

Letter From UNCG Department on Behalf of an International Employee for an O-1 Non-immigrant Visa Petition or an Application for Permanent Residency

Letter must be printed on UNCG Department Letterhead.

USCIS/Department of Homeland Security
Texas Service Center
U.S. Citizenship and Immigration Services
4141 North St. Augustine Road
Dallas, TX 75227

Re: The University of North Carolina at Greensboro Letter of Support for the _____
Application on behalf of Dr. _____.

Dear Sir or Madam:

The introductory paragraph should state the purpose of the letter, i.e. "This letter is submitted in support of the petition filed by the University of North Carolina at Greensboro seeking to classify _____ as an (Outstanding Professor or Researcher/O-1 Alien of Extraordinary Ability, etc.).

The following paragraphs should include a description of yourself, including your professional education and training, areas of expertise and research interest(s), present position, memberships in appropriate societies, organizations and associations, and whether serving in an official capacity in any society, organization or association, or on editorial boards for journals or other peer-review capacities. Include a copy of your full curriculum vitae.

In the next paragraph describe the means by which you obtained knowledge of Professor _____'s work, such as through collaborative work, serving as a principal investigator on a project in which he/she participated, relying on research or publications written by him/her, familiarity with trends in the field, etc.

This paragraph should describe Professor _____'s specialty and his/her contributions to the field. (For example, Professor _____'s work in religious archaeology, particularly in studies of works of the antiquities in quests for artifacts, appears to be of major significance in establishing factual bases for events which many have thought were apocryphal.) Comments addressing the impact of his/her work in these, and other areas, are especially important.

The concluding paragraph should summarize the position and salary offered to Professor _____, including the responsibilities and requirements. It should also summarize Professor _____'s credentials.

Finally, you should request approval of the application and state its critical importance to the department.