**Department letter of support for 9-month teaching appointments**

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 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 ranking and mission)   
  
THE POSITION OFFERED  
The University of Maryland is currently seeking to employ [beneficiary’s name] in the temporary position of [title] in the Department of \_\_\_\_\_\_\_\_\_\_\_\_\_ at the University of Maryland, College Park, MD. This is a 9-month appointment for \_\_\_ years.

Position Duties(SCHOLAR SHOULD NOT BE MENTIONED—THIS IS ABOUT THE POSITION ITSELF)  
[Describe in a few sentences the duties assigned to this position—include a list of the courses to be taught]  
  
Position Requirements(SCHOLAR SHOULD NOT BE MENTIONED—THIS IS ABOUT THE POSITION ITSELF)   
[Describe the requirements for this position—degree required and in what field, background in a certain area. A good way to think about this is how a job posting for this position would be treated.]  
  
BENEFICIARY’S PROFESSIONAL CREDENTIALS   
[Beneficiary’s name] is the ideal candidate to fill the \_\_\_\_\_\_\_\_\_\_ position offered in the Department of \_\_\_\_\_\_\_\_\_\_ at the University of Maryland. In [graduation year], the beneficiary received [insert degree] in [field of study] from [Name of University]. If highest degree is from a foreign institution 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 and teach in [brief description].  
[Explain how the H-1B directly meets the requirements stated above and how their credentials correlate to the job duties in a few short sentences]

* As per the attached CV, [Beneficiary’s name] has completed a post-doctoral position at \_\_\_\_\_\_\_ where he/she conducted research in \_\_\_\_\_\_\_.
* As per the attached CV, [Beneficiary’s name] has \_\_ years of experience teaching in the field of \_\_\_ at the University of \_\_\_\_\_\_\_\_\_\_\_.

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]. The position is a **9-month appointment** and the salary for this position is \_\_\_\_\_\_\_\_\_\_ 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. Submitted with this H-1B petition is a certified Labor Condition Application. 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 \_\_\_\_\_\_\_\_\_\_\_\_ at the University of Maryland. We respectfully request a favorable decision.

Sincerely,