**PRINT ON DEPT. LETTERHEAD**

**Sample Letter for H-1 Petition**

**(Adapt to specific position)**

April 15, 2020

U.S. Citizenship and Immigration Services

California Service Center

24000 Avila Road, Room 2312

Laguna Niguel, CA 92677

**RE: I-129, Petition for Nonimmigrant Worker**

**Petitioner: The University of Texas at San Antonio**

**Beneficiary: INCLUDE NAME OF SCHOLAR**

To Whom it May Concern:

This letter is submitted in support of the petition of The University of Texas at San Antonio to classify (**name**) a (**country**) national, as an H-1B nonimmigrant of distinguished merit and ability, to serve as a (**rank**) of (**discipline**) for our organization on a temporary basis. The intended period of employment is for \_\_\_\_\_\_\_ years.

# **The Petitioner**

The University of Texas at San Antonio is an institution of higher education that offers degree programs at the Bachelor, Master’s and Ph.D. degree levels in a variety of disciplines. The institution has more than 32,000 students.

**The Position Offered**

(**name**) is being offered temporary employment in the position of (**title**) in the **(department**) of the (**school or college**). Specifically, (**name**) will teach classes in (**discipline**) at both the undergraduate and graduate levels. (**he/she)** will also assist in curriculum development and advising activities and teach classes in (subject).

The specific duties of an (**title**) consist of the following: (1) teach 12 semester hours (or equivalent) each Fall and Spring semester; (2) maintain a minimum of eight office hours per week; (3) carry an assigned share of advisees; (4) maintain scholarship and professional development activities; (5) be active in research and/or performance; (6) provide departmental, (school/college), and university service; (7) provide professional service to the profession and the discipline; and (8) provide professional service to the community.

As with any academic teaching position requiring instruction at both the undergraduate and graduate levels, the usual minimum requirement for performance of the job duties is a doctoral degree in the discipline. A position of this sort also requires a record of teaching experience as well as an interest and ability in the area of academic research. These minimum prerequisites for the offered position clearly mark it as a specialty occupation requiring a person of distinguished merit and ability.

# **The Beneficiary**

(**name**) is amply qualified for the position for which temporary employment is offered. (**he/she**) obtained a Ph.D. in (discipline) in (date) from the University of (**name**) in (**state/country**). He had previously obtained a (**degree**) from (same or another institution) in (**date**). (if it applies) As a graduate student, (**name**) taught (subject/courses). (**name**) has also made presentations at three academic conferences, published articles in (journal names).

# **Terms of Employment**

We currently intend to employ (**name**) for a three-year period in the position being offered, from (**date**) to (**date**). (**name**) has been informed of this employment relationship.

(**Name**) will be compensated at the rate of (**rate**) per (year/9 months).

Sincerely,

(name)

(title)