

(On Department/Institute Letterhead)

Current Date

USCIS
Attn I-129 H-1B
P.O. Box 20000
Phoenix, AZ 85036-0099

Dear USCIS Officer,

We submit this request for H1B temporary employment of **(Name of Employee)** in a **(Job Title)** position with the University of California, Santa Barbara's **(Employing Department/Institute)** with a salary of **(give annual salary)** per year and benefits as appropriate to this title at UCSB.

The responsibilities and duties for this position are **(Description of Job Duties)**, and as such requires a minimum degree of **(Degree level)** in the field of **(Major/Academic Field)**.

(Name of Employee) not only possess this degree, or the equivalent of this degree, but also has valuable background in field of **(academic field/ research field)**. Therefore, we hope that you will be able to approve our request.

The University will fully comply with the terms of the certified Labor Condition Application for the duration of authorized employment and will obtain and post a new LCA for any new place(s) of employment prior to reassignment.

As the employer, I understand the requirement and will be liable to provide the reasonable costs of return transportation to the employee to his/her last place of residence abroad if he/she is dismissed from employment prior to the end date of the approved period of H-1B status.

Thank you for your assistance.

Sincerely,

Name
Title (Department Chair/Director)