(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 PhD in (add field/s) and entails the regular teaching of undergraduate and graduate courses, advising graduate students, curriculum development and research in (specify field) while also focusing on (outline specific type of research or area of concentration in enough detail to demonstrate that this occupation is one that requires the theoretical and practical application of a body of highly specialized knowledge).

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. A copy of (his/her) degree from this prestigious university 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