

SAMPLE LETTER FROM DEPARTMENT/ PETITIONER (TO BE PRINTED ON DEPARTMENTAL LETTERHEAD)

November 15, 2015

USCIS
Vermont Service Center
75 Lower Welden Street
St. Albans, VT 05479

To Whom It May Concern:

Texas Tech University Health Sciences Center wishes to support the O-1 Visa classification on behalf of Dr. _____, a _____ national, to serve as _____ (in the School of _____ or Department of _____) and will be receiving an annual salary of \$_____. We would like to sponsor the Non-Immigrant visa O-1 Alien of Extra-Ordinary Ability classification from _____ through _____ (three-years) on behalf of the above individual.

The Petitioner

For more than 40 years, the Texas Tech University Health Sciences Center El Paso, an independent, non-profit research, health and educational institution, has revolutionized the health care and scientific research of West Texas and beyond. The mission of the Texas Tech University Health Sciences Center El Paso is to improve the health of people by providing educational opportunities to students and health care professionals, advancing knowledge through scholarship and research, and providing patient care and service. These researchers, including internationally-acclaimed scientists of prestigious reputation, bring a relentless pursuit and passion for health, knowledge and hope to their research and to the world.

The Beneficiary

Employee's credentials, training, licensure

Terms of Employment

Describe job duties in one paragraph.

In the event that employment is terminated prior to the expiration of the requested O-1 classification, the Department _____ agrees to pay for all reasonable expenses for his/her to return abroad.

Employment is in a critical or essential capacity

Please describe your department's clinical and research functions and how they are essential to TTUHSC. Then describe how the employee will contribute to the department to achieve departmental mission, goals, roles etc. (Make sure to document that the prospective employee was employed in a critical or essential capacity for organizations that have distinguished reputation)

Sincerely,

Name and Title of Department Chair