**Department Letter of Support for Off-Site Placement of 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:

We write to confirm our relationship with **[employee]** to be one of employer-employee.

The employee will be placed at **[location name and address]** for **[percentage of time or schedule]**.

UC Santa Cruz maintains the right to control the manner and means of **[employee’s]** work. We will provide **[employee’s]** tools and equipment to perform the duties of the position. **[Employee]** will report to **[name and title of supervisor]** at UC Santa Cruz who will determine any assigned projects. UC Santa Cruz will retain the right to determine exactly how, when, and in what manner **[employee]** will perform all tasks related to his/her position.

**[Employee]** will remain on UC Santa Cruz payroll. Like all employees, **[employee]** will be subject to performance and progress review of UC Santa Cruz. We reserve the right to terminate employment. UC Santa Cruz will claim **[employee]** as an employee for tax purposes and provide **[employee]** with standard employee benefits.

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]