

Memorandum

To: Marina Melendez
From: Jane Doe, Professor of Chemistry
Date: 09/05/2006
Re: John Doe – extension of time limitation

This letter is in support of John Doe's application to extend his visa status in order to complete his Ph.D. program of study.

Mr. Doe has been pursuing his graduate studies at Wesleyan University full time for the last 5 years. He is performing his Ph.D. thesis work in my laboratory. I expect him to finish his degree requirements by 06/01/2007.

The Ph.D. research project has taken longer than expected for two reasons. First, he initially joined another research group. However, after 2 years he decided that his interests were more biologically oriented and he switched to my research group. Second, his project involves very time-consuming synthesis of small pieces of RNA. He has overcome all synthetic hurdles and is currently answering interesting and important questions about RNA structure with his research. Mr. Doe is an outstanding student, and his results will represent a significant contribution to the field of RNA chemistry. His work will result in important publications and will form part of the foundation for the development of our understanding of RNA structure.

