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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 **[dept. name]**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 **[dept. name]** to classify Dr. **[H-1B applicant name],** a **[nationality]** national, as an H-1B nonimmigrant in a specialty occupation to serve as a **[insert title]** on a temporary basis. The intended period of employment is **[# of years]** years.

**The Petitioner**

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 and was the first to award a master’s degree in a clinical nursing specialty in 1956. The school offers a variety of master’s degrees, doctor of nursing practice (DNP), PhD, and a joint MDE/DNP program. Research centers at the school include the Center for Improving Palliative Care for Vulnerable Adults with MCC (CIPC), the Precision in Symptom Self-Management (PriSSM) Center, the Center for Health Policy, and Jonas Nursing and Veterans Healthcare. Columbia University School of Nursing prepares expert nurse clinicians and researchers to improve the health of individuals, families and communities in the US and around the world.

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. US Immigration is now requiring much more detail about the entity where the H-1B will work.]**

**The Position Offered**

The position of **[title]** is a specialty occupation that meets the requirement under 8 C.F.R.

214.2(h)(4)(iii)(A). The **[title]** position for which this petition is filed requires a minimum of a bachelor's degree in the field of **[field of study]**, hence a degree in a specific field of study meeting the specialty occupation requirement in accordance to 8 CFR 2 I 4.2(h)(4)(iii)(A)(3). Columbia University requires a minimum of a bachelor's degree for the **[title]** position.

**[H-1B applicant’s name]** is being offered temporary employment in an **[Officer of Research (for Staff Associate position only) or Officer of Administration] [title]** position in order to facilitate a major research effort observing and studying the transmission dynamics of respiratory viruses, including influenza. Particular attention will be devoted to the study and documentation of asymptomatic infection rates. Current respiratory virus surveillance methods are passive and neglect to document asymptomatic and mild infection rates, multi-virus co-infection rates, virus specific infection age structure, shedding rate variability, the spatial-temporal propagation of viruses through specific geographies or sub-populations, and virus-host interactions. As these neglected effects are little observed or understood, the forecast of respiratory viruses presently relies on overly simplistic model structures that only represent a limited range of aggregate behaviors. Improved forecast requires better evidence-based model structures. Consequently, these undocumented effects must be observed, quantified, and used to infer new, parsimonious, virus-specific model forms.

The proposed duties and responsibilities for the **[title]** position are as follows:

The Study is a Test-bed for Radically Advancing Understanding and Forecast of Viral Respiratory Infections like the Influenza virus, **Respiratory** Syncytial Virus (RSV) and other viruses, which cause acute or chronic upper respiratory tract infections. The study will help to better understand how to prevent and treat these diseases and relate the probability of infection by different viruses based on patient's symptom levels.

The **[title]** position at Columbia University clearly requires an individual who holds a minimum of a bachelor's degree. As with most research studies, they are experiments/observations on human participants intended to answer specific questions related to the subject of the study. These studies generate data and are conducted only after the proper health/ethics committee approvals, e.g. Institutional Review Board, are approved. There is much vetting of the process before a study can be undertaken, therefore, it is of utmost importance that employees who work in these studies have the educational and analytical skills that are traditionally acquired from completion of a bachelor's degree program. Columbia University provides world-class leadership in scientific research, health, medical education and patient care. The **[title]** position requires a level of competency and critical thinking one achieves only with the attainment of a bachelor's degree.

The **[title]** position is a full-time employee at Columbia University and is one whose normal work schedule is 35 hours per week. Following is a breakdown of the percentage of effort:

**50% of effort** will be devoted to …

**30% of effort** will be devoted to …

**10% of effort** will be devoted to …

**5% of effort** will be devoted to …

**5% of effort** will be devoted to …

**The Beneficiary**

Dr. **[H-1B applicant name]** is ideally positioned to fulfill the functions of the **[title]**.  **[H-1B applicant name]** meets the minimum degree requirement set forth by Columbia University guidelines. [H-1B applicant name] holds the equivalent of an M.D. degree from the **[University name]** in **[country]** and a Master's degree in Public Health from Columbia University. Therefore we have demonstrated that **[H-1B applicant name]** qualifies for the **[title]** position with a degree in the **[field of degree]**.

Add more details as to how the beneficiary qualifies for the position, specifically how the academic degree and experience (if applicable) relates to the position.

I sincerely hope that the above establishes to your satisfaction **[H-1B applicant name]** qualifications for the job offered and for an H-1B classification based on her professional accomplishments and her unique abilities to fill my need for a **[title]** on this particular project.

**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.

Dr. **[H-1B applicant name]** services will be required for a period of **[# of years]** years, at the end of which period the project will be nearing completion. I understand the temporary scope of Dr. **[H-1B applicant name]** employment 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 \_\_\_\_\_\_\_\_ per year.

**[Signature]**

**[Name]**

**[Title]**

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

**[E-mail Address]**