**Template: Employer’s Support Letter for O-1 Petitions**

[UH letterhead]

Date

USCIS California Service Center

ATTN: I-129 (O-1)

24000 Avila Road, 2nd Floor, Room 2312

Laguna Niguel, CA 92677

To Whom It May Concern:

RE: O-1 Petition for employee

This letter is submitted in support of the O-1 petition filed by the University of Hawaii on behalf of employee, a citizen of country.

The department/unit of the college/school at the campus intends to employ/continue employing employee as a full-time/part-time (if part time, include FTE) position title with an annual salary of $\_\_\_.This will involve duties verbatim from Work at UH ad. The position requires a degree in field(s) and all other minimum and desirable qualifications listed in the Work at UH ad.

Employee is extremely qualified for this position. He/she received his/her degree in field from institution. Describe work history and accomplishments, special skills, and/or other notable qualifications establishing him/her an individual with extraordinary ability in the academic field.

If the request is for an extension, state whether any terms or conditions of employment have changed since the prior UH O-1 petition. Also include a brief description of additional achievements the employee has obtained since the previous O-1 petition.

Because of employee’s outstanding background, we wish to employ/continue employing him/her under the aforementioned terms from the effective date stated on the I-129 petition. If employee is dismissed from employment or resigns in lieu of termination for any reason before the end of the period of authorized admission, we will assume the reasonable costs of return transportation to the last place of foreign residence in accordance with 8 CFR 214.2(o)(16).

Your kind attention to this matter is greatly appreciated.

Sincerely,

[Signature]

[Name]

[Title (dean/director/dept chair)]

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