

Date

Name of Dept. Chair
Title

Dear Dr. _____:

I am writing to request your approval for a **(visa type J-1, H1B)** application for **(name)** as **(title)** job code **(job code number)** in the Department of **(Department Name)**.

(Name) received his/her **(degree)** from **(University Name)** in **(year)**. **(Give a detailed description of the candidate's qualifications that satisfy the requirement of "possessing highly specialized knowledge")**

(State the job description, salary and period of appointment)

With the approval of his/her **(visa type)**, **(name)** will be re/appointed as a **(title)** in my lab with an annual salary of **(\$ annual amount)**. **(If an H-1B is requesting add the following)** *H-1B non-immigrants will be paid at least the actual wage level paid to all other individuals with similar experience and qualifications for the specific employment in question, or the prevailing wage level for the occupation in the area of employment, whichever is higher. The department will pay the reasonable cost of return transportation for (name) if he/she is dismissed from employment before the end of the period of authorized admission. We will fully comply with the terms of the approved labor condition application.*

(Name) will be supported by **(source of funding)** A copy of **(name's)** curriculum vitae and Research Fellowship Worksheet are attached.

Thank you for your consideration of my request.

Sincerely,

Name of PI/Faculty Member
Title

Disapproved () Approved ()

Disapproved () Approved ()

Name
Chairman, (Name of Dept)

Date

John H. Byrne, Ph.D.
Director – Office of Postdoctoral Affairs

Date