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| **SAMPLE H-1B DEPARTMENTAL SPONSORSHIP LETTER**  **PRINT ON DEPARTMENTAL LETTERHEAD** |

Date

RE: H-1B

Employer: Kansas State University

Department of \_\_\_\_\_\_\_\_

Beneficiary: [*Employee’s Name*]

To Whom It May Concern:

This letter is being written in support of the H-1B nonimmigrant petition filed by the Kansas State University on behalf of [*Beneficiary’s Name]*.

THE EMPLOYER

The Kansas State University was established in 1863 as a land-grant institution. It is a nonprofit academic and research institution committed to undergraduate and graduate degree programs, research creative activities, and outreach and public service programs.

Please note that because Kansas State University is a nonprofit institution of higher education, it is exempt from the additional $1500 filing fee.

THE POSITION

At this time, the University wishes to temporarily employ [*employee*] in H-1B status in the specialty occupation of [*position title*] in the [*department*] for [*legnth of time*]. The specific duties undertaken by this position include the following: [*describe duties].*

The minimum requiriement for the postion is [*give degree*] in [*discipline, field of study*]. This position is considered a specialty occupation.

THE BENEFICIARY

[*Employee*] is an exceptional candidate for this professional position. [*He or she*] obtained a [*degree*] with an emphasis on [*area of study*] from [*institution*] in [*location of institution*]. [*Descibe additional education and experience. If the person currently employed at K-State on Optional Practical Training, you must explain how his/her current employment relates to his/her degree].*

These credentials qualify [*employee*] for the position being offered.

TERMS OF EMPLOYMENT

Based on [*employee*]’s professional experience, we wish to employ [*him or her*] for a temporary period of [*length of time requested*] from [*beginning date*] to [*ending date*], for which [*he or she*] will receive an annual salary rate of [*give salary*].

The temporary nature of the H-1B status is understood, and assuming our H-1B petition is approved, we fully intend to comply with all regulations regarding employment of individuals in H-1B status. Submitted with this H-1B petition is an approved Labor Conditions Application. I confirm that in the event the [*employee*] is dismissed before the end of [*his or her*] period of authorized employment, we will be responsible for the reasonable cost of his/her return abroad.

Sincerely,

Name

Dean, Director or Department Chair