

Letter of Support from Chairperson or Project Director

Please use this sample as a guide. Do not fill in the blanks.

[Date]

U.S. Department of Homeland Security
U.S. Citizenship & Immigration Services
Nebraska Service Center
850 S Street, P.O. Box 87140
Lincoln, Nebraska 68501-7140

RE: Petition to Qualify *[name of individual]* as an Outstanding Professor and/or Researcher

Dear Sir or Madam:

This letter is written in support of the petition to qualify *[name of individual]* as an Outstanding Professor and/or Researcher.

[A section that establishes your own credentials as an expert in the field. List only a few major accomplishments. Attach a short C.V. or biography of yourself.]

[A section that establishes how and why you are familiar enough with the individual's work to evaluate it.] I have known *[name of individual]* since *[date]* when s/he came to work at the State University of New York at Buffalo as a *[title]*

[Comments you can make about the individual's work in relation to the six criteria identified by the USCIS as evidence of an "outstanding" professor or researcher having national and international renown. Please give specific examples (dates, names, places, etc.) regarding the categories below:

Original scientific or scholarly research contributions to the academic field.

Please describe the individual's work using words such as "original," "novel," "seminal," "breakthrough," "identified for the first time," "new technique/method," "set a new standard," "opened new areas of research," etc.

Authorship of scholarly books or articles in journals with international circulation in the academic field and presentations at international conferences.

Does the individual have an impressive publication record in terms of significant contributions or number of publications? Was the individual invited to give papers at important conferences? Please explain why these publications and presentations are significant.

Published material about the individual's work in the academic field. Have others used the individual's work as the foundation or point of departure for their own work? Has his/her work been cited by other important people in the field? Has the individual's work been cited frequently?

Service as the judge of the work of others. Has the individual been invited to review papers for important journals or submitted for presentation at international conferences? Has the individual served on panels at international conferences? Has the individual served on dissertation committees?

National or international awards for outstanding achievement in the academic field. What was the award, grant or fellowship? What are the criteria or selection process for the recipient?

Membership in organizations that require outstanding achievement as criteria for membership. Discuss the organizations to which the individual has been nominated or elected.

In summary, *[name of individual]* is an outstanding professor/researcher who has made important contributions to this field and who is certain to continue to contribute to the field.

Sincerely,
Name
Title

8/07