***Date***

US Citizenship and Immigration Services

California Service Center

24000 Avila Rd, Room 2312

Laguna Niguel, CA 92677

Dear Sir/Madam:

Re: H-1B petition of University of Delaware on behalf of ***xxx***

This letter is submitted in support of the petition of the University of Delaware to classify ***Dr.*** ***xxx*** as an H-1B nonimmigrant in a specialty occupation to serve as an ***job title*** for our university on a temporary basis. The intended period of employment is ***number of months/years, max of 3 years***.

The University of Delaware is a major Land Grant institution. The Department of ***department name*** has ***##*** faculty in ***list main sub fields***. We have approximately ***##*** undergraduate and ***##*** graduate students. Faculty and postdoctoral associates have major responsibilities in research, teaching, and mentoring students.

***Dr. xxx*** is being offered temporary employment as an ***job title***. This position involves ***insert basic description including any teaching requirements, research requirements, and supervisory obligations***.Specifically, ***he/she*** will be ***teaching/conducting research*** in the field***(s)*** of ***a summary of the specific sub-area of teaching/research***. While in this position, ***Dr. xxx’s*** work will be supervised by ***supervisor’s name***, ***supervisor’s position***.

In order to perform the duties of this position, the incumbent must have a ***type of degree*** degree in ***academic field (list all acceptable fields)*** as well as experience in ***list of required skills, techniques, and abilities (list only requirements)***. Knowledge of the field is a necessity because ***why knowledge and skill matter, e.g. (“Only an education at the Ph.D. level assures that the technical aspects of this advanced body of knowledge have been attained by the scientist filling this position.”)***

***Dr.*** ***xxx*** received ***his/her*** ***type of degree***. in ***field*** in ***year*** from ***university***. ***Summary of academic and professional achievements, including prior employment, publications, and presentations at professional conferences (do not refer to CV as it will not be included)***. ***(If research position) summary of research the individual is known for.***

We intend to employ ***Dr.*** ***xxx*** for a period of ***number of months/years, max of 3 years (must match first paragraph)***. We understand the temporary scope of this employment, and have informed the applicant of this condition in ***his/her*** employment with us. No written contract has been entered with the applicant. ***S/he*** will be compensated at a salary of **$##,###** per year plus standard university benefits.

We will pay the reasonable costs of ***Dr. xxx’s*** transportation abroad to ***his/her*** last place of foreign residence if ***he/she*** is dismissed from this position prior to the expiration of ***his/her*** authorized H-1B period of stay.

Sincerely,

***Department head’s signature***

***Name***

***Title***

September 25, 2014

US Citizenship and Immigration Services

California Service Center

24000 Avila Rd, Room 2312

Laguna Niguel, CA 92677

Dear Sir/Madam:

Re: H-1B petition of University of Delaware on behalf of Dr. Einstein

This letter is submitted in support of the petition of the University of Delaware to classify Dr. Einstein as an H-1B nonimmigrant in a specialty occupation to serve as a research professor for our university on a temporary basis. The intended period of employment is three years.

The University of Delaware is a major Land Grant institution. The Department of Physics and Astronomy has 37 faculty in atomic physics, condensed matter physics, astronomy, high energy physics, and other sub-fields. We have approximately 86 undergraduate and 78 graduate students. Faculty and postdoctoral associates have major responsibilities in research, teaching, and mentoring students.

Dr. Einstein is being offered temporary employment as a research professor. This position involves conducting research, directing and supervising graduate and undergraduate research assistants, submitting his research for publication, and giving periodic lectures and presentations at conferences. Specifically, he will be conducting research in the fields of relativity and quantum theory. While in this position, Dr. Einstein’s work will be supervised by Dr. Gödel, department chair.

In order to perform the duties of this position, the incumbent must have a Ph.D. degree in physics as well as experience in quantum theory and relativity. Knowledge of the field is a necessity because only an education at the Ph.D. level assures that the technical aspects of this advanced body of knowledge have been attained by the scientist filling this position.

Dr. Einstein received his Ph.D. in Physics in 1905 from the University of Zurich, Switzerland. Dr. Einstein has lectured in physics as a professor at the University of Bern and University of Zurich. He has also held positions at the Kaiser Wilhelm Institute for Physics, Humboldt University of Berlin and the Institute for Advanced Studies at Princeton. Dr. Einstein has published widely on topics in thermodynamics, special relativity, general relativity, and other areas of physics.

We intend to employ Dr. Einstein for a period of three years. We understand the temporary scope of this employment, and have informed the applicant of this condition in his employment with us. No written contract has been entered with the applicant. He will be compensated at a salary of $90,000 per year plus standard university benefits.

We will pay the reasonable costs of Dr. Einstein’s transportation abroad to his last place of foreign residence if he is dismissed from this position prior to the expiration of his authorized H-1B period of stay.

Sincerely,

K. Gödel

Dr. Kurt Gödel

Department Chair

Department of Physics and Astronomy