

**SAMPLE LETTER IN SUPPORT OF H-1B PETITION**  
**(Please Print Out on Department Letterhead and Sign in Blue Ink)**

U.S. Citizenship and Immigration Services  
California Service Center  
Attn: H-1B Cap Exempt Processing Unit  
24000 Avila Road, Room 2312  
Laguna Niguel, CA 92677

RE: Dr./Ms./Mr. Doe's H-1B Petition

To Whom It May Concern:

This letter is submitted in support of the H-1B petition of George Mason University for Dr./Ms./Mr. Doe, who has been hired to serve as a faculty member in the Department of Y on a temporary basis. The intended period of H-1B employment is from August 25, 2022 to August 34, 2025.

George Mason University is an innovative and rapidly growing public university located just outside of Washington, DC. The School of Z's Department of Y offers a B.S. degree in Y, as well as the M.S. degree in Y. Our department is particularly interested in developing expertise in XX and YY and has made great progress in these areas in recent years.

Dr. Doe is being offered a full-time position at the level of Assistant Professor. Her responsibilities will include teaching of both undergraduate and graduate courses, as well as conducting research in XX. Because of Dr. Doe's broad background in research and teaching in the area of XX, we believe she will make outstanding contributions to the Department of Y, enhancing George Mason University's reputation as a leader in this area.

Dr. Doe received her Ph.D. from the Institute of Technology in \_\_\_\_\_. She was employed as a post-doctoral fellow at \_\_\_\_\_ University for the past three years where she worked closely with leading scientists in the fields of XX and YY. Dr. Doe also taught undergraduate students YY courses and received outstanding evaluations. She has written numerous articles in professional journals and has been cited by other scholars in the field. Dr. Doe has presented her research work at two major conferences in the United States and has been invited to speak at several Canadian and European universities.

We intend to employ Dr. Doe for an initial period of three years in the position offered. She will be compensated at \$\_\_\_\_\_ per year. This department will bear responsibility for reasonable costs of return transportation abroad of the alien should she be dismissed from employment before the expiration of the H-1B petition. Thank you for your assistance and cooperation in processing this request.

Sincerely,  
(Signatures of Hiring Official—Supervisor and Department Chair)