



H-1B PETITION

SAMPLE LETTER OF SUPPORT- EXTENSION

On Department Letterhead or Stationary (one page)

Date

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

RE: H-1B Extension
Petitioner: The University of Kansas
Beneficiary: **[Employee]**

Dear Sir or Madam,

This letter is being submitted in support of our H-1B petition extension application for **[employee]**.

[Mr./Ms.] [employee] has been employed by the university since **[date]**. We retained **[employee's]** services to **[describe list duties or responsibilities.]** We have now determined that **[employee's]** continued employment for an additional **[months or years]** would be beneficial to the **[department, center, laboratory, institute, etc.]**

We therefore offer **[employee]** additional employment for a period of **[months or years]**, from **[date]** to **[date]**, at a salary of **[amount per year or hour.]** We will continue to employ **[employee]** on a **[full-time or part-time]** basis and **[his/her]** work will be supervised by **[name of supervisor]**.

We agree to comply fully with the terms of the Labor Condition Application as stated for the duration of **[employee's]** employment in H-1B status at KU and to pay the reasonable cost of return transportation to **[his/her]** home country if **[he/she]** is dismissed before the end of the authorized period of H-1B employment.

Your kind attention to this matter is greatly appreciated.

Sincerely,

Name
Department Chair, Director, or Hiring Authority
The University of Kansas • International Programs • 1450 Jayhawk Blvd.,