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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]** in **[field of science]** 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.]**

**The Position Offered**

Dr. **[H-1B applicant name]** is being offered temporary employment in the position of **[title]**, in order to facilitate a major research project on neuropathologic changes in the brains of schizophrenics and other psychiatric patients. Particular attention will be devoted to the presence of Alzheimer's disease in these patients.

The largest such study yet attempted, it involves review of the clinical histories and brain specimens from over 1,000 psychiatric patients. Samples of these specimens must be obtained from the appropriate areas of the brain and processed for histological examination. The histological examinations, which are the essence of the neuropathological portion of the project, include a general neuropathological review and a quantitative assessment of the pathological features of the Alzheimer's disease.

All of the foregoing procedures require expertise in the field of neuropathology. The quantitative assessments of the pathological features of Alzheimer's disease, in particular, require a familiarity with all of the microscopic appearances of these features, so that they can be quantified in a reproductive manner. While several fully trained neuropathologists are participating in the project, its successful completion will be greatly facilitated by the assistance of someone trained in neuropathology who can devote full attention to the project. This will allow an independent evaluation of all the cases by a single observer. The Research Associate will thus play a crucial role in ensuring the consistency of the quantitative evaluations, which are the heart of the project.

An interesting aspect of the research project will be to compare the results based on conventional Western psychiatric diagnosis to those obtained if the clinical classifications are preformed according to the methodology of Chinese traditional medicine. The preliminary data demonstrate a diverse mixture of pathological conditions within a single conventional clinical diagnosis, and this has long been an obstacle to the elucidation of the underlying neurologic substrates of psychiatric disorders. It is possible that an alternate system of clinical diagnosis will yield groupings that are more homogeneous from a neuropathological point of view.

The **[title]** must thus be an experienced researcher with expertise both in neuropathology and in traditional Chinese medicine and must be able to recognize neuropathological changes under the microscope, to quantify the neuropathological features of Alzheimer's disease, to identify various areas of the brain, to perform histologic procedures, to advise the psychiatrists on the methodology of Chinese traditional medicine, and to study the feasibility of applying traditional Chinese methodology to the clinical review of the cases.

**The Beneficiary**

Dr. **[H-1B applicant name]** is ideally positioned to fulfill the functions of the **[title].** She holds a doctorate degree in **[field of degree]** from **[university name]**.

Upon completion of her undergraduate and graduate studies and attainment of the Master's degree in early 1988, Dr. **[H-1B applicant name]** worked first as a physician for a year and a half in the Department of Neuropathology at Medical University. Since then she has been employed as a Chief Doctor at the Shanghai Medical University.

At both institutions, in addition to her routine clinical duties Dr. **[H-1B applicant name]** was actively involved in medical research. She has lectured and published extensively. Her research projects employed concepts and methodology that will be used in the current project. Her publications include experimental studies on the effects of global ischemia on brain tissue in regard to lipid peroxidation, histopathologic changes, ultrastructural changes, hormones, and growth factors.

Dr. **[H-1B applicant name]** was referred to me by a Chinese scholar who participated in a symposium at which Dr. **[H-1B applicant name]** lectured, and who was aware of my need for an assistant for the research project described above. I am in charge of the neuropathological aspects of the project and will be Dr. **[H-1B applicant name]** direct supervisor. I am impressed by Dr. **[H-1B applicant name]** accomplishments and her capabilities for research and neuropathology. In addition to her obvious familiarity with Chinese traditional medicine, Dr. **[H-1B applicant name]** has a keen eye for neuropathology. This is very unusual and alone would qualify her almost uniquely for the position. Her quantitative evaluations of Alzheimer's disease are in excellent agreement with my own. Her experience in clinical neurology enables her quickly to extract evidence of structural neurological disease in complicated psychiatric and medical patient histories.

I sincerely hope that the above establishes to your satisfaction Dr. **[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. 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.

Sincerely,

**[Signature]**

**[Name]**

**[Title]**

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

**[E-mail Address]**