

(4) - Sample Letter of Support

The purpose of this letter is 1) to establish that the beneficiary is being hired in a “specialty occupation” (i.e. profession) as signified by job duties and educational requirements, and 2) to indicate that the beneficiary’s services are required temporarily at this time. [This is true even if the position is permanent. By law, we may not hire a foreign national permanently without an approved labor certification from the Department of Labor or special approval from immigration.]

You are encouraged to submit a draft for review. For the FINAL draft, use your departmental letterhead stationery and submit 1 original and 1 copy to the Office of International Students and Scholars, IC 125. In the sample below, “beneficiary” applies to the prospective employee. UNO is the “petitioner.” The beneficiary must have a college degree in the field of proposed employment.

Today’s date

U.S. Department of Homeland Security
U.S. Citizenship and Immigration Services
California Service Center
ATTN: CAP EXEMPT H-1B Processing Unit
P.O. Box 30040
Laguna Niguel, CA 92607-3004

Dear Immigration Official:

This letter is submitted in support of an H-1B petition on behalf of (beneficiary). (Beneficiary) is a citizen of (country, presently residing in (city/country). (Beneficiary) was educated at (University/location) and received a (name of degree) in (field of study) on (date).

Since that time (beneficiary) has (describe all relevant work experience, past and present; emphasize responsibilities and relate experience to his/her field of study; include any honors recognition received, or publications).

The University of New Orleans presently requires the services of an individual to (describe position in detail including education and experience requirements). A prerequisite for this position is a (type) degree (and/or experience) in (field). [Job duties should be drawn from what appears on form SP-2, job ad and/or the Prevailing Wage Request Form, as applicable.]

(Beneficiary’s) qualifications demonstrate that he/she is a professional in his/her field and an excellent candidate for this position. The University of New Orleans would like to (employ / continue the employment of) (beneficiary) as (title) for a period of (enter number of years between 1-3). This appointment is full-time and will carry a salary of (amount) per (academic or calendar) year.

By filing a support letter for this petition, we agree to the terms of the labor condition application for the duration of the beneficiary’s authorized period of stay for H-1B employment. We also understand that if employment is terminated prior to the end date on the accompanying petition, the department will be responsible for the reasonable cost of return travel to the beneficiary’s home country abroad.

We appreciate your consideration of this petition and look forward to your reply.

Sincerely yours,

Name of Department Head/Project Leader
Title

cc: Office of International Students & Scholars