



Letter of Support Required for H1-B Sponsorship

Two letters are required as part of an H1-B application. The first is a copy of the original offer letter to the prospective employee and the second is a letter of support from the head of the hiring department or the department chair. Both letters should be on Winthrop letterhead. In the letter of support, the head of the hiring department or department chair should address the letter to USCIS and reference the prospective employee's degree, CV, and qualifications for the position exactly as stated in the position description.

Template for Letter of Support:

Date

U.S. Citizenship & Immigrant Services
California Service Center
ATTN: CAP EXEMPT H-1B Processing Unit
24000 Avila Road, Room 2312
Laguna Niguel, CA 92677

To Whom It May Concern:

This letter serves as a request for H-1B classification for **(prospective employee)** as a **(job title)** in the field of **(field of work)**. **(Prospective employee)** will be **conducting research / teaching/working in (brief description of activities)**.

(Describe briefly the knowledge and skills needed by an individual to carry out this position)

(Describe briefly prospective employee's qualifications for the position)

(Name of hiring department) will comply with the terms and conditions of the Labor Condition Application for the duration of the authorized period of stay* and understands that it is liable for the reasonable cost of the employee's return ticket home should the employee be dismissed prior to the expiration of the authorized period of stay.

(Prospective employee's name) position is currently funded until **ending date** and the salary is \$ **per year**. I am requesting the H-1B classification from **beginning date to end date**. **

Sincerely

Department Head or Dean

Once the letter is complete, please submit the original to the International Center, c/o Lindsey Hill, 218 Dinkins Hall.