**Department letter of support of Post-doctoral Positions**

DATE

The Director

U.S. Citizenship & Immigration Services

2500 Westfield Drive

Elgin, IL 60124-7836

RE: **H-1B PETITION FOR NONIMMIGRANT WORKER**

**Petitioner: University of Maryland, College Park, MD**

**Beneficiary: \_\_\_\_\_\_\_\_\_\_\_**

**Period: \_\_\_\_\_\_\_\_\_\_\_**

Dear USCIS Officer:

This letter is written in support of the H-1B petition filed by the University of Maryland on behalf of the beneficiary, [beneficiary’s name] to conduct research/teach in the Department of [department name].

## UNIVERSITY OF MARYLAND

The University of Maryland is a top-ranked public research university, the flagship campus of the University System of Maryland, and the original 1862 land-grant institution in the State. It is one of 62 members of the Association of American Universities, comprising the leading research universities in the United States and Canada. The University offers over 90 undergraduate majors and 200 graduate programs across 12 colleges. The University creates and applies knowledge, nourishing a climate of intellectual growth and providing outstanding instruction and in a broad range of academic disciplines and interdisciplinary fields. Its collaborations with State, federal, private and non-profit partners promote economic development and improve quality of life. The University offers faculty and students a vibrant ecosystem that nurtures and encourages innovation and entrepreneurship in a variety of ways. We are a diverse community of 38,000 students, 9,000 faculty and staff, and 352,000 alumni, all dedicated to the pursuit of Fearless Ideas.

### Department of \_\_\_\_\_\_\_\_\_\_\_\_\_

Insert description of Department including the mission and ranking

## THE POSITION OFFERED

The University of Maryland is currently seeking to employ [beneficiary’s name] in the temporary position of Post-Doctoral Associate in the Department of \_\_\_\_\_\_\_\_\_\_\_\_\_ at the University of Maryland, College Park, MD. The position is an entry-level position. The position will be supervised closely on a [daily/weekly basis - insert how often the person is supervised] by a Principal Investigator/Professor/Scientist. The position will not determine the direction of the research. The goals and the direction of the project are a decision are made by the PI/Professor.

### Position Duties

(SCHOLAR SHOULD NOT BE MENTIONED—THIS IS ABOUT THE POSITION ITSELF)

The Post-Doctoral Associate will conduct research in [field of study] and will be trained in the methods of \_\_\_\_\_\_\_\_\_\_\_\_. The duties include:

1.

2.

3. Publish research in relevant scientific journals, university publications, on websites and electronic media. Present findings at conferences.

[if required] Under close supervision, the employee may \_\_\_\_\_insert higher level duties\_\_\_\_\_\_\_ for training and developmental purposes.

### Position Requirements

(SCHOLAR SHOULD NOT BE MENTIONED—THIS IS ABOUT THE POSITION ITSELF)

The normal requirement for this position is a PhD in [field of study] from an accredited college or university. Those pursuing a doctoral degree in this field, will have been afforded the required theoretical and practical knowledge in \_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. This specialized knowledge is directly related to the duties and requirements of the position, as described above. Add 2- 3 sentences to explain how the job duties correlates to the educational requirement. In accordance with DHS regulations 8 CFR 214.2(h)(4)(iii), the position meets the definition of specialty occupation.

Please note that the position does not require special licenses/certifications or have supervisory duties.

## BENEFICIARY’S PROFESSIONAL CREDENTIALS

[Beneficiary’s name] is the ideal candidate to fill the Post-Doctoral Associate position offered in the Department of \_\_\_\_\_\_\_\_\_\_ at the University of Maryland. In [graduation year], the beneficiary received his PhD in [field of study]. If foreign degree add**: This PhD is equivalent to a U.S. PhD degree in [field of study]. See attached credentials evaluation.** This degree has afforded [beneficiary’s name] the necessary specialized body of knowledge needed to conduct research in [brief description].

Throughout [beneficiary’s name]’s graduate education, he took courses on \_\_\_\_, \_\_\_\_\_, \_\_\_\_ and received training in \_\_\_\_\_\_\_. An important part of this position is to [state a job duty]. Courses like \_\_\_\_\_\_\_ and \_\_\_\_\_\_\_ have given [beneficiary’s name] the specialized knowledge necessary to succeed in the position. Add two to three sentences on how his educational credentials [state course work] correlate to the job duties.

## FINANCIAL TERMS AND CONDITIONS OF EMPLOYMENT

Based on [beneficiary’s name]’s credentials, the University of Maryland wishes to employ [beneficiary’s name] on an H-1B for the period of [start date] – [end date] for which he has been offered a salary of [salary] per year.

The University confirms that as an employee, [beneficiary’s name] will perform all duties required of the position at the sites of employment listed on the attached I-129 and Labor Condition Application. The University will at all times maintain the right to control during the entire period of H-1B employment. The right to control employment includes our right to: define all work duties, direct the manner and means by which all duties will be performed, provide necessary tools, instruments, and facilities for the work to be performed, supervise work performance, review and evaluate work performance regularly and provide [beneficiary’s name] pay.

We understand the temporary nature of the H-1B status we seek for [beneficiary’s name] and assuming our H-1B petition is approved, we fully intend to comply with all of the regulations regarding the employment of individuals in H-1B status. We confirm that in the event that [beneficiary’s name] is dismissed before the end of his period of authorized employment, we will be responsible for the reasonable cost of his transportation expenses to return to his home country.

## Summary

[beneficiary’s name] is highly qualified to fill the position of Post-Doctoral Associate at the University of Maryland. We respectfully request a favorable decision.

Sincerely,

Department Chair Name