



**Hiring Department Support Letter for H-1B Visa Sponsorship
Template/Sample Letter for Clemson University Employee/Candidate**

In this letter, on departmental letterhead, the hiring supervisor must establish purpose, speak to the background of the college/department, outline the most important job requirements and, most importantly, focus on why this employee/candidate is the best qualified for this position. The letter should end by stating the employee/candidate's salary and a statement of compliance with the H-1B regulations signed by an individual with hiring authority and oversight of the employee/candidate.

Template/Sample Letter

Date

U.S. Citizenship & Immigration Service
California Service Center
24000 Avila Road
Laguna Niguel, CA 92677

RE: Department Support Letter for (insert name of employee/candidate)

Dear Sir or Madam:

This letter is being submitted in support of the University's H-1B petition for (employee/candidate) to serve as a Research Associate in the Department of Science at the University.

Established in 1898, the University is a nonprofit academic and research institution and is recognized as one of the foremost academic institutions in sciences. To maintain this level of excellence, our staff members must be of the highest merit and ability.

The University's Department of Science wishes to temporarily employ (employee/candidate) in the specialty occupation of Research Associate for (up to 3 -years based on funding for the position). The minimum requirement for this professional position is the completion of a Ph.D. in Physics. As a Research Associate, he will be involved in atmospheric and climate research, where the major interest is in studying the potential influence of atmospheric water vapor on the freshwater balance of the oceans and its implications on deep water formation and ocean circulation.

(Employee/candidate) is eminently qualified to fill the position of Research Associate. (He/she) studied Chemistry and Physics at the University of Munich in Germany and received a teaching degree in Chemistry and Physics in 1990 and the equivalent of a U.S. master's degree in Physics in 1991. (He/she) did (their) thesis work for both degrees at the Institute for Environmental Physics at the University of Munich. (He/she) earned (their) Ph.D. in Physics from the same University in May 2000.

Based upon (employee/candidate's) professional credentials, we wish to employ (him/her) as a Research Associate for an initial period of (up to 3 years based on funding for the position), for which (he/she) will receive an annual salary of \$40,000. Assuming our petition is approved, we fully intend to comply with all the regulations regarding the employment of individuals in H-1B status. We confirm that if (employee/candidate) is dismissed before the end of (his/her) period of authorized employment, we will be responsible for the reasonable cost of return transportation abroad. Thank you for your consideration and attention to this matter.

Sincerely,
/s/ Chair, Department of Science
/s/ Dean, College of Arts and Sciences