

(Letter of support from supervisor on department letterhead)

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

DATE

Re: Petition for H-1B Status for (scholar's full name as it appears on passport)

To Whom It May Concern:

This letter is in support of Brandeis University's H-1B petition for (scholars full name) who has been offered a position of (position title) in the Department of (department name) at Brandeis University to perform services in a specialty occupation under my supervision. The requested start dates of the H-1B petition are (start date) to (end date). Scholars name will be paid a salary of (\$XX,XXX) per year.

The Position

Include job description here.

SAMPLE: Under the supervision of a faculty member, this person will conduct postdoctoral-level research in structural molecular biology, specifically in X-ray crystallography of myosin and related proteins, using specialized knowledge and sophisticated research techniques.

NOTE: If there is a specific outcome/application intended for the research, it would be beneficial to include that as well (e.g. application for treatment of Alzheimer's)

Supervisory duties:

Will this position supervise anyone within the department or lab? Please confirm the number of individuals this position will supervise and their titles/roles (e.g. lab technicians, other staff, etc.). Please note that if the position will supervise any non-students, it may impact the prevailing wage required for sponsorship of the H-1B status.

Requirements for the Position

This position requires a (degree level-e.g. PhD, Master's) in a (field of study) or a closely related field. A (degree level) is the normal requirement to enter into the position of (position title). The nature of the duties associated with this position is so specialized and complex that the knowledge required to perform the duties requires a (degree level).

Years of experience required beyond the degree earned: plus one year of experience in the field of (field of work).

(Please note that this should be the MINIMUM years of experience, in combination with the above educational level, required for the position. If the position would require only the earned Ph.D. and no additional experience beyond that gained in the Ph.D. program, then this field could be "0 years" or "None")

Important note that if the position will require greater than 2 years of experience in addition to the earned degree, that the Prevailing Wage we will be required to pay may be incrementally higher. For questions, please consult the ISSO)

(Scholar Name)'s Qualifications

(Scholar name) meets the requirements for the position because he/she has a (degree level) in (field of study) from the (institution where scholar has obtained the highest degree).

Thank you very much for your consideration of this H-1B petition.

Sincerely yours,

Name

Supervisor name

Supervisor title