

SAMPLE CONTENTS OF DEPARTMENTAL H-1B1 LETTER OF DUTIES,
RESPONSIBILITIES AND QUALIFICATIONS

U. S. Department of Homeland Security
U. S. Citizenship and Immigration Services
California Service Center
PO Box 30040
Laguna Niguel, CA 92607-3004

Re: Dr. Jane Doe-Statement of Duties,
Responsibilities, and Qualifications

To Whom It May Concern:

It is my pleasure to submit this statement in support of Dr. Jane Doe's application for an H-1B Visa. Dr. Doe will be employed in my (Department, Laboratory, etc.) as of (Date) at the Medical University of South Carolina.

Paragraph on the qualifications of the H-1B applicant to be sponsored.
Graduated from XYZ University, location and date of graduation.

DUTIES:

Our research program will depend on having in place an investigator with the skills possessed by Dr. Doe. Based upon my years of professional experience, the number of U.S. citizens with similar credentials available to fill this position would be extremely low. Our research grant support from _____ will continue for the next ___ years. Her duties will be to _____

RESPONSIBILITIES:

Dr. Doe will be responsible for the scientific progress in _____

QUALIFICATIONS:

Dr. Doe obtained an undergraduate degree at ABC Science and Technology College in 1962. She then entered XYZ University where she completed her Ph.D./M.D. in _____ in 1997.

Paragraphs on her personal and professional qualifications.

Please do not hesitate to contact me should you need further information. Again, Dr. Doe, is uniquely qualified for this position due to her background and professional training. She will make a valuable contribution to our research/department. (Expand on the ways the employee will benefit the department.) I enthusiastically recommend that she be granted H-1B1 visa status. We will guarantee employment over the time course of this visa.

Sincerely,