

SAMPLE H-1B SUPPORT LETTER ISSUED BY THE HIRING DEPARTMENT

An H-1B petition must include a strong supporting letter. The purpose of the letter is to describe the job duties to be performed, and to make a case that an individual in a “specialty occupation” is required to fulfill those job duties, and to document how the prospective H-1B temporary worker meets/exceeds those qualifications.

(original signed letter must be on university stationery)

[Date]

U.S. Citizenship and Immigration Services
California Service Center
24000 Avila Road, Room 2312
Laguna Niguel, CA 92677

Dear Sir or Madam:

This letter is being submitted in support of an H-1B petition filed by the Research Foundation of the State University of New York on behalf of *[indicate name of the H-1B beneficiary]*. We wish to employ *[name of beneficiary]* on a temporary basis as a *[indicate job title]* for the period *[indicate length of job offer – not to exceed three years – include dates of proposed employment]* at a salary of \$ *[indicate dollar amount of base salary, and whether annual or per academic year]*.

THE PETITIONER:

The Research Foundation is a private, nonprofit educational corporation whose responsibility is the administration of externally-funded contracts and grants for and on behalf of the State University of New York (SUNY). Since its establishment in 1951, the Research Foundation has facilitated research, education and public service at 30 state-operated SUNY locations. The Foundation carries out its responsibilities pursuant to an agreement entered into in 1977 with the University. The Research Foundation is a separate, private corporation, and as such is not supported by state-appropriated tax dollars; nor does it receive support services provided to New York State agencies. The Foundation is responsible for its own financial, legal and business systems, maintains its own personnel policies, employee fringe benefits program, and payroll services.

[In a second paragraph, describe the department, lab or project in which the prospective H-1B1 worker will be employed. This section is used to describe the nature of the work and why the services of a specialty worker are necessary.]

THE POSITION OFFERED:

[Give a thorough description of the minimum requirements for the job, based on the personal requisition. List the duties to be performed, and the education and experience required to perform the job. A minimum degree requirement should be stated and related to the complex nature of the research to be performed. The importance of the work to a project or larger area of inquiry may be emphasized.

[If work is to be performed at a location away from Stony Brook, it is important to establish how RF maintains control of the worker at that site. Who is the day-to-day supervisor at that location? Address each work site to be listed in the petition.]

THE BENEFICIARY:

[Indicate the credentials of the prospective H-1B worker, including degrees, background and experience related to the proposed employment as outlined above in the “POSITION OFFERED” section. Explain how the prospective H-1B employee’s skills and experience meet or exceed the requirements for the job. It isn’t necessary to compare foreign credentials with presumed U.S. equivalents – this is addressed elsewhere in the petition.]

TERMS OF EMPLOYMENT:

[Terms of employment are, including the length of the temporary employment and salary.]

STATEMENT OF RETURN TRANSPORTATION:

In the event that this employment is terminated prior to the expiration of the H-1B petition, return transportation will be provided to *[name of employee]*’s home country.

Sincerely,

[Signature of Principal Investigator] and *[Signature of Chair]*