

[Date]

U.S. Citizenship and Immigration Services

Regional Service Center

Re: Dr. [International Scholar’s Full Name]– Request for H-1B status

The [Academic Unit] in the [School/College/Campus] at the University of Washington would like to sponsor an H-1B for Dr. [International Scholar’s Full Name] as a/an [Appointment Rank/Title] from [Appointment Start Date] to [Appointment End Date] at an annual salary of $[Annual Salary Amount], plus standard University benefits.

This is a specialty occupation requiring a [Degree Type] degree in the field of [List all acceptable fields of study] or a related field and the theoretical and practical application of a body of highly specialized knowledge. The duties of this position include [Detailed position responsibilities, including methods, tools, research goals, and specific course names and numbers for any courses to be taught. Two sentences up to a paragraph. You can pull from the offer letter.]. [If applicable: This is a research position only, with no involvement in patient care services. There are no licensing requirements for this position.] [If applicable: This position requires [Licensing Requirements].] Please note that the University requires [Choose an Item] for all appointments in this title; please see attached documentation.

Dr. [Scholar’s Surname] holds a [Degree Type] degree in the field of [Field of Study] from [Degree Granting Institution] and has significant research experience in [Area of Research]. [If applicable: Copies of Dr. [Scholar’s Surname]’s Washington State Medical License and USMLE 1, 2, and 3 exam results are attached.]

If Dr. [Scholar’s Surname] is dismissed for any reason before the end of the authorized period of H-1B employment, the [Academic Unit] in the [School/College/Campus] agrees to pay the reasonable costs of return transportation to Dr. [Scholar’s Surname]’s home country.

Thank you for your consideration.

Sincerely,

[Division Head/Chair/Director Name]

[Title], [Academic Unit]