



H-1B PETITION

SAMPLE LETTER OF SUPPORT

On Department Letterhead or Stationary (one page, if possible)

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 Petition on behalf of **[Employee's Name]**

Dear Sir or Madam,

This letter is written in support of the H1-B petition for **[employee]**. The University of Kansas wishes to employ **[employee]** in the specialty occupation of **[position title]** at **[department, center, laboratory, institute, etc.]** for **[length of time]**. The minimum requirement for this professional position is a **[Ph.D., Master's, etc.]** degree in **[discipline or field of study]**. As a beneficiary, **[Mr./Ms.] [Employee]** will be involved in **[brief, non-technical description of research/teaching, activities, and/or duties.]**

[Mr./Ms.] [Employee] is amply qualified **[or an exceptional candidate]** for this professional position. **[He/She]** obtained a **[Ph.D., master's, etc.]** degree with an emphasis on **[area of study]** from **[institution]** in **[location]**. **[Describe knowledge, skills, relevant experience, and other special qualifications needed by the employee to carry out the position].**

Based on **[employee]'s** professional experience, we wish to employ him/her on a **[full-time or part-time basis]** from **[beginning date]** to **[ending date]** with an annual salary rate of **[\$ per year or per hour]**. **[His/Her]** work will be supervised and reviewed by **[name of supervisor]**. **[Mr./Ms.] [Employee]** will not perform services at a third-party worksite. **[He/She]** will work at our **[city and state]** location. **[His/Her]** salary will be paid by the University.

The temporary nature of the H-1B status is understood, and should our H-1B petition be approved, we fully intend to comply with the regulations regarding employment of individuals in H-1B status. I confirm that in the event that **[employee]** is dismissed before the end of his/her period of authorized employment, we will be responsible for the reasonable cost of **[his/her]** return home.

Your favorable consideration in granting this petition would be greatly appreciated.

Sincerely,

Name
Department Chair, Director, or Hiring Authority