The sponsor letter must be detailed and include certain items. This letter includes:

|  |  |
| --- | --- |
| 1. | an introductory paragraph with the purpose of the letter and the length of the requested employment,  |
| 2. | information about the petitioner, Columbia University, and the specific department hiring the person,  |
| 3. | duties and degree required for the position,  |
| 4. | the Beneficiary's (prospective employee's) previous relevant experience and education, and  |
| 5. | the terms of employment, including the length of employment, which must include the statement that the employer will pay for the return trip home, if the employee is dismissed, and the agreement to abide by the terms of the Labor Condition Application. The salary should also be in this paragraph. If the petition is for a teaching position, please refer to the Teaching Position Sample Letter. |

Delete information above and below after editing your letter.

We have reproduced this H-1B Sample Letter for Teaching Positions (with permission) because of its completeness. Replace text within the brackets “**[ ]**” with your information pertaining to your H-1B hire 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 is a world-renowned center of research and education, with over 5,000 faculty and researchers, a supporting staff of over 8,000, and an enrollment of over 22,000 students. The Department of **[department name]** boasts a Faculty of world-wide distinction at the tenured level and a junior Faculty of rich and rare promise. The Department has a long history of distinguished teaching and scholarship and is committed to making appointments which will maintain those high standards and thus provide the best possible education for Columbia students in the fields of **[name of field(s)]**.

**The Position Offered**

Dr. **[employee's name]** is being offered temporary employment in the position of **[title of appointment]**. A doctorate in the field of **[name of field]** is required to hold the title of Associate Professor at Columbia University. The first responsibility of his proposed appointment is the teaching of undergraduate and graduate students in the area of **[subject]** language and literature - an area in which Dr. **[employee's name]** specializes in his own research. The Department of **[department name]** has traditionally provided the widest possible range of courses in **[subject]** language and literature in order to serve the interests and needs of students at every level. Those courses range from the elementary teaching of **[subject]** language to the intermediate reading and literary appreciation of select authors; from the more advanced undergraduate study of **[subject]** literature and civilization to graduate research seminars which specialize in the analysis and interpretation of specific literary, philosophical and historical texts; from advanced undergraduate tuition in the writing of **[subject]** to graduate classes in the history and science of the language. This range of courses requires flexibility and diverse skills in the faculty, as well as proven expertise in different forms of teaching, among them lecturing, conducting seminars or colloquia, and supervising the research of both undergraduates and graduates on an individual basis. The expectation must be that any appointee will meet these rigorous teaching requirements as well as providing various other important services to both the Department and the University.

Columbia University's reputation as a research institution of the first rank demands that, in addition to excellence in teaching, a given appointee is equipped to contribute new knowledge to the field of his or her special expertise. The Department of **[department name]** has a distinguished record in this respect, and one that sets a stringent standard in the selection of new or continuing Faculty. The selection of talented junior Faculty must in particular take into account the potential for scholarly growth and development, thereby ensuring that any appointee will benefit the Department on two fronts; in teaching and also in the enhancement of Columbia University's external reputation as a distinguished center of original research in **[subject]**. The presumption must therefore be that any new appointee is fully committed to the production and publication of new scholarship, and with proven competence to that end.

A faculty position at Columbia University also requires the academic advising of undergraduate and graduate students. Junior Faculty can expect to serve for a period of at least two years as undergraduate Departmental Representative, or the officer responsible for liaising with students on academic matters. The presumption is that any new or continuing appointee will be equipped to fulfill this kind of role as well as meeting his or her other teaching and research responsibilities.

**The Beneficiary**

Dr. **[employee's name]** is ideally suited to fulfill the functions of an associate Professor of **[subject]**. In **[year]** he was awarded a first-class undergraduate degree in **[Bachelor of Arts]** at **[University Name]** University; he went on to do graduate work at **[University Name]** , completing his doctoral dissertation on **[subject]** in **[year]**; he was awarded the degree of Doctor of Philosophy in that year. He went on to teach and to pursue his research as a Fellow of **[College Name]** College, **[University Name]** University, where he published a number of articles on **[subject]** literature. In **[year]** he was appointed Assistant Professor of **[subject]** at Columbia University; in **[year]**, he was promoted to Associate Professor of **[subject]**.

Dr. **[employee's name]** promotion reflects the quality of his services thus far to the Department of **[department name]** at Columbia University. His teaching, which has been extremely wide ranging in its scope, has been of the highest standard; its quality was recognized in (year) by his winning of the **[Award Name]** Award. This honor is reserved for junior Faculty who have truly distinguished themselves in the classroom, but whose contribution to the academic life of the University is also very substantial in other ways. Since he has been at Columbia University, Dr. **[employee's name]** has published a number of substantial and important articles on **[subject]**in a variety of distinguished international journals. His work has concentrated mainly on the writings of **[subject]** with particular emphasis on the writings of **[subject]**. In addition, Dr. **[employee's name]** has recently published an important book, **[publication title]** , which breaks new ground in the interpretation of a major area of **[subject]** writing. A second book, recently completed, is due for publication in **[year]** as a supplementary volume to **[subject]**; its theme, the **[subject]**, similarly promises to shed new and important light on an area of **[subject]** scholarship which has been little studied. In addition, Dr. **[employee's name]**is under contract with the **[subject]** University Press to produce a book on **[subject]**; this project takes Dr. **[employee's name]** into a new area of his personal research, and one which proves his versatility as a scholar of great promise.

Dr. **[employee's name]** has functioned as the undergraduate representative for the Department of **[department name]** from **[year]** to **[year]**, and has performed his duties with admirable competence and efficiency. He lends an energetic and thoroughly professional presence to his teaching and administrative duties within the Department of **[department name]**, and while shouldering these substantial duties he has continued to be a productive and innovative scholar. He is outstanding in his field of study, and one of few truly distinguished junior **[subject]** scholars presently operating in American universities.

I sincerely hope that the above establishes to your satisfaction Dr. **[employee's name]**'s qualifications for the post offered; and that, based on his professional accomplishments and his unique abilities, his case for an H-1B classification will be deemed acceptable.

**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 last residence. We also agree to abide by the conditions of the Labor Condition Application. Dr. **[employee's name]**will be paid a salary of $**[Amount]** per year.

Yours Sincerely,

Professor of \_\_\_\_\_\_\_\_\_\_\_,

Columbia University