

SAMPLE LETTER IN SUPPORT OF H1B PETITION

(Please Print out on Department letterhead and Sign in Blue Ink)

U.S. Department of Homeland Security
USCIS, California Service Center
Attn: Cap Exempt H-1B Processing Unit
24000 Avila Road, Room 2312
Laguna Niguel, CA 92677

Re: Dr. Doe's H-1B Petition

To Whom It May Concern:

This letter is submitted in support of the H1B petition of Rutgers University for Dr. Doe, who has been hired as a faculty member in the department of Y on a temporary basis. The intended period of H1B employment is from September 1, 2014 to August 31, 2015, with an annual salary of \$ annual salary.

Rutgers, an innovative and rapidly growing public university, is the largest institution in New Jersey and one of the oldest schools in the nation. Rutgers' hundreds of undergraduate and graduate programs of study provide something for everyone, including the natural, physical and social sciences, the liberal, fine and performing arts, business, engineering and everything in between. Rutgers is also known for its highly varied graduate and undergraduate research activities, which encompass everything from cancer prevention to evolutionary studies to studies in preschool education.

Dr. Doe is being offered a full-time position at the level of Assistant Professor. Within the Department of Y, Dr. Doe's Responsibilities will include teaching of both undergraduate and graduate courses, as well as conducting research in xx. Because of Dr. Doe's broad background in research and teaching in the area of xx, we believe he will make outstanding contributions to the Department of Y, enhancing Rutgers reputation as a leader in this area.

Dr. Doe is most highly qualified for a teaching position at Rutgers. He received his Ph.D. from the Institute of Technology in 1995. He was employed as a post-doctoral fellow at _____ University for the past three years, where he worked closely with leading scientists in the field of XX and YY. Dr. Doe also taught undergraduate students YY courses and received outstanding evaluations. She has written numerous articles in professional journals and has been cited by other scholars in the field. Dr. Doe has presented his research work at two major conferences in the United States and has been invited to speak at several Canadian and European universities.

In conclusion, Dr. Joe will be an asset to the Department of Y. Rutgers will benefit significantly by having Dr. X continue his research at Rutgers on an H-1B1 visa. Please contact me if you require further information.

We intend to employ Dr. Joe for an initial period of three years in the position offered. Our department will bear responsibilities for reasonable costs of return transportation abroad of the alien should he be dismissed from employment before the expiration of the H1B petition. Thank you for your assistance and cooperation in processing this request.

Sincerely,

Signature of Hiring official (Department Chair or Dean)