized around the world for their prestigious academic reputation in the area of medical and health sciences research.

Dr./Mr./Ms. (name of scholar) will be employed with this department from (dates of employment) and will be paid a (salary, stipend, etc) of (\$\$ amount per month/year).

In addition to the financial compensation from UCSF, Dr./Mr./Ms. _____ has the support of his/her home institution / _____ grant (NIH, CDC, etc.).

Should you have any questions regarding this international scholar's UCSF employment / enrollment status, you may contact my department at (phone number or email).

Sincerely,

Signature (should be faculty chair/sponsor or HR generalist)

Name _____

Title, Department _____