

## H-1B SUPPORT LETTER OUTLINE

<Letterhead>

U.S. Citizenship and Immigration Services  
California Service Center  
ATTN: CAP EXEMPT H-1B Processing Unit  
P.O. Box 30040  
Laguna Niguel, CA 92607

To Whom It May Concern:

### **Introduction about the beneficiary:**

I am writing in support of Brown's H-1B petition on behalf of <beneficiary's name>, who has been offered a position as <job title> for a term of \_\_\_\_\_ years.

(Note: An initial application may be for a maximum duration of 3 years. Shorter appointments will require re-applications and add to the expense.)

<beneficiary's name> specializes in (describe the skills/knowledge that he/she acquired as a result of his/her academic degree in the relevant subject field. Develop the paragraph by describing the duties and responsibilities of the position that the beneficiary will perform and how his/her skills match with the job at hand.

### **Describe the research group and its mission**

Brown's Department of \_\_\_\_\_ is dedicated both to teaching and research, and is ranked within the top [xxx] departments in the U.S. In searching for new employees, we look for individuals who show exceptional promise as research scholars (e.g.) and who will contribute to the enhancement of our reputation. I believe I can say with confidence that <beneficiary's name> is an exceptionally talented scholar. He/she is engaged in research that examines \_\_\_\_\_ (describe appropriately). Develop paragraph.

### **Describe the hiring choices:**

In September, 2006, (e.g.) we advertised for the position that <beneficiary's name> is filling. We received xxx# of applications and based on preliminary interviews and materials submitted by the applicants, we selected \_\_\_ finalists and invited them to visit. After discussions with the finalists, we decided to make an offer to <beneficiary's name> for the following reasons: 1.2.3. etc.

We request that <beneficiary's name> be granted the H-1b visa that will permit him/her to remain this position for the next ( xxx) years..

Sincerely,

\_\_\_\_\_

Title