

**Sample H-1B support letter
On letterhead with an original signature from unit head**

Date

Department of Homeland Security
U.S. Citizenship and Immigration Services
California Service Center
RE: H-1B Petition on behalf of Albert Einstein

Dear Sir/Madam:

This letter is being submitted in support of the University's H-1B petition for Albert Einstein to serve as a Research Associate in the Department of Science at the University.

The University of Denver (DU), the oldest independent university in the Rocky Mountain region, enrolls about 11,600 students in its undergraduate, graduate and professional programs. Colorado territorial governor John Evans, who was appointed by Abraham Lincoln, founded the University in 1864. The University of Denver is accredited as a doctoral degree-granting institution by the Higher Learning Commission of the North Central Association, which is one of six regional educational accrediting bodies recognized by the federal government. The Carnegie Foundation classifies DU as a doctoral/research University with high research activity.

Add brief description of employing unit.

The University's Department of Science wishes to temporarily employ Albert Einstein in the specialty occupation of Research Associate for one year. The minimum requirement for this professional position is the completion of a Ph.D. in Physics. As a Research Associate, he will be involved in atmospheric and climate research, where the major interest is in studying the potential influence of atmospheric water vapor on the fresh water balance of the oceans and implications on deep water formation and ocean circulation.

Albert Einstein is eminently qualified to fill the position of Research Associate. He studied Chemistry and Physics at the University of Munich in Germany and received a teaching degree in Chemistry and Physics in 1990 and the equivalent of a U.S. master's degree in Physics in 1991. He did his thesis work for both degrees at the Institute for Environmental Physics of the University of Munich. He earned his Ph.D. in Physics from the same University in May 2000.

Based upon Albert Einstein's professional credentials, we wish to employ him as a Research Associate for an initial period of (enter number of years or months up to a 3 year maximum), for which he will receive an annual salary of \$40,000. Assuming our petition is approved, we fully intend to comply with all of the regulations regarding employment of individuals in H-1B status. We confirm that, in the event that Dr. Einstein is dismissed before the end of his period of authorized employment, we will be responsible for the reasonable cost of his return transportation abroad. Thank you for your consideration and attention to this matter.

Sincerely,
(insert signature here)

Name
Chair, Department of Science