Today's date

Angela Jeon-Huh, Assistant Dean
International Students and Scholars Services
Drexel University
3210 Chestnut Street, Creese 210
Philadelphia, PA 19104

Dear Angela:

In accordance with Drexel University's policy/practice regarding the support of non-resident alien employees with an application for **(pick petition name: H1-B or Permanent Residency)**. I would like to request that the **(insert department name)** Department and the **(insert school)** sponsor **(insert employee name in bold)** for this benefit.

(Insert employee name) has been appointed as a/an **(insert title)** with the **(insert school).** As a/an **(insert title)**, **(insert employee name) (insert job description/responsibilities).**

It has been confirmed that **(insert employee name)** will be paid an annual salary of **(insert dollar amount)**. It is understood that notification will be given to International Students and Scholars Services (ISSS) of any significant changes to the information listed herein that may negatively affect the applicant's petition for (**pick petition name: H1-B or Permanent Residency)**. This includes, but is not limited to: changes in position, number of hours worked, salary, and separation. Upon notice of separation, the International Students and Scholars Services (ISSS) will withdraw the petition for (**pick petition name: H1-B or Permanent Residency)**.

The **(insert department)** is aware of the fees associated with the labor certification, if needed, and understands the labor certification fee is required to be paid by Drexel University. It is also understood that other general filing and attorney fees will be discussed with the applicant after the initial consultation.

My signature to this letter is affirmation that all the information stated herein is true and accurate to the best of my knowledge.

(Signature of Department head/chair)