***SUPPORT LETTER FOR RESEARCHER OR STAFF POSITION***

***(PLACE ON UNT DEPARTMENTAL LETTERHEAD)***

DATE:

Department of Homeland Security

U.S. Citizenship and Immigration Services

California Service Center

**RE: H1B EMPLOYMENT AT THE UNIVERSITY OF NORTH TEXAS**

Dear Sir/Madam:

This letter is submitted in support of the petition filed for *(Name of beneficiary)* who will work in the *(Department/ College)* of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at The University of North Texas as *(a/an) (title).* *(Name of beneficiary)* will be employed with a twelve-month salary rate of $000,000. The appointment is for the period of \_\_\_\_\_\_\_\_\_ (for example: September 1, 2024 through August 31, 2027) as it pertains to their H-1B status and is subject to satisfactory annual performance reviews.

*(Name of beneficiary)* will work under the direction of *Dr./Mr./Mrs./Ms.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,* *Department Chair/Professor/Supervisor*. This position requires *a (Ph.D., Master’s, Bachelor’s)* degree in *(field of study)* *or (if alternative field of study is acceptable list here).* The job duties will be to *(FOR EXAMPLE)* perform atmospheric and climate research, where the major interest is in studying the potential influence of atmospheric water vapor on the freshwater balance of the oceans and implications on deep water formation and ocean circulation. In addition, they will write research papers for publication in referred journals, attend conferences and collaborate with other researchers in his/her field.

Dr./Mr./Mrs./Ms. *(Name of beneficiary)* holds a *(Ph.D., Master’s, Bachelor’s)* in (*subject*) and their specialization is in *(state the beneficiary’s current or previous work or specialized study within the degree field – please be brief and non-technical*), therefore we feel they *(are/continue to be)* an excellent fit for this position.

This position is subject to all provisions of employment at The University of North Texas is also contingent on the employee’s ability to satisfy the immigration requirements. We fully intend to comply with all of the regulations regarding employment of individuals in H-1B status and confirm that, in the event that *(Name of beneficiary)* is dismissed before the end of their period of authorized employment, we will be responsible for the reasonable cost of their return transportation abroad. This letter does not create an employment contract and is not a guarantee of continued employment with the University.

Sincerely,

*Provide Original Signature*

*Include block contact information here (printed name, title, department information, phone*