

TEMPLATE LETTER: VISA EXPEDITE REQUEST FOR VISITING SCHOLAR OR
INTERNATIONAL FACULTY

PLEASE USE DEPARTMENT OR COLLEGE LETTERHEAD AND COMPLETE SECTIONS IN RED BELOW

U.S. Embassy
City, Country
Visa Section

Re: Scholar/faculty member's name (SEVIS ID# if J-1 scholar)

Attention Visa Officer:

This letter is to indicate that scholar/faculty member's name has been hired as a(n) title in the name of department at the University of North Carolina at Charlotte.

LANGUAGE TO USE IN THE CASE OF A J-1 VISITING SCHOLAR

As part of the U.S. Department of State Exchange Program, UNC Charlotte invites international scholars to temporarily teach or conduct research. This provides our faculty with an opportunity to collaborate on critical research in various academic areas and provides our students with exposure to a global and diverse environment.

Mr./Ms. name of scholar has been invited to our campus as a visiting scholar from date x to date y. During the appointment, he/she will have access to the library and other relevant faculty resources of the University, work in collaboration with faculty members to conduct research in name of field.

I write to request the expedited processing of Mr./Ms. name of scholar's case so that she/he can arrange for his/her travel and begin the assigned duties at our institution on date x.

A delay in the arrival of the exchange visitor will impact the university negatively in the following ways... (chair inserts language here, for example how many students won't have a teacher, how much revenue will be lost, negative impact to research grant, etc).

If any further information is required, please feel free to contact me at email address. I appreciate your attention to this matter.

LANGUAGE TO USE IN THE CASE OF AN H-1B/OTHER INTERNATIONAL FACULTY MEMBER

On **date x**, Professor **last name's** H-1B status was approved by U.S. Citizenship & Immigration Services. He/she was provided with the I-797 approval notice (**case number**) and is now applying for an H-1B visa at the U.S. consulate in name of **city, country**.

Please note that Professor **last name** is scheduled to begin teaching **name of course (numbers of sections?)** at our institution beginning on **date x**.

A delay in the arrival of the exchange visitor will impact the university negatively in the following ways... (**chair inserts language here, for example how many students won't have a teacher, how much revenue will be lost, negative impact to research grant, etc**).

While I understand that visa processing times can be difficult to navigate, your assistance is appreciated in processing this case as soon as possible.

Sincerely,

Name and title (department chair or college dean)