SUPPORT LETTER FOR TEACHING POSTION (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 *(nine/twelve)* month academic 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 theirH-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) teach two classes each semester (Fall 2007 – FINA 3313 and FINA 5311 with similar assignments for following semesters), to conduct research, attend conferences and write papers for publication in referred journals*.

*Dr./Mr./Mrs./Ms.*\_ *(Name of beneficiary)* holds a *(Ph.D., Master’s, Bachelor’s)* in *(subject)* and 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)*

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