

Sample Employer Letter for an H-1B Requesting Extension of Status

Please print on letterhead

Date

U.S. Department of Homeland Security  
U.S. Citizenship and Immigration Services  
ATTN: CAP EXMPT H-1B PROCESSING UNIT  
24000 Avila Road, Room 2312  
Laguna Niguel, CA 92677

Dear Director,

Dr. John Doe's position as a tenure track Assistant Professor has been continued. His salary is \$70,000.00 per year. He will continue to report to Dr. John Smith, professor and department chair. We request H-1B extension effective \_\_\_\_\_ through \_\_\_\_\_

Dr. Doe's duties will include \_\_\_\_\_

(Describe duties and responsibilities clearly, and in detail; avoid unnecessary jargon; avoid anachronisms; explain some responsibilities that an adjudicator –a lay person- may find difficult to understand; state what the employee will teach; their field of research; and state what other duties are typically associated with the position eg advising/mentoring students).

This position requires \_\_\_\_\_

(State the education requirements for the position and explain how the employee meets these requirements. If the employee's degree is in a "related" field, explain how the degree relates to the main degree requirement and the job functions; and make reference to the courses listed in the employee's transcript.

Sincerely,