



VIRGINIA COMMONWEALTH UNIVERSITY

Global Education Office

VCU Immigration Services
817 W. Franklin Street, Room 122
P.O. Box 843043
Richmond, VA 23284
Phone: (804) 828-0595 · Fax (804) 828-2552

Department H-1B Sample Appointment Letter

For the H-1B visa
(To be completed on department's letterhead)

Date

United States Department of Homeland Security
U.S. Citizenship and Immigration Services
California Service Center
24000 Avila Rd, Rm 2312
Laguna Niguel, CA 92677

Re: H-1B petition for _____

To Whom It May Concern:

This letter is submitted on behalf of Dr/Mr./Ms. _____, a citizen of _____ by Virginia Commonwealth University. Virginia Commonwealth University (VCU) is an urban, state-supported institution enrolling over 30,000 undergraduate, graduate, and health professional students at both academic and medical campuses in Richmond. The medical campus includes VCU Health Systems. The total workforce of the University — faculty, physicians, nurses, and administrative and support staff — is more than 13,600.

Dr/Mr./Ms. _____ will be working in the Department of _____ at VCU.

The Position Offered

The Department of _____ is offering Dr/Mr./Ms. _____ a temporary period of employment from _____ to _____ (Please indicate mm/dd/yy for start and end dates.) Dr/Mr./Ms. _____ will be appointed as a/an _____ on a full-time basis and will be compensated at the rate of _____ per year. A prerequisite for this position is a degree in _____. The funding for this research/teaching position stems from _____.

Dr/Mr./Ms. _____'s specific job duties will involve:

Any patient and/or clinical contact associated with his/her duties as _____ will be strictly incidental to her research/teaching appointment. **This employment offer is contingent upon the approval** of Dr/Mr./Ms. _____'s H-1B **nonimmigrant visa or change-of-status.**

Beneficiary

Dr/Mr./Ms _____'s exceptional qualifications demonstrate that he/she is a professional in his/her field. Dr/Mr./Ms. _____ received his/her degree from _____ in _____ she/he received the degree in _____

<Describe applicant's experience and qualifications here>

Terms of employment

In the event that employment is terminated prior to the expiration of the H-1B visa, the Department of _____ agrees to pay all reasonable costs for Dr/Mr./Ms. _____ to return to his/her country of citizenship or legal permanent residence.

Should you have questions concerning this petition, please contact the Director of Immigration Services in the Global Education Office at (804) 828-0595.

Sincerely yours,

Chair, Department of _____

– End draft letter –

For a foreign medical graduate (non-U.S. medical degree) who will have a faculty appointment that may involve patient contact, the letter must include confirmation that "the physician will be engaged primarily in teaching and research, and all patient contact will be related to that teaching and research."

Please note: In order to provide patient care services, a foreign physician MUST have passed Steps 1, 2 and 3 of the USLMLE, have current ECFMG Certification, and have an MCV Hospitals institutional permit or be independently licensed in the state of Virginia. To provide patient care services without meeting these criteria is a violation of state and federal law and is also a violation of H-18 nonimmigrant status.