

UNLV | INTERNATIONAL STUDENTS & SCHOLARS


H-1B REQUEST FORM – (Hiring Department)

Sample Employer Letter of Support

For your convenience, a *sample* employer letter of support is provided below. The hiring unit must include an employer letter of support with the H-1B request. Please ensure the letter is on departmental letterhead and is **signed** by the supervisor/department chair.

Please note that this is only a sample. PLEASE CAREFULLY REVIEW AND PERSONALIZE THIS LETTER ACCORDING TO THE SPECIFIC HIRE FOR YOUR DEPARTMENT. The support letter should clearly explain job duties, minimum qualifications (as per the advertisement/PDQ/etc.) and should explain how/why the candidate is qualified for that position. **Note: these dates must match the “proposed dates of H-1B status” listed as listed on the H-1B department request form. Also, please note all letters must be signed!**

SAMPLE LETTER:



January 1, 2011
U.S. Citizenship and Immigration Services
California Service Center

Dear Adjudicating Officer:

This letter is in support of UNLV's H-1B petition for Dr. Jane R. SMITH. UNLV is requesting that Dr. Smith be granted temporary H-1B status beginning August 1, 2011 through July 31, 2014. Dr. Smith has been selected for appointment as Assistant Professor in UNLV's Department of Computer Science.


The responsibilities and duties of the offered position include teaching undergraduate and graduate courses, developing the laboratory, and supervising graduate student theses and dissertations. The responsibilities also include developing an extensive research and scholarship program with a strong research publication record and performing service to the School, College, University and profession. As such, this position requires the minimum of a Ph.D. degree in Computer Science or a related field. Dr. Smith meets this requirement, as she holds the US equivalent of a Ph.D. degree in Computer Science from the University of Manitoba in Canada.

Dr. Smith not only holds a Ph.D. degree in Computer Science, but she also has a strong background in teaching and impressive industry experience. From 1997 to 2003, Dr. Smith was a Teaching Assistant and Lecturer at the University of Manitoba. In 1997, she held the position of System Consultant at Siemens AG in Germany. In addition, Dr. Smith was also a Teaching Assistant in Computer Science at Dortmund University in Germany from 1994 to 1996. Lastly, from 1990 to 1996 Dr. Smith developed several software programs through contract work, including time management and billing software, taxi route planning software, inventory and accounting software, and production planning software. Dr. Smith has also published over 15 papers in prominent journals on topics such as the internet of things (IoT), big data, and cloud computing.

In consideration of Dr. Smith's outstanding academic and professional credentials, UNLV respectfully requests that you approve our H-1B petition. During the temporary assignment Dr. Smith will receive an annual/12-month salary of \$85,000.00.

If you require any further information, please feel free to contact me at (702) 895-5544 or john.sample@unlv.edu.

Sincerely,



John E. Sample
Dean and Professor
UNLV College of Engineering