**Template: Tenure-Track/Permanent Position Letter for EB-1 Requests**

[UH letterhead]

Date

To Whom It May Concern:

Tenure-track positions:This letter certifies that the department/unit of the college/school at the campus intends to employ/continue employingemployee as a full-time tenure-track position title. This offer therefore meets the requirement stated at 8 CFR (i)(3)(iii)(A).

Non-appropriated research positions: This letter certifies that the department/unit of the college/school at the campus intends to employ/continue employingemployee as a full-time position title for a term of indefinite or unlimited duration, and in which the employee may expect the continuation of employment unless there is good cause for termination. This offer therefore meets the definition of “permanent” under 8 CFR 204.5(i)(2) and satisfies the requirement stated at 8 CFR (i)(3)(iii)(B).

If employee is currently in the UH position, include: Employee was appointed to this full-time tenure-track / permanent position as a/an position title on month day, year.

Sincerely,

[Signature]

[Name]

[Title (dean/director/designee)]

UH FSIS | www.manoa.hawaii.edu/fsis/downloads/eb1permposition | rev. September 2021