**Please submit an electronic draft of the letter to the H-1B case manager and hold printing it on letterhead/signing it until the case manager has approved it.**

# *SAMPLE*

***This is a SAMPLE ONLY. You MUST revise the letter to fit your particular circumstances.***

## Date: insert date

U.S. Citizenship and Immigration Services

California Service Center

ATTN: **CAP EXEMPT** H-1 B PROCESSING UNIT

24000 Avila Road, Room 2312

LAGUNA NIGUEL, CA 92677

Subject: H-1B extension petition of West Virginia University on behalf of insert employee’s name

Dear Madam/Sir,

This letter is submitted in support of the H-1B extension petition filed by the West Virginia University, insert name of hiring department/unit, on behalf of insert employee’s name.

**THE PETITIONER** (modify section as applicable)

West Virginia University, College of Creative Arts, composed of the Divisions of Art, Music and Theater, serves as an academic and cultural function and provides an educational and interdisciplinary environment for the exploration, advancement and understanding of the visual and performing arts. The College boasts a distinguished faculty of actors, artists, composers, conductors, directors, instrumentalists, vocalists and writers bring to the college a commitment to a creative process of artistic growth which is shared with each student. Through teaching, research and service the faculty of the college provides students the professional preparation to achieve the highest level of performance, scholarly, research and creative activity. The Division of Music is an accredited institutional member of the National Association of Music, the only nationally recognized accrediting agency for professional music instruction. All programs comply with the objectives and guidelines required by this organization.

**THE POSITION OFFERED**

Insert employee’s name is offered temporary full-time or part-time employment in the position of insert position title, in the Department of insert name. The specific duties undertaken by the insert position are as follows:

|  |  |
| --- | --- |
| **#** | **DESCRIPTION OF DUTIES** |
| 1 | List duty as stated in ad |
| 2 | List duty as stated in ad |
| 3 | List duty as stated in ad |
| 4 | List duty as stated in ad |

ISSS will complete the purple section

The position’s degree requirements and the body of specialized knowledge involved qualify this position as a “specialty occupation”. According U.S. Department of Labor’s Occupational Outlook the selected educational code for this position is *“Postsecondary Teachers”.* The handbook notes in the educational requirement section the following: “Typically, postsecondary teachers must have a Ph.D. However, a master's degree may be enough for some postsecondary teachers at community colleges, and others may need work experience in their field of expertise.”

**THE BENEFICIARY’S QUALIFICATIONS AND IMPORTANCE OF THE BENEFICIARY’S SKILLS IN THE DEPARTMENT**

Insert a brief paragraph addressing the employee’s prior work experience/training, qualifications, abilities and why they are needed.

|  |  |  |
| --- | --- | --- |
| **#** | **DESCRIPTION OF REQUIREMENTS** | **BENEFICIARY’S FULLFILLMENT OF THE REQUIREMENTS** |
| 1 | List requirement as stated in ad | How does the employee meet this requirement? |
| 2 | List requirement as stated in ad |  |
| 3 | List requirement as stated in ad |  |
| 4 | List requirement as stated in ad |  |

**TERMS OF EMPLOYMENT**

We currently intend to extend the H-1B employment period for insert employee’s name from mm/dd/yyyy to mm/dd/yyyy (check with H-1B case manager if need be). Insert employee’s name will be compensated at the rate of $(insert offered salary) per year. We understand the temporary scope of the H-1B employment and insert employee’s name has also been informed of the condition of the employment relationship.

(When selecting the H-1B employment period - no more than three years - please keep in mind that if the hiring department terminates the employment prior to the H-1B expiration date, the hiring department is liable for a one-way return ticket to the home country of the H-1B employee).

**ADDITIONAL WORK SITE** (remove this section if not applicable)

1. Provide complete itinerary of services or engagements, including statement that alien is paid by WVU and received employee benefits from WVU.
2. Explain how the department maintains supervision, i.e. weekly calls, reporting back to the main office routinely, or site visits by the department.
3. Provide complete address of the off-site location, name, contact information, i.e. email, phone number.

**SPECIAL NOTE:**

## We understand the nature of the H-1B status and we will comply with the terms of the Labor Condition Application for the duration of the employee’s authorized period of stay. We confirm that in the event the employee is being dismissed before the end of the authorized period of employment, we will be responsible for the reasonable cost of the employee’s return abroad.

## Thank you for your attention to this matter.

## Sincerely,

Name (supervisor)

Title