

Example of H-1 Employment Letter

Today's Date

US Citizenship & Immigration Services
California Service Center
P.O. Box 30040
Laguna Niguel, CA 92607-3004

Dear USCIS Officer:

This letter is sent in support of Form I-129, petition to classify Dr. John Smith as a temporary worker at Arkansas State University in the Department of Fine Letters. The following information is provided:

Duties, Hours and Salary

Dr. Smith's duties involve teaching, research, and community services as an Assistant Professor. Normal hours are (8 to 5) 40 hours a week at a salary of \$35,000 per year.

Employment Dates

Dr. Smith's contract indicates employment with Arkansas State University from May 15, 2005 to May 15, 2006. In addition, the institution intends to continue Dr. Smith's employment through May 2008.

Merit/Professional Skills

The attached copy of Dr. Smith's diploma and resume show that he has the necessary training and experience required to assume the position offered. (*Mention any significant qualifications here.*)

Return Transportation

The department acknowledges responsibility for the cost of Dr. Smith's return ticket abroad should he be dismissed from employment prior to the period authorized.

Labor Condition Application

An approved Labor Condition form is attached and the department intends to fully comply with the terms of that application.

This offer of employment is contingent upon the proper immigration status. Responsibility for meeting immigration requirements of the United States must rest with the alien. This includes determining what immigration status is appropriate to particular needs and is consistent with the law and seeing that the appropriate steps are taken to secure it. The University will assist in any way we can in these matters, but immigration status is a legal relationship directly between an alien and the United States government. We want to be as helpful as possible, but only the U.S. Citizenship & Immigration Services or a United States Consulate is in a position to give authoritative advice.

Sincerely,

John Doe, Chair
Department of Fine Letters