

H-1B SAMPLE LETTER

*(Please use this sample as a guide; do not fill in the blanks below.
The original signed letter must be on departmental letterhead.)*

(Date)

U. S. Citizenship and Immigration Services
California Service Center
ATTN: CAP EXEMPT H-1B Processing Unit
24000 Avila Road, Room 2312
Laguna Niguel, CA 92677

Dear Madam/Sir:

This letter is written in support of the H-1B petition being filed on behalf of

_____ for the position of _____ in the
Name of individual Title of position

Department of _____ for the period of ____/____/____ to
Month Day Year

____/____/____. This appointment will be made on the _____
Month Day Year (State, Research Foundation or UB Foundation Activities or Services)

payroll. The salary for the position is \$_____ per year.

In the position of _____, _____
Title of position Name of individual

will:

(Please enumerate the principal duties and tasks of the position. For example:

For a faculty position:

- teach at both the undergraduate and graduate levels in the area of _____
- _____
conduct independent scholarly research in the area of _____, which involves experimental design, collection and analysis of data, and reporting of findings in scholarly journals and at scientific meetings and conferences
- advise students
- participate in departmental and university committees

For a Research Scientist position:

Conduct independent research in the field of _____, which involves:

- experimental design
- collection and analysis of data using _____ *(specify techniques, methods, etc.)*
- reporting of findings in scholarly journals and at scientific meetings and conferences

For a Postdoctoral Associate position:

Under the direct supervision of the project director, assist in research in _____, which involves:

- implementation of research plans
- development of research methods
- testing and data collection
- analysis and evaluation using _____ techniques, methods, etc.
- writing reports for use in publications in scholarly journals and for presentation at scientific meetings

For a Research Support Specialist position:

Under the supervision of _____, carry out assignments in a research lab investigating _____, which involves:

- operating equipment such as ...
- carrying out test procedures such as ...
- using specialized methods for data collection and interpretation such as ...

The requirements for the position are a _____ and _____ years of
level of degree

experience in _____ and _____.
field of study other experience / specific abilities and techniques, etc.

_____ is well qualified for the position because s/he holds a
Name of individual

_____ degree in _____ from _____.

In addition, he/she possesses (*other required qualifications, licenses, etc.*)

If the individual is dismissed from employment before the expiration of the requested time period, _____ agrees to pay the reasonable
Hiring person/department

costs of the individual's return transportation to his/her home country.

Please do not hesitate to contact me if additional information is required.

Sincerely,

(Name)
(Title)