

Date \_\_\_\_\_

Department of Homeland Security  
U.S. Citizenship and Immigration Services  
California Service Center, ATTN: CAP EXEMPT H-1B Processing Unit  
Laguna Niguel, CA 92607-3004

RE: H-1B Visa Petition on behalf of Dr. \_\_\_\_\_

Dear Sir/Madam:

Along with this letter please find a petition for a nonimmigrant worker (I-129) through which our university seeks to qualify Dr. \_\_\_\_\_ for H-1B status.

Florida Institute of Technology, which was founded in 1958 to train professionals working in the space program at what is now Kennedy Space Center, is an independent technological university that provides quality education, furthers knowledge through basic and applied research, and serves the diverse needs of our local, state, national and international constituencies. In support of its mission, the university is committed to an organizational culture that values and encourages intellectual curiosity, a sense of belonging and shared purpose among faculty, students and staff, and pursuit of excellence in all endeavors, recruiting and developing faculty who are internationally recognized as educators, scholars and researchers, and recruiting and retaining a high-quality, highly selective and culturally diverse student body. Further, the university pursues recognition as an effective, innovative technology-focused educational and research institution, continues improvement in the quality of campus life for members of the university community, and provides personal and career growth opportunities for both traditional and nontraditional students and members of the faculty and staff.

It is located in Melbourne, Fla., on 130 subtropical acres, including a picturesque botanical garden. The campus is 5 minutes from the Indian River, 10 minutes from the Atlantic Ocean and 50 minutes from Kennedy Space Center.

The university offers undergraduate programs in science, engineering, aeronautics, business, humanities, mathematics, psychology and communication as well as master's programs in science, engineering, aviation, business, mathematics, psychology, behavior analysis, communication and education. The university also offers doctoral programs in science, engineering, mathematics, psychology, and science and mathematics education. More than 50,000 students have earned degrees at Florida Institute of Technology. These graduates confirm the university's commitment to developing leaders and professionals in the fields of engineering, the sciences, business, aviation and psychology. \*

\*\*At this time, the university wishes to temporarily employ Dr. \_\_\_\_\_ in the specialty occupation of \_\_\_\_\_ professor in the Department of \_\_\_\_\_. The minimum requirement for the position of \_\_\_\_\_ professor is a Ph.D. Degree in \_\_\_\_\_.

As assistant professor, Dr. \_\_\_\_\_ will teach academic courses and conduct research in \_\_\_\_\_. His/her duties will include teaching, research, committee assignments, thesis advising and other duties as deemed appropriate.

\*\*\*Dr. \_\_\_\_\_ is well-qualified to fill the position of \_\_\_\_\_. He received his doctoral degree in \_\_\_\_\_ from the \_\_\_\_\_ University in \_\_\_\_\_ in \_\_\_\_\_. Since that time, he has worked as a \_\_\_\_\_ researcher at \_\_\_\_\_. In addition, his research has been consistently published in several prestigious journals in the field.

Based on Dr. \_\_\_\_\_'s professional credentials, we wish to employ him as \_\_\_\_\_ beginning \_\_\_\_\_. In this capacity, Dr. \_\_\_\_\_ will receive a full time salary of \$\_\_\_\_\_.

Thank you for your courtesy and attention to this matter.

Sincerely,

(Title)

Enclosure

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Notes:

\* You can add any statement that shows your department's outstanding achievement, excellent ratings nationally, etc.

\*\* State minimum requirement of education and experience (when experience beyond the degree is required).

\*\*\* Include brief job history and other accomplishments relevant to the position.