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We have reproduced this H-1B Sample Letter for Research Positions (with permission) because of its completeness. Replace text within the brackets “[ ]” with information pertaining to your H-1B employee to create your letter.

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**[Date]**US Citizenship and Immigration Services  
California Service Center  
24000 Avila Road  
Room 2313, 2nd Floor  
Laguna Niguel, CA 92677  
  
RE: H-1B Petition of Columbia University on behalf of Dr. **[name of prospective employee]**  
  
Dear Sir or Madam:  
  
This letter is submitted in support of the petition of Columbia University to classify Dr. **[name of employee]** as an H-1B nonimmigrant in the specialty occupation of **[title of appointment]** in the Department of **[name of department]** on a temporary basis.  
  
**The Petitioner**

Columbia University (Columbia) was founded in 1754 as King's College by royal charter of King George II of England. It is the oldest institution of higher learning in the state of New York and the fifth oldest in the United States. Columbia is organized into 20 schools including Columbia College, the Fu Foundation School of Engineering and Applied Science, Columbia Law School, Columbia Business School and the Columbia College of Physicians and Surgeons. In addition, the university has global research centers in Amman, Beijing, Istanbul, Paris, Mumbai, Rio de Janeiro, Santiago, and Nairobi. Columbia annually administers the Pulitzer Prize and notable alumni and former students include five Founding Fathers of the United States; 10 Justices of the U.S. Supreme Court; 29 Academy Award winners; and 20 heads of state, including three U.S. Presidents. In addition, 100 Nobel laureates have been affiliated with Columbia as students, researchers, faculty or staff.

Among the world’s leading research universities, Columbia University (“the University”) continuously seeks to advance the frontiers of scholarship and foster a campus community deeply engaged in the complex issues of our time through teaching, research, patient care and public service. More than 40,000 students, award-winning faculty and professional staff define the University’s underlying values and commitment to pursuing new knowledge and educating informed, engaged citizens.

**The Position Offered**

Dr. **[employee's name]** is being offered temporary employment in the position of **[appointment title].**

**[Provide a detailed description – about 6 to 8 sentences - of the research duties and the complex nature of this research position. This provides justification to the USCIS as to why the services of a specialty worker are necessary]**.  
  
**The Beneficiary**

Dr. **[employee's name]** is eminently qualified to fulfill the functions of **[position title]** by virtue of his degree in **[field]** from **[institution]**. His research was done at Brookhaven National Laboratory at the Accelerator Test Facility (ATF). The ATF consists of a dedicated rf linac accelerator (40MeV) together with a recently installed TW state of the art CO2 laser facility. For his thesis research, Dr. **[employee's name]** studied how the laser would bunch and accelerate the high energy electrons, as they interacted with a laser beam inside an "undulator" device. This project, known as the "IFEL" (inverse free electron laser accelerator), was the first successful demonstration using a laser as the accelerator's power source, and is now in use at ATF by others to study the physics of staging two IFELSs as part of a laser accelerator system. Dr. **[employee's name]** is participating in developing and testing two new accelerator concepts: the dielectric wakefield accelerator, and the laser cyclotron autoresonant accelerator. These are examples of new concepts which at some time in the future will permit particle energy to be raised to the Teravolt range inexpensively.

**Terms of Employment**  
  
 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  
  
I understand the temporary scope of Dr. **[employee's name]**'s employment and have informed him of this condition. If Dr. **[employee's name]** is dismissed for any reason before the end of the period of authorized admission, we agree to pay the reasonable costs of return transportation for Dr. **[employee's name]** to the country of his last residence. We also agree to abide by the conditions of the Labor Condition Application.  
  
Dr. **[employee’s name]** will be paid a gross annual salary of **[amount]**.

Yours Sincerely,  
  
Professor of **[\_\_\_\_\_\_\_\_\_\_\_]**,

Columbia University