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Please adhere to the format of this letter. Sample text is for your reference only. Replace text within the brackets “**[ ]**” with your own information.
Please print final copy on Department letterhead.

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**[DEPARTMENT LETTERHEAD]**

**[Date]**

U.S. Department of Homeland Security

U.S. Citizenship & Immigration Service

California Service Center

24000 Avila Road, 2nd Floor, Room 2312

Laguna Niguel, CA 92677

Re: H-1B Petition of Columbia University/Department of **[name of department]** on behalf of **[H-1B applicant name]**.

Dear Sir or Madam:

This letter is submitted in support of the petition of Columbia University/Department of **[name of department]** to classify Dr. **[H-1B applicant name]**, a **[nationality]** national, as an H-1B nonimmigrant in a specialty occupation to serve as an **[title of position such as Assistant Professor]** in the Division of **[field of science]** on a temporary basis. The intended period of employment is three years.

**The Petitioner**

Columbia University is a world-renowned center of research and education, with a faculty of over 5,000, a supporting staff of over 8,000 and an enrollment of over 25,000 students and research fellows.

Columbia University provides world-class leadership in scientific research, health and medical education and patient care. Situated on a 20-acre campus in Northern Manhattan and accounting for roughly half of Columbia University's nearly $3 billion annual budget, the Columbia University Irving Medical Center (CUIMC) provides global leadership in scientific research, health and medical education, and patient care. At CUIMC, there are four major schools; The Vagelos College of Physicians and Surgeons (P&S), the College of Dental Medicine (CDM), the Mailman School of Public Health (MSPH) and the School of Nursing (SON). In addition, CUIMC has two major teaching hospital affiliates on campus, the New York-Presbyterian Hospital and the New York State Psychiatric Institute. The CUIMC also has academic affiliations with Bassett Healthcare, in Cooperstown, NY; the Isabella Geriatric Center, in New York City; and Arnot Ogden Medical Center, in Elmira, NY. Columbia’s faculty practice is ColumbiaDoctors.

CUIMC plays a leading role in global health issues, in particular, capacity building. About 30 percent of P&S students participate in international programs, and almost 50 percent of third-year dental students participate in the school’s global health externships. The nursing school has research and teaching partnerships with schools and clinics in Bangladesh, the Dominican Republic, Hungary, Ireland, Israel, Norway, Portugal, South Africa, and Taiwan. Mailman School of Public Health has programs in more than 100 countries across the globe.

The Vagelos College of Physicians and Surgeons of Columbia University was founded in 1767 and was the first school to award the MD degree (in 1770), and its legacy of innovation continues. Major curriculum changes implemented in 2009 reflect the changing practice of medicine in the 21st century. The new Bassett Track trains students for primary care work in rural environments. P&S is one of the most research-intensive medical schools, and its students’ MCAT scores and grade-point averages are among the highest in the country.

The College of Dental Medicine (CDM) was founded in 1916. Nearly 20 percent of dental school applications go to Columbia, which has one of the highest national Dental Admission Test (DAT) averages. Dental faculty and students collaborate with colleagues from a wide range of disciplines at CUIMC and around the world, incorporating clinical, research, and public policy approaches to oral health issues. The CDM is also the largest provider of primary and specialty oral health care in the Northern Manhattan communities of Harlem, Washington Heights, and Inwood.

Columbia University School of Nursing (SON) was founded in 1892. It was the first to award a master’s degree in a clinical nursing specialty, in 1956, and its nurse-midwifery program celebrated its 50th anniversary in 2005. The school offers the combined bachelor/master of science, a variety of master’s degrees, doctor of nursing practice (DNP), PhD, and joint degrees in nursing/public health and nursing/business. Research centers at the school are the Center for Children and Families, the Center for Evidence-Based Practice in the Underserved, the Center for Health Policy, and the Center for Interdisciplinary Research to Prevent Infections.

Mailman School of Public Health (MSPH), founded in 1922, has programs in more than 100 countries and is a leader in HIV/AIDS, public mental health, environmental health, global health, and urban health. Nearly 40 percent of Mailman’s full-time faculty hold joint or interdisciplinary appointments in other Columbia University departments, schools, and centers. The school’s 20 research centers include the International Center for AIDS Care and Treatment, the Center for Infection and Immunity, and the National Center for Disaster Preparedness.

**[Include a detailed paragraph about your department. Include a link to the department website. U.S. Immigration is now requiring much more detail about the entity where the H-1B will work.]**

With respect to export controls, Columbia University has a compliance program in place that is designed to address compliance with applicable export control regulations, including the Export Administration Regulations (EAR) and the International Traffic in Arms Regulations (ITAR). Both the EAR and ITAR include provisions that exclude from export control licensing requirements information that results from or arises during fundamental research, provided that the results of such research ordinarily are published or shared broadly. The EAR and the ITAR also include numerous license exceptions and exemptions under which controlled technical data may be transferred to foreign nationals without specific licenses. For example, the ITAR includes an exemption for the release of controlled technical data to individuals who are full-time regular employees of universities. Similarly, the EAR includes a license exception that authorizes the release of controlled technology to nationals of certain foreign countries upon receipt of an executed written assurance. To the extent that Columbia University determines that the foreign national employee will need access to controlled technical data for which a specific export license is required, Columbia University will comply with all applicable laws and licensing requirements

**The Position Offered**

The Department of **[name of department]** is delighted to offer Dr. **[H-1B applicant name]** an academic appointment at the rank of **[title of position]** in the Department of **[name of department]** at Columbia University Vagelos College of Physicians and Surgeons and as an Assistant Attending at the New York Presbyterian Hospital.

Dr. **[H-1B applicant name]** will practice the full scope of **[job description]**. Duties include **[details of job duties, including percentages of duties]**. Dr. **[H-1B applicant name]** will have occasion where she will need to provide care at one of the following Columbia University locations:

**[List locations in beneficiary will be working at numerous locations.]**

One day per week is designated for Dr. **[H-1B applicant name]**’s research and educational activities, in addition to providing emergency patient care as needed. She will participate in the Division's call schedule, which generally includes 2 night on-call time (Monday- Friday) per month, in addition to one 24-hour period per month of in-hospital on-call time (Saturday or Sunday). As an Assistant Professor, she will also have teaching obligations in the Department, to include oversight of fellows, residents and medical students.

**The Beneficiary**

Dr. **[H-1B applicant name]** is ideally positioned to fulfill the functions of **[title]** at the CUIMC. She holds a Doctor of Medicine degree from American University of Beirut in Beirut, Lebanon.

In 2009 Dr. **[H-1B applicant name]** received her Doctor of Medicine from the American University of Beirut (AUB) in Lebanon. In 2015 she completed her residency in Obstetrics, Gynecology and Reproductive Science at Mount Sinai Hospital in New York and will complete her fellowship in Maternal Fetal Medicine at CUIMC by the end of June, this year. Dr. **[H-1B applicant name]** has passed USMLE Steps 1, 2, 3 and has ECFMG certification. She is Board certified in **[field]** and has a New York State medical license.

In order to practice medicine in the U.S., Dr. **[H-1B applicant name]** was required to pass all three steps of the U.S. Medical Licensing Exams (USMLE). The USMLE is a three-step examination for medical licensure in the United States. The USMLE provides a common system to evaluate applicants for medical licensure. The USMLE is sponsored by the Federation of State Medical Boards (FSMB) and the National Board of Medical Examiners (NBME). By passing all three USMLE exams, Dr. **[H-1B applicant name]**’s medical degree from AUB is equal to a U.S. medical degree; no further evaluation is required. See: http://www.usmle.org/about/. With the evidence showing passage of all three USMLE exams along with a copy of Dr. **[H-1B applicant name]**’s medical degree from AUB, we have demonstrated that Dr. **[H-1B applicant name]** qualifies for the Assistant Professor position with a degree in the medical science specialty.

Dr. **[H-1B applicant name]** has been extremely productive both clinically and in her research. Her expertise in high-risk pregnancy, her knowledge and experience in successfully managing obstetrical emergencies in a busy labor and delivery unit, and her ability to perform emergency procedures are crucial and very much needed in the underserved area of Washington Heights in New York City. She is actively involved in teaching and mentoring medical students, residents and junior fellows. She is an exceptional teacher and role model, winning annual teaching awards. Her dedication to **[field]** and Maternal Fetal Medicine will be a valuable asset to our residents and students in the Department of **[name of department].**

I sincerely hope that the above establishes to your satisfaction Dr. **[H-1B applicant name]**’s qualifications for the job offered and for an H-1 classification based on her professional accomplishments and her unique abilities to fill my need for an **[title]** at the Columbia University Medical Center.

**Terms of Employment**

I understand the temporary scope of Dr. **[H-1B applicant name]**’s employment (3 years) and have also informed Dr. **[H-1B applicant name]** of this condition. If Dr. **[H-1B applicant name]** is dismissed for any reason before the period of authorized admission, we agree to pay the reasonable costs of return transportation for Dr. **[H-1B applicant name]** to the country of last residence. We also agree to abide by the conditions of the Labor Condition Application.

Dr. **[H-1B applicant name]** will be paid a salary of **[amount]** per year.

Sincerely,

**[Signature]**

**[Name]**

**[Title]**

**[Telephone xxx-xxx-xxx]**

**[E-mail Address]**