**Template: Ability to Pay Offered Salary Letter for EB-1, EB-2, & EB-3 Requests**

[UH letterhead]

[DO NOT DATE]

To Whom It May Concern:

Employee is employed as a/an position title in the department/unit of the college/school at the campus. This is to certify that the college/school is able to pay employee’s proffered salary.

Briefly describe duties as the college/school’s AO/FA. (e.g., “As the chief fiscal officer for the College, I am responsible for managing the College’s budget.”)

The college/school’s budget totals $\_\_\_ and contains sufficient funds to pay employee’s salary for the duration of his/her employment.

Sincerely,

[Signature]

[Name]

[Title (AO/FA/other)]

UH FSIS | www.manoa.hawaii.edu/fsis/downloads/ebabilitytopay | rev. September 2021