(DATE)

U.S. Citizenship and Immigration Services

California Service Center

2642 Michelle Drive  
Tustin, CA 92780

Re: H-1B Petition of The Pennsylvania State University on behalf of (first & last name)

Dear Sir/Madam:

This letter is being submitted in support of the H-1B petition filed by The Pennsylvania State University on behalf of Dr. (first & last name), a (specify nationality) national, to serve in the Specialty Occupation of Assistant Professor in the College of (specify college) for a period of (specify number) years, from (start date) to (end date), for which (he/she) will receive an annual salary of $(specify amount).

The position of (job title) in the Department of (specify dept) is a specialty occupation because it requires a Ph.D in (add field/s) as well as the theoretical and practical application of specialized knowledge in (add the applicable primary/specialized areas of research, disciplines, concentrations, etc., and/or any unique requirements).

Dr. (last name) has excellent qualifications for this position, inclusive of a Ph.D. degree in (specify field) from (name of university) that has been supplemented with research and seminars (if applicable, add “under the direction/mentorship of \_\_\_\_\_\_\_\_). A copy of (his/her) degree as well as (his/her) CV is attached to this petition. (His/Her) educational background and experience are suitable for the specialty occupation of (job title) in the (specify college) because (his/her) knowledge and education will (outline the primary benefits of this employment to Penn State).

We fully intend to comply with all regulations regarding employment of individuals in H-1B status, and Dr. (last name) has been informed of the conditions of the proposed employment relationship. In accordance with the 1990 Act, Penn State’s College of (specify college) will pay for (first & last name)’s return abroad should (his/her) employment be terminated prior to the expiration of (his/her) authorized stay.

Thank you, in advance, for your consideration.

Sincerely,

(Name)

(Title), College of (specify college)

The Pennsylvania State University