**Date**

Susan C. Ellison

Director, Office of Visa and Immigration Services

Dartmouth College

63 South Main Street, Suite 303

Hanover, NH 03755

Re: **J-1/H1-B** Visa Extension Request – **Name of faculty/Trainee**

Dear Susan:

I write to indicate that the Geisel School of Medicine at Dartmouth is supportive of a **J-1/H1-B** visa extension for Dr. **Name of Faculty/Trainee** from the current expiration date of **Date** to the new expiration date of **Date**, and to confirm their appointment as a **Title, i.e. Research Associate** in the Department of **Department**. Dr. **Name of Faculty/Trainee** is employed at 1.0 FTE with a current salary of **$XXXXX**/annum. They will be eligible for yearly merit increases, including for FY23 (July 1, 2022), as determined by their performance and institutional guidelines set by Dartmouth College and the medical school Dean.

Dr. **Name of Faculty/Trainee** will continue their work in the laboratory of Dr. **PI/Preceptor** on **1-2 sentence description of research**. The Department of **Department**. has funding support for Dr. **Name of Faculty/Trainee** through June 30, 2023 (***change date, if needed***), and we fully anticipate that their appointment will continue to be renewed annually based on the commitment of these funds and their ongoing contributions to the laboratory of Dr. **PI/Preceptor.**

**Please use this space (*maximum of 1 paragraph*) to include any additional information that is relevant to the request and is not addressed in the paragraphs above.**

Sincerely,