## Sample Letter of Support for H-1B Petition

## Office of University Counsel

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What follows is a description of the letter of support that is needed to accompany each H-1B petition; it is a detailed letter that must include specific information. **Please use the below sample as a guide, modifying the items in bold and labeled “XXXX.”** This letter includes the following sections: 1) an introductory paragraph with the purpose of the letter and the length of the requested employment, 2) information about the petitioner, Montclair State University, and the specific department hiring the employee, 3) duties and degree required for the position, 4) the Beneficiary's (prospective employee's) relevant previous experience and education, and 5) the terms of employment, including the length of employment, which must include the statement that the employer will pay for the return trip home, if the employee is dismissed, and the agreement to abide by the terms of the Labor Condition Application. The employee/prospective employee’s salary must be in the final section. All of these sections must be included in your letter of support and should have the same headings that are in bold below. **Please create a draft letter of support, and then send it to Elizabeth Gill for review. Elizabeth Gill will send it to the appropriate person for their final review and signature.**

**Today’s Date**

U.S. Citizenship and Immigration Services

Attn: I-129 H-1B Cap Exempt

California Service Center

24000 Avila Road

Laguna Niguel, CA 92677

Re:H-1B Petition by Montclair State University on behalf of **Dr./Mr./Ms. XXXX [Full name of employee or prospective employee]**

To Whom It May Concern:

This letter is submitted in support of the enclosed petition by Montclair State University (hereinafter “MSU” or the “Petitioner”) to **classify/extend the classification of Dr./Mr./Ms. XXXX** (hereinafter “**Dr./Mr./Ms. XXXX**” or the “Beneficiary”), a national of **Country of Citizenship**, as an H-1B nonimmigrant in the specialty occupation of **Job Title** at Montclair State University on a full-time and temporary basis. The intended period of **employment/continued employment** is three years.

**The Petitioner – Montclair State University**

MSU is a public research university located in Montclair, New Jersey. It is New Jersey’s second largest academic institution with a total enrollment of over 21,000 students. Made up of ten degree-granting colleges and schools, MSU offers a comprehensive range of baccalaureate, master’s, doctoral, and certificate programs. In 2019, MSU earned the designation of R2 – Doctoral University – High Research Activity – in the Carnegie Classification of Institutions of Higher Education. Among 435 national universities in its 2024 Best Colleges rankings, U.S. News & World Report ranked Montclair State University No. 7 in the nation and No. 1 in New Jersey in social mobility, a measure of how well schools enroll and graduate low-income students and bring them closer to achieving the American Dream.

The **Office/Department of** **XXXX** contains **# of Staff** and **[briefly describe the office/department mission].** In so doing, the **Office/Department of** **XXXX** ensures that Montclair State University’s students receive the highest quality of service and support.

**The Professional and Specialty Occupation of the Position Offered**

As a result of **Dr./Mr./Ms. XXXX**’s educational and experiential background, MSU seeks to **employ/continue to employ her/him** in a temporary and full-time position as an H-1B nonimmigrant in the professional and specialty occupation of **Job Title**. In this capacity, **Dr./Mr./Ms. XXXX** will report directly to **Name of Supervisor, Title of Supervisor**.

As a **Job Title**, **Dr./Mr./Ms. XXXX** will be responsible for… **[At this point, you should give a thorough description of the individual’s job, including duties and responsibilities.]**

The position of **Job Title** at Montclair State University is professional in nature because it requires the employee in said position to have the **minimum of a bachelor’s degree [if the minimum degree requirement is at a higher level, please list that level instead] in Field X**, or its U.S. equivalent.

**The Beneficiary**

**Dr./Mr./Ms. XXXX** earned a **Title of Degree** degree in **Field of Study** from the **Name of University/College**, located in **Name of Country [“located in…” only necessary for international institutions]**. (A copy of **her/his** CV is enclosed.) [If applicable, include these lines: **Her/his** degree has been evaluated by **Name of Credential Evaluation Organization**, located in **City, State**, which has determined that her/his credentials are the equivalent of a **Title of Degree** degree in **Field of Study** awarded by a regionally accredited college or university in the United States.] In addition to **her/his** academic accomplishments, **Dr./Mr./Ms. XXXX** possesses relevant professional experience. **Here, describe the person’s experience, including: places of past employment, names of job titles of past employment, and dates of employment for all relevant work experience. In addition, briefly describe how the employment is applicable to the individual’s work at Montclair State University.**

**Terms of Employment**

Assuming approval of the enclosed petition by USCIS, Montclair State University intends to **employ/continue to employ** **Dr./Mr./Ms. XXXX** for a period of three (3) years in the full-time and temporary position of **Job Title**. We understand the temporary scope of **Dr./Mr./Ms. XXXX**’s employment, and **she/he** has also been informed of this condition of the employment relationship. **She/he** will be compensated at the rate of **$XX,XXX** per year, plus a standard benefits package.

We hereby confirm that, if so required, we will pay **Dr./Mr./Ms. XXXX**’s transportation back to **her/his** home country in the event that our relationship with **her/him** is terminated prior to the expiration of **her/his** H-1B nonimmigrant status. We also agree to abide by the terms of the certified Labor Condition Application for **Dr./Mr./Ms. XXXX**’s position.

Any statements contained in this document shall in no way be construed to create a contract between Montclair State University and **Dr./Mr./Ms. XXXX**. Furthermore, any statements and/or references in this document shall, in no way, modify the “at-will” relationship that is or has been contemplated to exist between MSU and **Dr./Mr./Ms. XXXX**.

Sincerely,

**Signature**

**Name of Dean or Division Head**

**Title**

**Montclair State University**