

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 State University of New York at Stony Brook 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 State University of New York at Stony Brook (Stony Brook University) was established in 1957 as a part of the State University of New York system. Stony Brook University is recognized as one of the nation’s important centers of learning and scholarship, as put forth in the mandate given by the State Board of Regents in 1960 to become a university “stand[s] with the finest in the country.” Stony Brook is a member of the prestigious Association of American Universities, the invitation-only organization of the best research universities in the country.

The University co-manages Brookhaven National Laboratory, joining an elite group of universities—including the University of California at Berkeley, University of Chicago, Cornell University, Massachusetts Institute of Technology, and Princeton University—that run federal laboratories. Stony Brook faculty members have been responsible for some 2,100 inventions and over 600 patents. With 70 academic departments, Stony Brook is among the top 40 institutions funded by the National Science Foundation, and expenditures on Organized Research from external and internal sponsors have reached 210 million dollars.

[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 the university 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 Chair]