# Sample H-1B Support Letter

**[Insert Date]**

U.S. Department of Homeland Security

U.S. Citizenship and Immigration Services

RE: H-1B Petition on behalf of **[Name of H-1B Applicant]**

Dear Sir or Madam:

This letter is submitted in support of the petition of the University of Colorado Colorado Springs to classify **[Name of H-1B Applicant]** as an H-1B nonimmigrant in the specialty occupation of **[Position Title]**.

The Position Offered

The Department of **[Department/Unit Name]** requires the services of a **[Position Title]**. The specific focus of this position will be **[Enter a few sentences regarding the job duties]**.

The position of **[Position Title]** is professional in nature, as it requires completion of **[Enter minimum educational requirement for the position including fields of study and any licenses, certificates, etc. If additional experience/training/qualifications are required please enter information here]**. Moreover, the position requires the theoretical and practical application of a body of highly specialized knowledge in the area of **[Enter Field of Knowledge/Study]**.

Qualifications for Position

**[Name of H-1B Applicant]** is uniquely qualified for this position. **[Name of H-1B Applicant]** received a [**Enter Relevant Degree]** from **[Name of University]** in **[Year]**.[**NOTE: Please enter information about any required licenses, certificates, experience, training, and required credentials that the H-1B employee possesses. Enter a detailed description of the candidate’s qualifications that satisfy the requirement of “possessing highly specialized knowledge” such as number of publications, awards received, prestigious positions held, research, etc.]**

Terms of Employment

With the approval of the H-1B visa petition, **[Name of H-1B Applicant]** will be appointed as a **[Position Title]** with a guaranteed annual salary of $ **[Enter Yearly Salary]** (*Note:* W*hen listing salary, only include payment that is guaranteed, not performance-based salary*) from **[Enter Requested H-1B Start Date]** to [**Enter Requested H-1B End Date]**. If for any reason **[Name of H-1B Applicant]** is dismissed prior to the end of the authorized period of H-1B employment, the University will pay for the cost of return transportation to **[Name of H-1B Applicant]**’s home country.

Thank you for your consideration.

Sincerely,

**Include an Original Signature**

**[Enter Name of Department/Unit Chair or Director]  
[Enter Chair/Director’s Position Title]**