## Letter of Support required for H-1B Visa Request

## ON DEPARTMENT/UNIVERSITY LETTERHEAD

Department of Homeland Security

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

RE: H-1B Petition on behalf of **[employee]**

Dear Sir/Madam:

I am writing this letter in support of the petition to confer H-1B status to **[employee]** to serve as a **[position title]** at **[department, laboratory, institute, etc.]** at the University of Texas at Austin.

# I. The Petitioner

Established in 1883, The University of Texas at Austin is a nonprofit academic and research institution that is recognized as one of the foremost academic institutions in the world. In order to maintain this level of excellence, it is essential that our staff members be of the highest merit and ability.

**[Please insert a couple paragraphs describing the Nature of Business of the sponsoring department/center/college, such as rankings, describing research areas, other prestige worth mentioning.]**

# II. The Position Offered

At this time, the University wishes to temporarily employ **[employee]** in H-1B status in the specialty occupation of **[position title]** at **[department, laboratory, institute, etc.]** at The University of Texas at Austin for **[length of time]**. The minimum requirement for this professional position is a **[Ph.D., Master’s, etc.]** degree in **[please list two to three directly related disciplines/fields of study]**, or a closely related field. As a **[position title]**, the beneficiary will be involved in **[description of teaching and/or research to be performed. Please provide at least a paragraph describing the duties to be performed]** at The University of Texas at Austin.

Specifically, the job duties performed will include:

* [**Please list the specific job duties in bullet points going into some level of technical detail utilizing specialized terminology and industry jargon; incorporate specific project names, theories, concepts, tools used, etc. as appropriate.**]

The educational background required for this position is a [**Ph.D., Master’s, etc.]** degree in **[Please duplicate disciplines/fields of study listed in section above ]**, or a closely related field, which is necessary as the position needs an advanced understanding of **[List the knowledge, theories and/or concepts that are required to fulfill the job duties listed above]**.

**[Draft 4-5 robust paragraphs elaborating further on the job duties listed above. Ensure this content is consistent with the above bullet list and serves as further elaboration and reinforcement of key duties of the position that will show that this position requires a high level of specialized knowledge.]**

 A **[Ph.D., Master’s, etc.]** degree in **[Please duplicate disciplines/fields of study listed in section above]**, or a closely related field, equips an applicant with expert-level knowledge in these subject areas, where they will be performing **[Summarize the research/duties being performed in 2-3 sentences]**. The knowledge required to successfully complete the job duties described above necessitates a **[Ph.D., Master’s, etc.]** degree in **[Please duplicate disciplines/fields of study listed in section above]**, or a closely related field, due to the complex nature of the position.

# III. The Beneficiary

**[employee]** is an exceptional candidate for this professional position. **[He/she]** obtained a [**Ph.D., Master’s, etc.]’s** degree in **[discipline, field of study]** with an emphasis on **[area of study]** from **[institution]** in **[country, state where institution located]. [Elaborate further (1-3 paragraphs) on what specific related knowledge was obtained by the required degree and how that is needed to conduct the specific duties of the position.]**

# IV. Terms of Employment

Based on **[employee]**’s professional experience, we wish to employ [**him/her]** for a temporary period of **[length of H-1B status requested]**, from **[beginning date]** to **[ending date] (These dates must match the dates requested in myIO and the I-129)** as **[position title]**, for which **[he/she]** will receive an annual salary rate of $**[annual salary rate]** for a **[40, 20, etc.]** hour work week. **[FOR ASSISTANT PROFESSORS ONLY, PLACE THIS STATEMENT HERE: This offer of employment is subject to final approval of the Administration and the Board of Regents of The University of Texas System and is subject to the provisions of the Rules and Regulations of the Board of Regents of The University of Texas System, including annual review for re-appointment or non re-appointment/]**

The temporary nature of the H-1B status is understood, and assuming our H-1B petition is approved, we fully intend to comply with all regulations regarding employment of individuals in H-1B status. Submitted with this H-1B petition is an approved Labor Conditions Application. 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 abroad.

Sincerely,

**[Name of Dean, Director or Chairperson of Department]**

**[Signature Line]**