**<SAMPLE Sponsor Letter to USCIS: PUT ON LETTERHEAD!!>**

(Date)

U.S. Department of Homeland Security

U.S. Citizenship and Immigration Services

California Service Center

24000 Avila Road, Room 2312

Laguna Niguel, CA 92677

To Whom It May Concern:

We wish to support an <<H-1B or E-3>> petition for (NAME OF FOREIGN NATIONAL) for the position of (JOB TITLE). This appointment will begin on (**FUTURE** START DATE) and end on (DATE – not more than 3 years from start date!). This position has an annual salary of ($$).

<**IF APPLICABLE**: (NAME OF FOREIGN NATIONAL) will be working at several locations during this appointment, including (list all locations either by name-of-entity/city/state if off-campus [example: Oak Ridge National Laboratory in Oak Ridge, TN], or by building name if the other locations are in buildings on-campus.)>

The main duties of this position include: (LIST MOST IMPORTANT JOB DUTIES IN DETAILED 1-2 PARAGRAPHS – **must clearly explain the daily/weekly/monthly duties, so that USCIS understands in some detail what this person will be doing.** Do NOT say general things like ‘this person will work on the project and produce publications’ – explain in detail what the project is about and its impact, and what this person’s specific work and role will be, etc.).

<**IF APPLICABLE**: During the course of performing these job duties for NC State, (NAME OF FOREIGN NATIONAL) will collaborate directly with the following outside entities: (list names of specific non-NC State companies or organizations with which the person will work). <If the person will also ever directly work on-site at those companies or entities, then those work locations must be listed in the ‘several locations’ paragraph above!>>

This position requires the completion of a (Bachelor’s/Master’s/PhD) degree in (**FIELD OF STUDY** – **field is required**!!).

(NAME OF FOREIGN NATIONAL) possesses the necessary qualifications for this position. These include (LIST DEGREE LEVEL AND FIELD OF STUDY – **required!!**). **<DO NOT overinflate qualifications or experience, because USCIS will expect to see a high salary commensurate with a high level of described expertise.>**

The degree earned by (NAME OF FOREIGN NATIONAL) in the field of (FIELD OF STUDY) is directly related to, and required for, proper performances of the job duties and activities listed above. (EXPLAIN HOW/WHY THE REQUIRED DEGREE [**NOT experience**!] IS RELEVANT AND NECESSARY – feel free to reference specific courses from the person’s transcripts, if helpful. USCIS needs to clearly understand how this degree and this field of study [again, NOT experience!] are truly required for this position. If USCIS doesn’t understand the connection, we will get an RFE which will delay processing on this petition and could lead to a denial. Or, if USCIS thinks only experience is required and not a degree in a specific field, this is another reason it can and will deny a petition!)

We respectfully request your most favorable consideration of this <<H-1B or E-3>> petition at your earliest convenience.

Faculty Sponsor Signature Department/Unit Head Signature

Printed Name of Faculty Sponsor Printed Name of Department/Unit Head