

## (Use Department Letterhead)

Date:

USCIS California Service Center  
Attn: Cap Exempt H-1B Processing Unit  
24000 Avila Road  
Room 2312  
Laguna Niguel, CA 92677

Re: H-1B Nonimmigrant Petition

Petitioner: University of California, Irvine  
Beneficiary: (Name of the Beneficiary)  
Position: (Work title at UCI)  
Department of \_\_\_\_\_

Dear Immigration Examiner:

This letter is submitted in support of the H-1B (extension) petition on behalf of (Mr./Ms./Dr.) \_\_\_\_\_. The University of California, Irvine, Department of \_\_\_\_\_ wishes to (continue to) employ (Mr./Ms./Dr.) \_\_\_\_\_ as a (work title at UCI), for the period of (start and end dates/total period can be no more than 3 years). It is a full-time position (40 hour/week) at an annual salary of \$\_\_\_\_\_. This position requires a (MS/MA/Ph.D./doctoral/BA/BS/MD) in (academic field of study) or a related field, with emphasis in the (list some of the key qualifications required for the position). (To qualify for H-1B status, the position must minimally require a bachelor's degree).

(Explain briefly in lay terms what the person will be doing which should match the job duties listed on the prevailing wage request form. Also, if this person is a physician, include an appropriate statement regarding patient contact. See the "Physician Supplement to the H-1B Checklist" for more information).

(Mr./Ms./Dr.) \_\_\_\_\_ is well-qualified for this position by virtue of her/his excellent academic and professional credentials in precisely the areas required for the position. She/he obtained a (MS/MA/Ph.D./doctoral/BA/BS/MD) degree in (academic field) from (academic institution) in (year) and a (MS/MA/Ph.D./doctoral/BA/BS/MD) degree in (academic field) from (academic institution) in (year). In addition to her/his excellent academic credentials, (Mr./Ms./Dr.) \_\_\_\_\_ has a strong experience in (field of specialty), (may repeat qualifications and possible previous experience obtained by the employee).

We are most fortunate in having the opportunity to retain (Mr./Ms./Dr.) \_\_\_\_\_'s professional services, and we respectfully request favorable consideration of UCI's H-1B petition on (Mr./Ms./Dr.) \_\_\_\_\_'s behalf.

Thank you very much for your review of this petition. Please do not hesitate to contact me if you require any further information.

Sincerely,

Professor and Chairperson  
Department of \_\_\_\_\_