Template: Faculty Supervisor Support Letter for J-1 Out of Country Participation Request

*\*\*\*insert official letterhead\*\*\**

date

MUSC Center for Global Health

45 Courtenay Drive MSC 203

Charleston, SC 29403

**RE: J-1 Out of Country Participation Request for Exchange Visitor full name**

Dear Responsible Officer or Alternate Responsible Officer:

This correspondence pertains to the J-1 Exchange Visitor Program of Exchange Visitor full name. Exchange Visitor name is expected to be participating in J-1 program activities outside of the United States from start date to end date.

Exchange Visitor name will continue to pursue the original J-1 program goals and objectives on a full-time basis during this period of time by engaging in the following activities:

provide detailed description of activities.

I will personally supervise Exchange Visitor name during this period of time using the following methods:

describe supervisory methods.

*If paid by MUSC:* Exchange Visitor name will continue to receive the same financial compensation from MUSC during this time outside of the United States.

I will inform the Center for Global Health in advance if there will be any change to the out of country program duration for Exchange Visitor name or if Exchange Visitor name discontinues participation in the program.

Sincerely,

*signature*

Faculty supervisor name

Title