

While no clear guidance has been provided by the US Department of State, providing a letter from your PI/Supervisor, as described below, may be helpful. Note that even if you provide this information, the US consulate or embassy may still request further information and/or proceed with administrative processing/security checks with the US Department of State in Washington, DC.

- The letter should be on Salk letterhead and be signed and dated by your PI/Supervisor.
- The duties/research described in the letter should be appropriate for your visa type and consistent with your current nonimmigrant status and length of authorized stay.
- The letter should only contain the information specified below.
- Before a letter is prepared, check the information provided by the US consulate or embassy you plan to visit in case additional information is requested.

- *Your name*
- *Your job title*
- *The work you are performing at Salk*
  
- *A brief, but detailed non-technical description of the research you are conducting (written for a lay audience), whether it is basic or applied research, and any practical applications. If the research has no military or defense related purpose and/or is not subject to export controls, it should be stated.*
- *A brief explanation of how your qualifications match the requirements of the position.*
  
- *That you are expected to return to Salk to continue your research (and how important a timely return is to the continuing research project).*
- *Contact information of your PI/Supervisor in case of additional information needed.*

Please feel free to contact me for any questions and/or to review a draft of the letter.