

PREPARE ON DEPARTMENT LETTERHEAD

[DATE]

United States Citizenship and Immigration Services
California Service Center
24000 Avila Road, 2nd Floor, Room 2312
Laguna Niguel, CA 92677

RE: Petition for H-1B Nonimmigrant Worker Status by Michigan State University on behalf of Mr./Ms./Dr. [FULL NAME]

Dear Sir or Madam:

This letter is submitted in support of the H-1B Petition of Michigan State University on behalf of Mr./Ms./Dr. [LAST NAME].

The Petitioner

Michigan State University (“MSU”) was founded in 1855 as the nation’s first land-grant university. Since then, it has grown into a comprehensive research university with about 5,700 faculty and academic staff, 7,365 support staff, 39,176 undergraduate, and 10,633 graduate and professional students. The total enrollment of more than 45,000 is the largest single campus student body of any Michigan university and among the largest in the country. MSU has more than 200 programs of study offered by 14 degree-granting colleges and an affiliated law college.

The Department of [DEPARTMENT NAME] is an integral part of the university, having [#] full-time tenure-track faculty members, [#] fixed-term faculty and specialists, [#] PhD students, [#] Master’s students, and approximately [#] undergraduate students. **NOTE: add a sentence or two about the department.**

The Position Offered

The [DEPARTMENT NAME] at Michigan State University requires the continued temporary services of a/an [POSITION TITLE]. The duties of this position will include [provide a description of duties to be performed with as much specificity as possible, including details on research areas, duties with percentages (if possible). If this position is/will teach, include list of courses along with the descriptions].

Professional Nature of Position Offered

The position of [POSITION TITLE] is professional in nature, as it requires completion of a Bachelor/Masters/Ph.D. in [DEGREE IN THE FIELD] or a closely related field. The specialty occupation of [POSITION TITLE] carries with it a scope of responsibility and level of authority, which is commensurate with the professional standing of this type of position within the university. For this reason, we believe the nature of the specific duties offered to Mr./Ms./Dr. [LAST NAME] are so specialized and complex that they could not be performed without the attainment of his/her/their advanced level of education.

Mr./Ms./Dr. [FULL NAME]'s Qualifications

We believe Mr./Ms./Dr. [LAST NAME] is such a professional individual whose qualifications uniquely qualify him/her/them for this appointment as [POSITION TITLE] at the university.

Mr./Ms./Dr. [LAST NAME] earned a Bachelor/Masters/Ph.D. in [DEGREE] from [COLLEGE/UNIVERSITY NAME] in [YEAR]. A copy of his/her/their credentials is attached for your review.

Based on Mr./Ms./Dr. [LAST NAME]'s stellar academic background and work experience, we consider him/her/them to be an essential candidate for temporary employment with our university. Therefore, we seek his/her/their employment authorization pursuant to the terms below.

Terms of Employment

We wish to offer Mr./Ms./Dr. [LAST NAME] an appointment as a/an [POSITION TITLE] at an annual salary currently of \$[AMOUNT] per year/academic year. The temporary period being petitioned for is from [DATE] until [DATE]. We understand the temporary nature of the H-1B status we seek for Mr./Ms./Dr. [LAST NAME] and assuming the H-1B petition is approved, we fully intend to comply with all the regulations related to the employment of individuals in H-1B status.

Michigan State University also agrees to be responsible for the reasonable cost of return transportation for Mr./Ms./Dr. [LAST NAME], if he/she/they is/are dismissed prior to the expiration of his/her/their authorized period of stay. Michigan State University further certifies that it will provide to the beneficiary benefits identical to those provided to similarly employed U.S. workers.

Enclosed is a copy of the Labor Condition Application duly executed by the Certifying Officer of the U.S. Department of Labor. We hereby affirm that we will comply with the terms of the Labor Condition Application for the duration of the alien's authorized period of stay in the United States.

Your favorable consideration of our petition for this temporary appointment is greatly appreciated. If you have any questions of concerns, please contact the undersigned.

Sincerely

Name
Department Chair