**SAMPLE MEMORANDUM FOR FILING AN H-1B VISA PETITION**

*PLEASE PLACE ON DEPARTMENT*

*LETTERHEAD*

TO: U.S. Immigration and Citizenship Services (USCIS)

FROM: John Doe, Head, Department of Biology

DATE: August 1, 2025

RE: Petition for H-1B Status by University of Oregon on behalf of Dr. [Foreign National Name]

**Summary of Request**

This memo is submitted in support of the above-referenced Form I-129 Petition for Nonimmigrant Worker filed by University of Oregon on behalf of Dr. [Foreign National Name] requesting H-1B nonimmigrant status. University of Oregon seeks to employ Dr. [Foreign National Name] as an [title] in the Department of [X] for a period of three years from 00/00/2025 to 00/00/2028.

**The Petitioner**

University of Oregon was founded in 1876 and employs approximately 11,000 individuals. We are a non-profit institution of higher learning, offering undergraduate and graduate level degrees. The University of Oregon has a total student enrollment of approximately 24,000. The University of Oregon enjoys a reputation as one of the world’s most distinguished institutions of higher education and research. The university is the top ranked public university in Oregon and in the top 20% of the “Best Global Universities” according to U.S. News and World Report. In addition, the university is a member of the American Association of Universities - a select group of the nation’s top schools which include Harvard, Yale, Stanford, Michigan, and Virginia. Its alumni include two Nobel Prize winners, 10 winners of 13 Pulitzer Prizes, 19 Rhodes Scholars, four Marshall Scholars, seven Oregon governors, eight U.S. Senators, and 20 U.S. representatives. The University of Oregon is among 131 institutions chosen from 4,298 U.S. universities for top-tier designation of “Very High Research Activity” in the Carnegie Classification of Institutions of Higher Education. The University of Oregon’s leadership in teaching, research, and public service makes it a beacon of excellence in higher education.

**The Position Offered**

The [Department] in the [College] requires the services of an [Position title]. The Department offers the [Enter a brief description of the department and its degree/certificate offerings]. The specific focus of this position will be teaching university students enrolled in undergraduate and graduate classes in [Major/minor discipline]. Additional responsibilities will include course preparation; reviewing and grading assignments; providing advice to individual students, as requested; conducting and supervising research; preparing and submitting research finding for publication; and attending and presenting at various national conferences or meetings. [Please amend/edit as needed]. Administrative duties potentially will include service on various committees in the department as well as university committees.

**Professional Nature of Position Offered**

The position of [Title] is professional in nature, as it requires at minimum [Degree requirement for the position] and [Include any additional minimum requirements]. The specialty occupation of [Title] carries with it a scope of responsibility and level of authority which is commensurate with the professional standing of this type of position at University of Oregon and in higher education in general.

**XX’s Qualifications**

We believe [Foreign National Name] is well qualified for their appointment as [Title] in the [Department] at University of Oregon. They graduated in [Year] from the [Awarding University] with a [Degree]. [Please note further degrees, certifications, or experience].

Based on [Foreign National Name]’s academic background, experience, teaching and research qualifications, we consider them to be an essential candidate for employment at our institution. Therefore, we seek authorization to employ [Foreign National] in accordance with the H-1B regulations.

**Terms of Employment**

Dr. [Foreign National Name] will be employed as an [Title] at an annual salary of $[#] in addition to our standard benefits package. Our department agrees to pay the reasonable cost of return transportation to Dr. [Foreign National Name]’s last place of foreign residence should their employment in our department be terminated by our department before the end of their authorized period of H-1B employment.

Your consideration of our petition is greatly appreciated. If you have any questions or concerns, please contact me.

Sincerely,

[Name of Signer]

[Title]

[Department]