

**Sample Letter Verifying Employment &
Offer of Permanent Employment
For Research Foundation Positions**

Please use this sample as a guide. Do not fill in the blanks.

[Date]

U.S. Department of Homeland Security
U.S. Citizenship & Immigration Services
Nebraska Service Center
850 S Street, P.O. Box 87140
Lincoln, Nebraska 68501-7140

RE: Verification of Employment and Offer of Permanent Employment
Research Foundation of the State University of New York at Buffalo

Dear Sir or Madam:

This letter is written to confirm that *[name of individual]* is currently employed as a *[postdoctoral research associate, research scientist]* in the Department of _____ at the State University of New York at Buffalo at an annual salary of \$ _____ paid through the Research Foundation. *[Name of individual's]* salary is paid through a research grant funded by _____. This grant *[insert the appropriate language from the selection below]* and is expected to continue beyond the expiration of the current grant.

- has been continually funded for ____ years
- is a high priority for funding (explain why)
- is a new field of research that is receiving considerable attention from funding agencies (explain why)
- has been identified as having strategic importance nationally (explain why)
- is in an field that addresses a critical societal need (explain why)

The offer of employment to *[name of individual]* is of indefinite duration and one in which there is a good expectation of continuing employment.

If *[name of individual]* is granted permanent residence, it is my intention to continue to employ him/her in this capacity.

Should you have any questions or need further information, please contact me.

Sincerely,
Name
Title

Note: Some USCIS examiners will not accept letters verifying an offer of permanent employment from department chairs. Therefore, we recommend that the letter be co-signed by a Dean.

**Sample Letter Verifying Employment &
Offer of Permanent Employment
For State Positions**

Please use this sample as a guide. Do not fill in the blanks.

[Date]

U.S. Department of Homeland Security
U.S. Citizenship & Immigration Services
Nebraska Service Center
850 S Street, P.O. Box 87140
Lincoln, Nebraska 68501-7140

RE: Verification of Employment and Offer of Permanent Employment
State University of New York at Buffalo

Dear Sir or Madam:

This letter is written to confirm that *[name of individual]* is currently employed as an Assistant Professor in the Department of _____ at the State University of New York at Buffalo at an annual salary of \$ _____ paid through the State payroll.

The position is a tenure-track position. Therefore, the offer of employment to *[name of individual]* is of indefinite duration and one in which there is a good expectation of continuing employment.

If *[name of individual]* is granted permanent residence, it is my intention to continue to employ him/her in this capacity.

Should you have any questions or need further information, please contact me.

Sincerely,
Name
*Title

Note: Some USCIS examiners will not accept letters verifying an offer of permanent employment from department chairs. Therefore, we recommend that the letter be co-signed by a Dean.