

**Sponsoring Department Letterhead**

**SAMPLE APPOINTMENT / SUPPORT LETTER FOR  
foreign national visitors requiring  
H-1B VISA Sponsorship**

Date

Name of Dept. Chair/Title

Dear Dr. \_\_\_\_\_:

I am writing to request your approval to sponsor an **H-1B visa** for **(applicant name)** to join the Department of **(department name)**, as **(job title)**.

**(Applicant name)** received **his/her (Type of degree)** from **(University Name)** in **(year)**. **(Give detailed description of the candidate’s qualifications that satisfy the requirement of “possessing highly specialized knowledge”)**.

With the approval of **his/her H-1B visa**, **(applicant name)** will be **re/appointed** as a **full-time/part-time (title)** in my lab **(or unit)** with an annual salary of **(\$ amount)**. **(State the job description; effective dates / period of appointment, and location of activities – specify any off-campus sites if applicable)**.

**H-1B** non-immigrants will be paid at least the actual wage level paid to all other individuals with similar experience and qualifications for the specific employment in question, or the prevailing wage level for the occupation in the area of employment, whichever is higher. The department will pay the reasonable cost of return transportation for **(applicant name)** if **he/she** is dismissed from employment before the end of the period of authorized stay. The department will provide accurate information for reviewing deemed exports license requirements and ensure continuous compliance with U.S. Export Control regulations regarding the Release of Controlled Technology or Technical Data to Foreign Persons in the United States. We will fully comply with the terms of the approved labor condition application.

**(Applicant name)** will be supported by **(source of funding)**. A copy of **(applicant name)** curriculum vitae **(and Postdoctoral Appointment Request Worksheet, when applicable) is/are** attached. All other documents required for visa processing will be provided to the Office of International Affairs according to current *H-1B Visa request Documentation Checklist*.

Thank you for your consideration of my request.

Sincerely,

Name of PI/Mentor/Supervisor

Title

**Include appropriate level of approvals:**

Disapproved ( ) Approved ( )

Disapproved ( ) Approved ( )

\_\_\_\_\_  
Name Date  
Chairman, (Name of Dept)

\_\_\_\_\_  
Leslie Beckman Date  
Assistant Director, Office of Postdoctoral Affairs  
**(Required for Postdoctoral Appointments)**

Disapproved ( ) Approved ( )

\_\_\_\_\_  
Name Date  
(School Associate / Dean)  
**(Required for All H-1B Visa Sponsorship Approvals)**