**Sample Department Support Letter for H-1B or E-3 Visa Requests**

Instructions: Copy into word processing software (i.e., Microsoft Word, etc.) fill in the blanks and print on departmental letterhead.

Don’t forget to delete out the italicized “fill in the blank text” and remove the underlines.

RE : H-1B/E-3 (pick one) sponsored by University of Maryland, Baltimore on behalf of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*employees name*

To Whom It May Concern:

This letter is submitted in support of the petition by University of Maryland, Baltimore, Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_to classify Dr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, a citizen of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, as a  
 *department name employees name country of citizenship*  
 H-1B/E-3 (pick one) nonimmigrant in a specialty occupation, to serve as a \_\_\_\_\_\_\_\_\_\_\_\_\_\_for this University on a temporary basis. *position title*

**The Petitioner**

The University of Maryland, Baltimore is the state's public academic health and law university devoted to professional and graduate education, research, patient care, and public service. Using state-of-the-art technological support, UMB educates leaders in health care delivery, biomedical science, social services and law. By conducting internationally recognized research to cure disease and to improve the health, social functioning, and just treatment of the people it serves, the campus fosters economic development in the state. UMB is committed to ensuring that the knowledge it generates provides maximum benefit to society, directly enhancing the community.

**The Position Offered**

The main duties of this position are \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**The Beneficiary**

Dr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_possesses the necessary qualifications for the above position. He/she received his/her \_\_\_\_\_\_\_\_\_\_\_\_\_\_in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ .  
 *highest degree field of study institution of higher education*

The position requires \_\_\_\_\_\_\_\_\_ degree in \_\_\_\_\_\_\_\_\_\_\_\_\_ field/s. Therefore, Dr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_’s

*Degree level field of study/ies employee’s name*

background meets the position requirements. A copy of his/her Curriculum Vitae and a list of his/her publications are attached to this petition.

**Terms of Employment**

Employment of the type offered to Dr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is by appointment from the Dean of the School of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ . Dr.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is compensated at an annual salary of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_per year. We are requesting the H-1B/E-3 (pick one) status for the validity period of the attached LCA.

University of Maryland is aware that employers are required by law to provide return transportation for the H-1B/E-3 (pick one) worker if employment is terminated prior to the expiration of the approved H-1B/E-3 (pick one) immigration status. Thank you for your attention to this matter.

Sincerely,

Name of Hiring Official/Departmental Representative

Title