



Office of Foreign Students and Scholars

INFORMATION AND PROCESSING OF H1-B VISAS

Sample Letter for H-1B Visa:

(Insert current date)

US Citizenship and Immigration Services
Vermont Service Center
75 Lower Welden Street
St. Albans, VT 05478

Dear Sir/Madam:

Re: H-1B petition of University of Delaware on behalf of xxx

This letter is submitted in support of the petition of the University of Delaware to classify Dr. xxx as an H-1B nonimmigrant in a specialty occupation to serve as an (environmental scientist/engineer) for our university on a temporary basis. The intended period of employment is two years.

The University of Delaware is a major Land Grant institution. The Department of (Plant and Soil Sciences) has faculty (25) in plant biology, horticulture, plant pathology and environmental soil science. We have approximately 100 undergraduate and 45 graduate students. Faculty and postdoctoral associates have major responsibilities in research, teaching, and mentoring students.

Dr. xxx is being offered temporary employment as an (environmental scientist/engineer). This position involves research on the modeling of competitive metal reactions on soil minerals, specifically carbonates, using macroscopic and molecular scale approaches. We currently lack a research effort on incorporation of molecular scale data on toxic metal reactions into predictive models that can be used to assess the fate/transport of contaminants in soil and water. This is a major research frontier in environmental science/engineering. In order to perform the duties of this position, the incumbent must have a Ph.D. degree in environmental science/engineering as well as experience in surface complexation modeling, sorption of metals, and use of insituspectroscopic techniques. Because of the complex nature of this research and its importance to professionals and students in environmental sciences/engineering and to policymakers and laypersons, a knowledge of the field is a necessity. Only an education at the Ph.D. level assures that the technical aspects of this advanced body of knowledge have been attained by the scientist filling this position.

Dr. xxx received his Ph.D. in (environmental engineering in 2003 from Illinois Institute of Technology). His biographical sketch is attached to his petition. His research has involved the sorption of metals on clay minerals and metal oxides that are common in the natural environment using macroscopic and molecular approaches. He has developed methods and models to predict thermodynamic and kinetic parameters for metal sorption to metal oxides and clay minerals. His



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research is first-rate and is well recognized in the scientific community. He has published one paper in a refereed journal, submitted three manuscripts for publication in world-class scientific journals and written several technical reports and research proposals. Dr. xxx has also presented 3 papers/posters at professional meetings and conferences. Dr. xxx is an extremely bright and productive researcher who I am confident will make major contributions to our research program.

We currently intend to employ Dr. xxx for a two-year period in the position offered. Research of the nature proposed often takes two to three years to undertake and evaluate the results. We understand the temporary scope of employment, and have informed him of this condition in his employment with us. No written contract has been entered with the applicant. He will be compensated at a salary of (\$33,000) per year.

We will pay the reasonable costs of Dr. xxx's transportation abroad if his employment is terminated prior to the expiration of his authorized H-1B period of stay.

Sincerely,