**Department Letter of Support for H-1B Employee**

**[Date]**

Department of Homeland Security

U.S. Citizenship & Immigration Services  
California Service Center

RE: Form I-129 Petition for Nonimmigrant Worker

Petitioner: UC Santa Cruz

Beneficiary: **[Name of Employee]**

To Whom It May Concern:

**[If New Employment at UCSC, including concurrent employment or portability]**

The University of California Santa Cruz would like to employ **[employee]** in H-1B status in the specialty occupation of **[position title]** at **[UCSC or place of employment if offsite and include offsite letter]** for [**length of time-3 years maximum]**. The period requested is:

**OR**

**[If Extension or Amendment]**

The University of California Santa Cruz would like to continue to employ **[employee]** in H-1B status in the position of **[position title]** at **[UCSC or place of employment if offsite and include offsite letter]** for [**length of time-3 years maximum]**. The period requested is:

***For all applications include the following:***

The **salary** is:

**Requirements:**

The minimum requirement for this position is a **[Ph.D., Master’s, etc.]** degree in **[discipline, field of study]** and **[years of experience, if required]**.

**Duties:**

**[Employee]** will be involved in **[brief description of research/teaching, activities, and/or duties]**.

**Qualifications:**

**[Employee]** is well qualified for the position. He/she obtained **[degree, area of study]** from **[institution]** in **[location]**. **[Describe knowledge, skills, relevant experience, or other special qualifications needed by the employee to carry out the position].**

We agree to comply fully with the terms of the labor condition application for the duration of **[employee’s]** employment in H-1B status at UC Santa Cruz. I confirm that in the event that **[employee]** is dismissed before the end of the period of authorized employment, we will be responsible for the reasonable cost of return transportation to the employee’s home country.

Sincerely,

Name

[Department Chair, Director, Hiring Authority, Supervisor]