

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

NOTE: *This should be on departmental letterhead.*

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

FROM: John Doe, Head, Department of Biology

DATE: August 1, 2007

RE: Extension of H1B status for Dr. Jane Doe

We request your consideration in authorizing an extension of H-1B employment authorization for **Dr. Jane Doe**. Dr. Doe has been employed since \_\_\_\_\_ as a full-time, tenure-track Assistant Professor in the Department of \_\_\_\_\_ at the University of Oregon. We request authorization to continue employment in the same position for the period \_\_\_\_\_ (**\*\*\*start date = day after expiration of current H-1B authorization\*\*\***) to \_\_\_\_\_ (**\*\*\*end date, i.e., end of contract\*\*\***), during which time she will be compensated at an annual rate of \$ \_\_\_\_\_ in addition to receiving standard university benefits.

Dr. Doe is eminently qualified for her work here in a specialty occupation. She holds a Ph.D. in Biology from the University of Blue (2010). She has published her work in academic journals and has presented at academic conferences.

Our department agrees to pay the reasonable cost of return transportation to Dr. Doe's last place of foreign residence should her employment in our department be terminated by our department before the end of her authorized period of H-1B employment.