**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)

2/08