**In this material, you will find the following:**

LR 442 H-1B Supporting Statement
Rev. 6/2025 cgc

* **Instructions**
* **Supporting Statement Templates** for academic positions (for teaching & research, including post-docs):
	+ Page 3 - Initial H-1B employment
	+ Page 5 - Extended H-1B employment
	+ Page 7 - Amended H-1B employment
* **Sample Supporting Statements – pages 9 – 15.**

**INSTRUCTIONS:**

1. **Before starting the draft of your statement, you will need the following information. You can use the worksheet below for your convenience if desired:**

|  |  |  |
| --- | --- | --- |
|  | **Items needed** | **Beneficiary’s info** |
| **1** | Beneficiary’s full name |  |
| **2** | Beneficiary’s country of citizenship |  |
| **3** | Beneficiary’s birth date |  |
| **4** | Offered position title |  |
| **5** | Requested length of petition |  |
| **6** | Work site name (campus or non-UConn site) and location (city, state) *e.g. the Storrs campus, Storrs, CT; the Avery Point campus, Groton, CT; ABC Lab Center, Buffalo, NY* |  |
| **7** | Required degree and field of study or qualifications for the offered position as advertised –If the position was filled without a full search or advertisement, indicate the degree information if the position had been advertised. |  |
| **8** | Beneficiary’s degree information: * 1. Degree **AND** field of study **related to the offered position** *– This may not be the highest degree that the beneficiary earned. Please refer to the field of study of each degree to find the appropriate degree information*.
 |  |
| * 1. Month and year of the degree conferral.
 |  |
| * 1. Name and location (city, state or city, country) of academic institution from which the beneficiary obtained his/her degree
 |  |
| * 1. Copy of a foreign credential evaluation if the degree in #7-a above is from abroad; what is the equivalent US degree and field of study stated in the evaluation?
 |  |
| **9** | Information on beneficiary’s previous employment related to the field for the position offered, if applicable: |  |
| 1. Employer’s name and location (city, state OR country)
 |  |
| 1. Position name at the previous employer
 |  |
| 1. Employment length at the previous employer
 |  |
| 1. Beneficiary’s professional/academic experiences with the previous employer
 |  |
| 1. Visa status the beneficiary was in, if the employment was in the U.S.
 |  |

1. **Compose separate paragraphs about the following three points. Please refer to the attached sample statements (pages 9-15) to learn how much you need to write and what kind of wording you may want to use:**
2. **Description of your school/department/unit**

Identify your unit within UConn and describe the type of teaching, work or research performed in your unit. The information on your unit’s website “About us” page may be helpful to create this paragraph.

1. **Description of the offered position**

Give a complete job description and required academic qualifications; it is important to be precise about the activities the beneficiary will pursue. To the extent that this requires technical language, use it in describing the work to be undertaken. If this is a faculty teaching position with a less than 12-month appointment, please also indicate in the end of the paragraph “On occasions, [beneficiary’s name] may also be expected to perform in the same capacity and/or conduct other necessary scholarly academic activities during non-traditional academic semesters, such as summer and winter sessions, as assigned by the Department.”

1. **Description of the beneficiary’s qualification and experience**

Describe the credentials and qualifications the beneficiary possesses in addition to his/her degree (see #A-7 above). Briefly explain how the experience and credentials are relevant to the work to be performed, and discuss actual work and/or research experience the beneficiary has that is related to the tasks at hand. Discuss any aspect of the beneficiary’s background that you feel is particularly noteworthy or outstanding. When discussing his/her current/previous academic/professional experiences, specify his/her position name with the employer’s name, the employer’s location, and how long he/she performed in the position. Also indicate what kind of work authorization he/she had with his/her previous employment if it was in the US [e.g. F-1 Optional Practical Training/J-1 Academic Training/H-1B, etc.] It would be good to repeat the technical terms that you used in #2 (Description of the offered position) above when describing the beneficiary’s experiences.

1. Choose the appropriate template depending upon your requested petition type. Most of the information prepared for section A above will be inserted in highlighted section in yellow in the attached templates. Paragraphs prepared in section B above will be inserted in highlighted section in blue in the attached templates.
2. Email a draft of your statement to Christene Cooper at Labor Relations a christene.cooper@uconn.edu. Christene will review your draft and suggest any edits, clarifications or inclusions before you print out your finalized statement on departmental letterhead. This step has proven to cut down on the administrators’ and department heads’ overall time and burden in H-1B processing by eliminating the need to “redo” a department’s supporting statement.
3. Print out the finalized statement on your departmental letterhead and sign (two (2) original signed copies and two (2) photocopies of the finalized statement are needed).

Should you have any questions about supporting statements, please contact Christene Cooper, Labor Relations, christene.cooper@uconn.edu. They will be more than happy to assist you in drafting your department’s H-1B supporting statement.

1. In the event that the beneficiary is dismissed prior to the end of the period requested for H-1B visa status, the Department will be responsible for reasonable costs of the return transportation abroad.

**[TO BE PRINTED ON DEPARTMENTAL LETTERHEAD]**

**I. Supporting Statement Template for INTIAL EMPLOYMENT**

DATE

US Department of Homeland Security

US Citizenship and Immigration Services

California Service Center

**Re: H-1B Visa Petition of the University of Connecticut on behalf of**

**Beneficiary’s First name & LAST NAME**

Country of Citizenship: Beneficiary’s country of citizenship

Date of Birth: Beneficiary’s birth date

Dear USCIS Officer:

The Department of name of the hiring department of the University of Connecticut makes this statement in support of its H-1B petition on behalf of Dr./Mr./Ms. Beneficiary’s Full Name. We intend to temporarily employ Dr./Mr./Ms. Beneficiary’s Last Name in the specialty occupation position of name of the position for the next [duration of employment requested (one year/18 months/two years/three years, etc.)] with an annual salary of $######## [or hourly salary if part time].

**The Petitioner**

Founded in 1881, the University of Connecticut (hereinafter “UConn”) is the State of Connecticut's flagship institution of higher learning. UConn has ten schools and colleges at its main campus in Storrs, separate Schools of Law and Social Work in Hartford, four regional campuses throughout the state and Schools of Medicine and Dental Medicine at the UConn Health Center in Farmington. UConn is fully accredited by the New England Association of Schools and Colleges (NEASC) and is a research-intensive university, a prestigious designation shared by only the nation's top higher education institutions, with more than 70 focused research centers where faculty, graduate students and undergraduates explore everything from improving human health to enhancing public education and protecting the country’s natural resources.

The Department of is …. *In this paragraph, briefly identify your department or unit within UConn and describe the type of teaching, work or research performed in your unit.*

**The Position Offered**

We wish to employ Dr./Mr./Ms. Beneficiary’s Full Name as a name of the position at campus/worksite name in city and state name the campus/worksite located (if multiple worksites, list all worksites here) [e.g. at the Storrs campus in Storrs, Connecticut and the Stamford campus in Stamford, Connecticut] for length of petition [e.g. three years]. In this professional and academic capacity, Dr./Mr./Ms. Beneficiary’s Last Name will be responsible for… *Give a complete job description here; it is important to be precise about the activities the beneficiary will pursue. To the extent that this requires technical language it should be used in describing the work to be undertaken. If this is a faculty teaching position with a less than 12-month appointment, please also indicate the following:* On occasions, Dr. may also be expected to perform in the same capacity and/or conduct other necessary scholarly academic activities during non-traditional academic semesters, such as summer and winter sessions, as assigned by the Department*.*

The academic and professional duties to be performed are of an intellectually sophisticated and technical nature demanding a scholar with thorough and advanced knowledge and understanding of required degree field as advertised, necessarily acquired through formal academic studies culminating in at least a Bachelor’s degree/Master’s degree/Ph.D. in (minimum qualification advertised or a related field. As such, a scholar with at least a Bachelor’s degree/Master’s degree/Ph.D. (must equal the minimum qualification advertised) in this specialty possesses the diversified skills required to successfully and effectively manipulate the complex, technical variables and academic functions involved. This is the minimum requirement for the position, not only at our institution, but in the industry as well.

**The Beneficiary’s Qualifications**

Dr./Mr./Ms. Beneficiary’s Last Name is well qualified for the position offered. He/She was awarded a beneficiary’s highest degree in beneficiary’s degree field *(this degree must be directly related to the position offered)* from name of educational institution in city, state/country that the institution is located in year of degree conferral [e.g. a Ph.D. degree in Chemistry from the University of Nottingham in Nottingham, United Kingdom, in 2008]. *If degree is from a non-US institution:* In the attached academic equivalency evaluation, Dr./Mr./Ms. Beneficiary’s Last Name’s foreign education has been evaluated to be equivalent of [a degree and field of study that the official credential evaluation indicates] from an accredited university of the United States.

In addition to his/her academic credentials, *in this paragraph you must describe the other credentials and qualifications the beneficiary possesses. Briefly explain how the experience and credentials are relevant to the work to be performed, and discuss actual work experience the beneficiary has that is related to the tasks at hand. Discuss any aspect of the beneficiary’s background that you feel is particularly noteworthy or outstanding. When discussing his/her current/previous academic/professional experiences, specify his/her position name with the employer’s name, the employer’s location, and how long he/she performed in the position. Also indicate what kind of work authorization he/she had with his/her previous employment if it was in the US* [F-1 Optional Practical Training/J-1 Academic Training/H-1B, etc.]. She is well qualified to continue in the offered position in H-1B classification.

**Conclusion**

UConn affirms that it will comply with the terms of the labor condition application for the duration of the authorized period of stay and terminate Dr./Mr./Ms. Beneficiary’s Last Name’s employment at the end of his/her authorized period. A labor condition application for this position has been certified by the Department of Labor and is attached to this petition. In the event that Dr./Mr./Ms. Beneficiary’s Last Name’s is dismissed prior to the end of the period requested for H-1B visa status, the Department of name of the hiring department will be responsible for reasonable costs of the return transportation abroad.

We are in urgent need of a name of the position with the exceptional range of qualifications of Dr./Mr./Ms. Beneficiary’s Last Name. Dr./Mr./Ms. Beneficiary’s Last Name possesses the qualifications required to successfully and effectively perform the contemplated duties outlined above. We highly support and recommend Dr./Mr./Ms. Beneficiary’s Full Name as a strong, highly qualified candidate for H-1B status. The University thanks you for your expeditious approval of this Petition for H-1B Nonimmigrant Visa Classification so that we can benefit from Dr./Mr./Ms. Beneficiary’s Last Name’s contributions to our institutional goals.

Very truly yours,

***Please sign, electronic signatures accepted***

Department Head/Dean’s Name and Signature

**[TO BE PRINTED ON DEPARTMENTAL LETTERHEAD]**

**II. Supporting Statement Template for EXTENDED EMPLOYMENT**

DATE

US Department of Homeland Security

US Citizenship and Immigration Services

California Service Center

**Re: H-1B** **Extension of Status Petition of the University of Connecticut on behalf of**

**Beneficiary’s First name & LAST NAME**

Country of Citizenship: Beneficiary’s country of citizenship

Date of Birth: Beneficiary’s birth date

Dear USCIS Officer:

The Department of name of the hiring department of the University of Connecticut makes this statement in support of the University’s petition to extend the H-1B visa status of Dr./Mr./Ms. Beneficiary’s Full Name. We intend to continue the temporary employment of Dr./Mr./Ms. Beneficiary’s Last Name in the specialty occupation position of name of the position for the next [duration of employment requested (one year/18 months/two years/three years, etc.)] with an annual salary of $######## [or hourly salary if part time].

**The Petitioner**

Founded in 1881, the University of Connecticut (hereinafter “UConn”) is the State of Connecticut's flagship institution of higher learning. UConn has ten schools and colleges at its main campus in Storrs, separate Schools of Law and Social Work in Hartford, four regional campuses throughout the state and Schools of Medicine and Dental Medicine at the UConn Health Center in Farmington. UConn is fully accredited by the New England Association of Schools and Colleges (NEASC) and is a research-intensive university, a prestigious designation shared by only the nation's top higher education institutions, with more than 70 focused research centers where faculty, graduate students and undergraduates explore everything from improving human health to enhancing public education and protecting the country’s natural resources.

The Department of is …. *In this paragraph, briefly identify your department or unit within UConn and describe the type of teaching, work or research performed in your unit.*

**The Position Offered**

Dr./Mr./Ms. Beneficiary’s Last Name has been employed by our University as a name of the position in H-1B status from H-1B start month and year to the present at campus/worksite name in city and state name the campus/worksite located (if multiple worksites, list all worksites here) [e.g. at the Storrs campus in Storrs, Connecticut and the Stamford campus in Stamford, Connecticut]. It is our intention to continue to employ Dr./Mr./Ms. Beneficiary’s Last Name in the same position for a temporary period of length of extension petition [e.g. one year; three years]. In this professional and academic capacity, Dr./Mr./Ms. Beneficiary’s Last Name will continue to be responsible for… *Give a complete job description here; it is important to be precise about the activities the beneficiary will pursue. To the extent that this requires technical language it should be used in describing the work to be undertaken. If this is a faculty teaching position with a less than 12-month appointment, please also indicate:* On occasions, Dr. may also be expected to perform in the same capacity and/or conduct other necessary scholarly academic activities during non-traditional academic semesters, such as summer and winter sessions, as assigned by the Department*.*

The academic and professional duties to be performed are of an intellectually sophisticated and technical nature demanding a scholar with thorough and advanced knowledge and understanding of required degree field advertised, necessarily acquired through formal academic studies culminating in at least a Bachelor’s degree/Master’s degree/Ph.D. in (minimum qualification advertised or a related field. As such, a scholar with at least a Bachelor’s degree/Master’s degree/Ph.D. (must equal the minimum qualification advertised) in this specialty possesses the diversified skills required to successfully and effectively manipulate the complex, technical variables and academic functions involved. This is the minimum requirement for the position, not only at our institution, but in the industry as well.

**The Beneficiary’s Qualifications**

Dr./Mr./Ms. Beneficiary’s Full Name is well qualified for the above position of name of the position based on his/her education, training and work experience. He/She received his Beneficiary’s highest degree in beneficiary’s degree field *(this degree must be directly related to the position offered)* from name of educational institution in city, state/country that the institution is located in year of degree conferral [e.g. a Ph.D. degree from the University of Nottingham in Nottingham, United Kingdom, in 2008]. *If degree is from a non-US institution:* In the attached academic equivalency evaluation, Dr./Mr./Ms. Beneficiary’s Last Name’s foreign education has been evaluated to be equivalent of a degree and field of study that the official credential evaluation indicates from an accredited university of the United States.

In addition to his/her academic credentials, Dr./Mr./Ms. Beneficiary’s Last Name began employment with our University as a name of the position in initial position starting month and year, pursuant to immigration work authorization that he/she initially had [e.g. F-1 Optional Practical Training/J-1 Academic Training/H-1B, etc.] and subsequently H-1B status, and he/she has been successfully performing the job duties described above. He/She also has . . . *Describe any other credentials, background, or experience that is particularly noteworthy or outstanding. Include dates that the position/experience/ qualification was obtained.* She is well-qualified to continue in the offered position in H-1B classification.

**Conclusion**

UConn affirms that it will comply with the terms of the labor condition application for the duration of the authorized period of stay and terminate Dr./Mr./Ms. Beneficiary’s Last Name’s employment at the end of his/her authorized period. A labor condition application for this position has been certified by the Department of Labor and is attached to this petition. In the event that Dr./Mr./Ms. Beneficiary’s Last Name’s is dismissed prior to the end of the period requested for H-1B visa status, the Department of name of the hiring department will be responsible for reasonable costs of the return transportation abroad.

We are in urgent need to continue the temporary employment of a name of the position with the exceptional range of qualifications of Dr./Mr./Ms. Beneficiary’s Last Name. Dr./Mr./Ms. Beneficiary’s Last Name’s education and experience meet our current teaching/research/teaching and research/performance needs and goals. We highly support and recommend Dr./Mr./Ms. Beneficiary’s Full Name as a strong, highly qualified candidate for continued H-1B status. The University thanks you for your expeditious approval of this Extension of H-1B Nonimmigrant Visa Classification so that we can benefit from Dr./Mr./Ms. Beneficiary’s Last Name’s continued contributions to our institutional goals.

Very truly yours,

***Please sign, electronic signatures accepted***

Department Head/Dean’s Name and Signature

**[TO BE PRINTED ON DEPARTMENTAL LETTERHEAD]**

**III. Supporting Statement Template for AMENDED EMPLOYMENT**

**!!ATTENTION!!**

**Certain changes to the original position/job duties may impact the beneficiary’s pending/future permanent residency application. Please consult with LR before committing to offer the changed position to the beneficiary.**

DATE

### US Department of Homeland Security

### US Citizenship and Immigration Services

California Service Center

**Re: H-1B Visa Amendment Petition of the University of Connecticut on behalf of**

**Beneficiary’s First name & LAST NAME**

Country of Citizenship: Beneficiary’s country of citizenship

Date of Birth: Beneficiary’s birth date

Dear USCIS Officer:

The Department of name of the hiring department of the University of Connecticut makes this statement in support of the University’s petition to make a change to the previously approved H-1B employment of Dr./Mr./Ms. Beneficiary’s Full Name. We intend to continue the temporary employment of Dr./Mr./Ms. Beneficiary’s Last Name in the specialty occupation position of name of the modified position for the next [duration of employment requested or remaining (one year/# of months/ two years, etc.)] with an annual salary of $######## [or hourly salary if part time].

**The Petitioner**

Founded in 1881, the University of Connecticut (hereinafter “UConn”) is the State of Connecticut's flagship institution of higher learning. UConn has ten schools and colleges at its main campus in Storrs, separate Schools of Law and Social Work in Hartford, four regional campuses throughout the state and Schools of Medicine and Dental Medicine at the UConn Health Center in Farmington. UConn is fully accredited by the New England Association of Schools and Colleges (NEASC) and is a research-intensive university, a prestigious designation shared by only the nation's top higher education institutions, with more than 70 focused research centers where faculty, graduate students and undergraduates explore everything from improving human health to enhancing public education and protecting the country’s natural resources.

The Department of is …. *In this paragraph, briefly identify your department or unit within UConn and describe the type of teaching, work or research performed in your unit.*

**The Position Offered**

Dr./Mr./Ms. Beneficiary’s Last Name has been employed by our University as a name of the current (before changes) position in H-1B status from H-1B start month and year to the present. Upon approval, it is our intention to continue to employ Dr./Mr./Ms. Beneficiary’s Last Name in the same/a similar position with changed/additional responsibilities for his/her remaining length of extension petition or remaining period of employment [e.g. one-year/eighteen-month/two- year] period of authorized H-1B employment. With this position modification, the position title will change from a name of the previous position to a name of the modified position, the position status at UConn will change from non-unionized to unionized, and the annual based salary will be increased from current annual salary to changed/increased annual salary. [If changing from full time to part time, or from part time to full time, please specify such].

In this professional and academic capacity, Dr./Mr./Ms. Beneficiary’s Last Name will continue to be responsible for… *Give a complete original job description here; it is important to be precise about the activities the beneficiary will pursue. To the extent that this requires technical language it should be used in describing the work to be undertaken.*

With this modification, Dr./Mr./Ms. Beneficiary’s Last Name will be additionally responsible for… *Specify what the changes and/or additional responsibilities are, if applicable. If this is a faculty teaching position with a less than 12-month appointment, please also indicate the following:* On occasions, Dr. may also be expected to perform in the same capacity and/or conduct other necessary scholarly academic activities during non-traditional academic semesters, such as summer and winter sessions, as assigned by the Department*.*

The academic and professional duties to be performed are of an intellectually sophisticated and technical nature demanding a scholar with thorough and advanced knowledge and understanding of required degree field advertised, necessarily acquired through formal academic studies culminating in at least a Bachelor’s degree/Master’s degree/Ph.D. in (minimum qualification advertised or a related field. As such, a scholar with at least a Bachelor’s degree/Master’s degree/Ph.D. (must equal the minimum qualification advertised) in this specialty possesses the diversified skills required to successfully and effectively manipulate the complex, technical variables and academic functions involved. This is the minimum requirement for the position, not only in our organization, but in the industry as well.

**The Beneficiary’s Qualifications**

Dr./Mr./Ms. Beneficiary’s Full Name is well qualified for the above position of name of the modified position based on his/her education, training and work experience. He/She received his/her Beneficiary’s highest degree in beneficiary’s degree field *(this degree must be directly related to the position offered)* from name of educational institution in city, state/country that the institution is located in year of degree conferral [e.g. a Ph.D. degree from the University of Nottingham in Nottingham, United Kingdom, in 2008]. *If degree is from a non-US institution:* In the attached academic equivalency evaluation, Dr./Mr./Ms. Beneficiary’s Last Name’s foreign education has been evaluated to be equivalent of a degree and field of study that the official credential evaluation indicates from an accredited university of the United States.

In addition to his/her academic credentials, Dr./Mr./Ms. Beneficiary’s Last Name began employment with our University as a name of the position in initial position starting month and year, pursuant to immigration work authorization that he/she initially had [e.g. F-1 Optional Practical Training/J-1 Academic Training/H-1B, etc.] and subsequently H-1B status, and he/she has been successfully performing the original job duties before changes described above. Dr./Mr./Ms. Beneficiary’s Last Name also has . . . *Describe any other credentials, background, or experience that is particularly noteworthy or outstanding. Include dates that the position/experience/ qualification was obtained.* In short, Dr./Mr./Ms. Beneficiary’s Last Name is well-qualified to assume the changes in his/her position as described above. She is well-qualified to continue in the offered position in H-1B classification.

**Conclusion**

UConn affirms that it will comply with the terms of the labor condition application for the duration of the authorized period of stay and terminate Dr./Mr./Ms. Beneficiary’s Last Name’s employment at the end of his/her authorized period. A labor condition application for this position has been certified by the Department of Labor and is attached to this petition. In the event that Dr./Mr./Ms. Beneficiary’s Last Name’s is dismissed prior to the end of the period requested for H-1B visa status, the Department of name of the hiring department will be responsible for reasonable costs of the return transportation abroad.

We are in urgent need of a name of new position with the exceptional range of qualifications of Dr./Mr./Ms. Beneficiary’s Last Name. Dr./Mr./Ms. Beneficiary’s Last Name possesses the qualifications requisite to successfully and effectively continue to perform the contemplated duties outlined above. We highly support and recommend Dr./Mr./Ms. Beneficiary’s Full Name as a strong, highly qualified candidate for amended H-1B status. The University thanks you for your expeditious approval of this H-1B amendment petition so that we can benefit from Dr./Mr./Ms. Beneficiary’s Last Name’s contributions to our institutional goals.

Very truly yours,

***Please sign, electronic signatures accepted***

Department Head/Dean’s Name and Signature

**Sample Supporting Statement (1)**

**[TO BE PRINTED ON DEPARTMENTAL LETTERHEAD]**

May 30, 2012

US Department of Homeland Security

US Citizenship and Immigration Services

California Service Center

**Re: H-1B Visa Petition of the University of Connecticut on behalf of**

**Penelope CRUZ**

Country of Citizenship: Spain

Date of Birth: April 28, 1974

Dear USCIS Officer:

The Department of Molecular and Cell Biology of the University of Connecticut makes this statement in support of its H-1B petition on behalf of Dr. Penelope Cruz. We intend to temporarily employ Dr. Cruz in the specialty occupation position of University Postdoctoral Fellow for the next two years with an annual salary of $65,000.

**The Petitioner**

**SAMPLE**

Founded in 1881, the University of Connecticut (hereinafter “UConn”) is the State of Connecticut’s flagship institution of higher learning. UConn has ten schools and colleges at its main campus in Storrs, separate Schools of Law and Social Work in Hartford, four regional campuses throughout the state and Schools of Medicine and Dental Medicine at the UConn Health Center in Farmington. UConn is fully accredited by the New England Association of Schools and Colleges (NEASC) and is a research-intensive university, a prestigious designation shared by only the nation's top higher education institutions, with more than 70 focused research centers where faculty, graduate students and undergraduates explore everything from improving human health to enhancing public education and protecting the country’s natural resources.

The Department of Molecular and Cell Biology (hereinafter “MCB”) offers course work and research programs leading to B.S., M.S. and Ph.D. degrees in molecular and cell biology. MCB represents fundamental disciplines, including genetics and genomics, microbiology, cell biology, biochemistry and structural biology and biophysics. We provide our students, researchers and scholars with considerable depth in faculty expertise and departmental resources in each of these disciplines and exciting research and educational opportunities. MCB is nationally and internationally recognized for the very high quality of its teaching and research and attracts considerable extramural research funding, mostly from federal agencies such as the National Institute of Health and the National Science Foundation.

**The Position Offered**

We wish to employ Dr. Penelope Cruz as a University Postdoctoral Fellow at our Storrs Campus in Storrs, Connecticut, for two years. In this professional and academic capacity, Dr. Cruz will be responsible for research activities involving understanding virus assembly. In particular, her project will focus on using biochemical techniques including spectrophotometric and chromatographic methods to study the protein:protein interactions that occur during viral assembly reactions. Although her focus will be on virus assembly, she will be a member of a team of scientists within the Teschke laboratory that use a variety of techniques to work on issues regarding the structure and function of viral proteins, as well as bacterial proteins. This project requires unusual expertise of knowing how to make and purify viral proteins in an assembly-component state.

The academic and professional duties to be performed are of an intellectually sophisticated and technical nature demanding a scholar with thorough and advanced knowledge and understanding of Biology and/or Biochemistry, necessarily acquired through formal academic studies culminating in at least a Ph.D. in Biology, Biochemistry or a related field. As such, a scholar with at least a Ph.D. in this specialty possesses the diversified skills required to successfully and effectively manipulate the complex, technical variables and academic functions involved. This is the minimum requirement for the position, not only at our institution, but in the industry as well.

**The Beneficiary’s Qualifications**

Dr. Penelope Cruz is well qualified for the position offered. She was awarded a Ph.D. in Biochemistry from the University of Sevilla in Sevilla, Spain in 2007. In the attached academic equivalency evaluation, Dr. Cruz’s foreign education has been evaluated to be equivalent of a Ph.D. in Biochemistry from an accredited university of the United States.

In addition to her academic credentials, Dr. Cruz has the required expertise from her graduate and prior post-doctoral work. Dr. Cruz’s doctoral research was in the area of fluorescence changes during conformational transitions during viral capsid maturation and viral protein folding. Moreover, through her post-doctoral experience at the University of Alabama in Birmingham in J-1 status, she conducted research in purification and mass spectrometry of viral proteins, protein chemistry and molecular biology. In this position, she also engaged in organization of daily lab duties such as ordering and training rotation students. This experience gave her the fundamentals of the advanced level of research we anticipate her performing on behalf of the MCB Department.

**SAMPLE**

**Conclusion**

UConn affirms that it will comply with the terms of the labor condition application for the duration of the authorized period of stay and terminate Dr. Cruz’s employment at the end of her authorized period. A labor condition application for this position has been certified by the Department of Labor and is attached to this petition.

We are in urgent need of a Postdoctoral Fellow with the exceptional range of qualifications of Dr. Cruz. Dr. Cruz possesses the qualifications required to successfully and effectively perform the contemplated duties outlined above. We highly support and recommend Dr. Penelope Cruz as a strong, highly qualified candidate for H-1B status. The University thanks you for your expeditious approval of this Petition for H-1B Nonimmigrant Visa Classification so that we can benefit from Dr. Cruz’s contributions to our institutional goals.

Very truly yours,

***Please sign.***

Department Head/Dean’s Name and Signature

**Sample Supporting Statement (2)**

**[TO BE PRINTED ON DEPARTMENTAL LETTERHEAD]**

July 1, 2012

US Department of Homeland Security

US Citizenship and Immigration Services

California Service Center

**Re: H-1B Visa Petition of the University of Connecticut on behalf of**

**Bruce LEE**

Country of Citizenship: China

Date of Birth: November 27, 1970

Dear USCIS Officer:

The University Information Technology Services of the University of Connecticut makes this statement in support of its H-1B petition on behalf of Mr. Bruce Lee. We intend to temporarily employ Mr. Lee in the specialty occupation position of Computer Programmer Analyst for the next three years with an annual salary of $85,000.

**The Petitioner**

Founded in 1881, the University of Connecticut (hereinafter “UConn”) is the State of Connecticut's flagship institution of higher learning. UConn has ten schools and colleges at its main campus in Storrs, separate Schools of Law and Social Work in Hartford, four regional campuses throughout the state and Schools of Medicine and Dental Medicine at the UConn Health Center in Farmington. UConn is fully accredited by the New England Association of Schools and Colleges (NEASC) and is a research-intensive university, a prestigious designation shared by only the nation's top higher education institutions with more than 70 focused research centers where faculty, graduate students and undergraduates explore everything from improving human health to enhancing public education and protecting the country’s natural resources.

University Information Technology Services (hereinafter “UITS”) is a support organization dedicated to providing state-of-the-art information technology and communications to students, faculty, researchers and staff for instruction, general research, administration and public service in support of UConn’s plan for excellence. UITS provides a myriad of computing and communication services to UConn and some other educational entities. UITS’ responsibilities include coordinating and managing communication systems; supporting administrative production and development projects; identifying and addressing emerging issues and technologies; facilitating the innovative use of technology in instruction and research; providing advanced information services and systems, and fostering technology discussions at a university level. The continuing goals of UITS are to meet the changing and expanding computing and communications needs of UConn and to provide outstanding service to all UConn constituents, in support of the University IT Strategic Plan.

**SAMPLE**

**The Position Offered**

We wish to employ Mr. Bruce Lee as a Computer Programmer Analyst at our Storrs campus in Storrs, Connecticut, and at our Greater Hartford campus in West Hartford, Connecticut, for the period of three years. In this professional capacity, Mr. Lee will be responsible for providing support specifically to the University’s web application programming. This position requires web development skills in HTML, JavaScript, CSS and HML, as well as advanced server side programming in Java2 Enterprise Edition infrastructure. Additionally, Mr. Lee will handle server software installation and configuration (UNIX, Linux, Apache, Tomcat, Oracle Application Server 10g) and application testing and deployment (NetBeans, Oracle J Developer). We anticipate that Mr. Lee will spend one day of his five-day work week performing IT programming and web development services at the Greater Hartford campus and the remaining four days of each week at the Storrs campus, with availability required at either campus in the event of an IT network emergency.

The professional duties to be performed are of an intellectually sophisticated and technical nature demanding a professional with thorough and advanced knowledge and understanding of Computer Science and Engineering, necessarily acquired through formal academic studies culminating in at least a Master’s degree in Computer Science and Engineering or a related field, and at least one year of on-the-job experience in information technology systems management. As such, a professional with at least a Master’s degree in this specialty and one year of experience, or with an equivalent combination of education and experience, possesses the diversified skills required to successfully and effectively perform the technical and specialized duties involved in the position. This is the minimum requirement for the position, not only at our institution, but in the industry as well.

**The Beneficiary’s Qualifications**

Mr. Bruce Lee is well qualified for the position offered. He was awarded Master’s degrees in Educational Technology in 2005 and in Computer Science and Engineering in 2008, both from the University of Connecticut in Storrs, Connecticut.

In addition to his academic credentials, Mr. Lee has extensive experience in designing and implementing PHP web applications with MySQL or Oracle database connectivity, LDAP look up, CAS authentication and automated email. He has worked for the past year as a Computer Programmer Analyst on F-1 Optional Practical Training work authorization for a local school system performing IT support services for a local public school system in West Hartford, Connecticut. In this position, he developed a new PHP website for the school system with a MySQL database that utilized HTML and JavaScript applications and included an automated calendar system that integrated staff Microsoft Outlook calendar and email functions to the website’s online calendar. As an Application Developer at the University of Beijing for three years, Mr. Lee also developed a Java program that converts XML data from the university system to the Blackboard learning management system, using Dom4j and apache CLI. Through his past professional experiences, Mr. Lee has acquired a rare combination of knowledge and expertise as a UNIX/Linux system administrator and has experience in web development with PHP and MySQL technologies, as well as experience working as a Java Programmer. Please refer his attached curriculum vitae for more details.

**Conclusion**

UConn affirms that it will comply with the terms of the labor condition application for the duration of the authorized period of stay and terminate Mr. Lee’s employment at the end of his authorized period. A labor condition application for this position has been certified by the Department of Labor and is attached to this petition.

We are in urgent need of a Computer Programmer Analyst with the exceptional and wide range of qualifications of Mr. Lee. Dr. Lee possesses the education and experience required to successfully and effectively perform the contemplated duties outlined above. We highly support and recommend Dr. Bruce Lee as a strong, highly qualified candidate for H-1B status. The University thanks you for your expeditious approval of this Petition for H-1B Nonimmigrant Visa Classification so that we can benefit from Mr. Lee’s contributions to our institutional goals.

Very truly yours,

***Please sign.***

Department Head/Dean’s Name and Signature

**Sample Supporting Statement (3)**

**[TO BE PRINTED ON DEPARTMENTAL LETTERHEAD]**

May 30, 2012

US Department of Homeland Security

US Citizenship and Immigration Services

California Service Center

**Re: H-1B Extension of Status Petition of the University of Connecticut on behalf of**

**Mahatma GANDHI**

**Country of Citizenship: India**

**SAMPLE**

**Date of Birth: October 2, 1969**

Dear USCIS Officer:

The Institute of Materials Science of the University of Connecticut makes this statement in support of the University’s petition to extend the H-1B visa status of Dr. Mahatma Gandhi. We intend to continue the temporary employment of Dr. Gandhi in the specialty occupation position of Academic Assistant for the next year with an annual salary of $95,000..

**The Petitioner**

Founded in 1881, the University of Connecticut (hereinafter “UConn”) is the State of Connecticut's flagship institution of higher learning. UConn has ten schools and colleges at its main campus in Storrs, separate Schools of Law and Social Work in Hartford, four regional campuses throughout the state and Schools of Medicine and Dental Medicine at the UConn Health Center in Farmington. UConn is fully accredited by the New England Association of Schools and Colleges (NEASC) and is a research-intensive university, a prestigious designation shared by only the nation's top higher education institutions, with more than 70 focused research centers where faculty, graduate students and undergraduates explore everything from improving human health to enhancing public education and protecting the country’s natural resources.

Established in 1965 by the Connecticut General Assembly, the mandate of the Institute of Materials Science (hereinafter “IMS”) is to maintain an outstanding advanced materials research center, provide superior graduate research education in the interdisciplinary fields of materials science and engineering at UConn, and provide materials-related technical outreach to Connecticut's industries. IMS operates and maintains extensive state-of-the-art instrumentation including a wide range of laboratories as well as several important centers and dedicated laboratories reporting to IMS. Over 100 faculty members from twenty different departments including the UConn Health Center are affiliated with IMS, contributing to the Institute’s interdisciplinary research programs. The primary disciplines represented are chemistry, physics, chemical engineering, Materials Science and Engineering, polymer science, pharmacy, molecular and cell biology, mechanical engineering, electrical engineering, biomaterials, and biosciences. IMS supports research activities of both graduate and undergraduate students’ in three primary fields of study, Materials Science and Engineering, Polymer Science and Materials Science.

IMS also houses the IMS Associates Program, which assists Connecticut industries in their research and development efforts. The Associates Program provides many benefits for member companies, including short courses or other special training, access to facilities and faculty at UConn, and other resources that can assist in materials-related problem solving for industry. Research funding for IMS comes from state, federal, and industrial sources, and it comes from a wide range of interdisciplinary research projects.

**The Position Offered**

Dr. Gandhi has been employed by our University as a Postdoctoral Fellow in H-1B status from August 1, 2008 to the present. Please be advised that while his title will change to Academic Assistant and the position will change from un-unionized from unionized upon approval of this petition, his job duties remain the same as those he previously held in the position title of University Postdoctoral Fellow. It is our intention to continue to employ Dr. Gandhi in the new position title of Academic Assistant for a temporary period of one year. In this professional and academic capacity, Dr. Gandhi will continue to be responsible for performing research in the area of transmission electron microscopy; preparing reports, presentations and papers for publication based on this research; training and assisting graduate students and other researchers in their use of the electron microscopes; and assisting in the organization and smooth operation of the Microscopy Laboratory.

**SAMPLE**

The academic and professional duties to be performed are of an intellectually sophisticated and technical nature demanding a scholar with thorough and advanced knowledge and understanding of Material Science, necessarily acquired through formal academic studies culminating in at least a Ph.D. in Material Science or a related field. As such, a scholar with at least a Ph.D. in this specialty possesses the diversified skills required to successfully and effectively manipulate the complex, technical variables and academic functions involved. This is the minimum requirement for the position, not only at our institution, but in the industry as well.

**The Beneficiary’s Qualifications**

Dr. Mahatma Gandhi is well qualified for the above position of Academic Assistant based on his education training and work experience. He received his Ph.D. in Material Science from Tokyo University in Tokyo, Japan in 2005. In the attached academic equivalency evaluation, Dr. Gandhi’s foreign education has been evaluated to be equivalent of a Ph.D. in Material Science from an accredited university of the United States.

In addition to his academic credentials, Dr. Gandhi began employment with our University as a University Postdoctoral Fellow in August 1, 2007, pursuant to J-1 and subsequently H-1B status, and he has been successfully performing the job duties described above. Furthermore, his Ph.D. dissertation research involved transmission electron microscopy, the precise area of research in which IMS desires him to continue to pursue. Dr. Gandhi possesses the relevant knowledge required to further the work and mission of the Institute of Materials Science.

**Conclusion**

UConn affirms that it will comply with the terms of the labor condition application for the duration of the authorized period of stay and terminate Dr. Gandhi’s employment at the end of his authorized period. A labor condition application for this position has been certified by the Department of Labor and is attached to this petition.

We are in urgent need to continue the temporary employment of an Academic Assistant with the exceptional range of qualifications of Dr. Gandhi. Dr. Gandhi’s education and experience meet our current research needs and goals. We highly support and recommend Dr. Mahatma Gandhi as a strong, highly qualified candidate for continued H-1B status. The University thanks you for your expeditious approval of this Extension of H-1B Nonimmigrant Visa Classification so that we can benefit from Dr. Gandhi’s continued contributions to our institutional goals.

Very truly yours,

***Please sign b***

Department Head/Dean’s Name and Signature

**Sample Supporting Statement (4)**

**[TO BE PRINTED ON DEPARTMENTAL LETTERHEAD]**

September 15, 2012

US Department of Homeland Security

US Citizenship and Immigration Services

California Service Center

**H-1B Visa Amendment Petition of the University of Connecticut on behalf of**

**Arnold SCHWARZENEGGER**

**Country of Citizenship: Austria**

**SAMPLE**

**Date of Birth: July 30, 1972**

Dear USCIS Officer:

The Department of Human Development & Family Studies of the University of Connecticut makes this statement in support of the University’s petition to make a change to previously approved H-1B employment of Dr. Arnold Schwarzenegger. We intend to continue the temporary employment of Dr. Schwarzenegger in the specialty occupation position of Associate Professor for the next two years with an annual salary of $105,000.

**The Petitioner**

Founded in 1881, the University of Connecticut (hereinafter “UConn”) is the State of Connecticut's flagship institution of higher learning. UConn has ten schools and colleges at its main campus in Storrs, separate Schools of Law and Social Work in Hartford, four regional campuses throughout the state and Schools of Medicine and Dental Medicine at the UConn Health Center in Farmington. UConn is fully accredited by the New England Association of Schools and Colleges (NEASC) and is a research-intensive university, a prestigious designation shared by only the nation's top higher education institutions, with more than 70 focused research centers where faculty, graduate students and undergraduates explore everything from improving human health to enhancing public education and protecting the country’s natural resources.

The Department of Human Development & Family Studies (hereinafter “HDFS”) focuses its teaching, research, and outreach activities on the well-being and healthy development of individuals and families over the full span of life, including dynamic relations within the family as well as the family’s interactions with other social instructions. HDFS’ undergraduate program presents a multidisciplinary understanding of individual and systemic development and change over the life span, from infancy to old age. HDFS also awards an M.A. and Ph.D. in Human Development and Family Studies, and graduate students are provided with advanced training in the theories and research methods necessary to pursue a scientific understanding of family members and family systems. Nationally accredited clinical training is offered in marriage and family therapy at both the Master's and Doctoral levels. Scientific research is carried out by the Department's faculty and advanced students in order to expand society's knowledge base about the normal and abnormal development and functioning of families and family members. Faculty research is supported by grants and contracts from federal and state agencies as well as private philanthropic foundations. Outreach and service form an important third link in the Department's mission, not only as a mandated responsibility in the Land Grant tradition, but also as a critical arena of application. As a part of outreach, individual faculty are involved in consultation with a variety of educational and service institutions, all three branches of the state government, several state agencies, and national and international non-profit organizations.

**The Position Offered**

Dr. Schwarzenegger has been employed by our University as an Assistant Professor in H-1B status from August 2009 to the present. Upon approval, it is our intention to continue to employ Dr. Schwarzenegger in the same position with additional responsibilities for his remaining approximately two-year period of authorized H-1B employment. With this position modification, the position title will change from an Assistant Professor to an Associate Professor and the compensation will be increased accordingly. His position will remain covered by the same collective bargaining unit. In this professional and academic capacity, Dr. Schwarzenegger will continue to be a team member of the Department faculty and will be responsible for implementing the degree program, developing programs, and cultivating community partnerships especially focused in the area of early childhood education and development and multicultural issues. Dr. Schwarzenegger will also teach undergraduate and graduate level courses and advise a group of students at both undergraduate and graduate levels.

With this modification, Dr. Schwarzenegger will be additionally responsible for performing as a major advisor for doctoral students for their dissertations. Additionally, on occasions, he may also be expected to perform in the same capacity and/or conduct other necessary scholarly academic activities during non-traditional academic semesters, such as summer and winter sessions, as assigned by the Department*.*

**SAMPLE**

The academic and professional duties to be performed are of an intellectually sophisticated and technical nature demanding a scholar with thorough and advanced knowledge and understanding of Family Studies, necessarily acquired through formal academic studies culminating in at least a Ph.D. in Family Studies or a related field. As such, a scholar with at least a Ph.D. in this specialty possesses the diversified skills required to successfully and effectively manipulate the complex, technical variables and academic functions involved. This is the minimum requirement for the position, not only at our institution, but in the industry as well.

**The Beneficiary’s Qualifications**

Dr. Arnold Schwarzenegger is well qualified for the above position of Associate Professor based on his education training and work experience. He received his Ph.D. in Family Studies from Harvard University in Cambridge, Massachusetts in 2006, meeting the educational requirements for this position.

In addition to his academic credentials, Dr. Schwarzenegger began employment with our University as an Assistant Professor in August 2008, pursuant to F-1 Optional Practical Training and subsequently in H-1B status, and he has been successfully performing the original job duties before changes described above. Dr. Schwarzenegger also has specific experiences to perform the proposed additional duties. He is proficient at very advanced statistical techniques (e.g. factor analysis, structural equation modeling, growth curve modeling) and has published several articles regarding race and race relations in nationally recognized journals. Dr. Schwarzenegger’s work is a rare combination of theoretical sophistication, quantitative adeptness, and interdisciplinary craftiness that is all rooted in a deep commitment to understanding multiculturalism and diversity in all of its confusing contemporary manifestations. In short, Dr. Schwarzenegger is well-qualified to assume the changes in his position with HDFS as described above. Please refer his attached curriculum vitae for more details.

**Conclusion**

UConn affirms that it will comply with the terms of the labor condition application for the duration of the authorized period of stay and terminate Dr. Schwarzenegger’s employment at the end of his authorized period. A labor condition application for this position has been certified by the Department of Labor and is attached to this petition.

We are in urgent need of an Associate Professor with the exceptional range of qualifications of Dr. Schwarzenegger. Dr. Schwarzenegger possesses the qualifications requisite to successfully and effectively continue to perform the contemplated duties outlined above. We highly support and recommend Dr. Arnold Schwarzenegger as a strong, highly qualified candidate for amended H-1B status. The University thanks you for your expeditious approval of this H-1B amendment petition so that we can benefit from Dr. Arnold Schwarzenegger’s contributions to our institutional goals.

Very truly yours,

***Please sign***

Department Head/Dean’s Name and Signature