**Template: Employment Certification Letter for EB-1 and EB-2 Requests**

[Organization’s letterhead]

Date

To Whom It May Concern:

Below is a verification of employment by the employer for employee.

For current UH positions, use “present” as the end date.

Position Title: Title

Appointment Dates: month and year – month and year

Hours per week: # of hours worked per week

Duties: Detailed description of duties to show the person met all MQs and DQs and was therefore fully qualified for the UH position at the time of selection

Please contact me if you require additional information.

Sincerely,

[Signature]

[Name, title]

Note: If the person held more than one position with the same employer or if the person worked different amounts of hours per week in the same position with the same employer, provide information for those periods separately in the same employer’s letter.

Example:

Position Title: Teaching Assistant

Appointment Dates: January 2020 – May 2020

Hours per week: 10

Duties: Taught courses in biology, advised students, graded assignments and exams, held office hours, prepared course materials, participated in curriculum development.

Position Title: Teaching Assistant

Appointment Dates: August 2019 – December 2019

Hours per week: 20

Duties: Taught courses in biology, advised students, graded assignments and exams, held office hours, prepared course materials, participated in curriculum development.

Position Title: Research Assistant

Appointment Dates: June 2018 – July 2019

Hours per week: 40

Duties: Collected and analyzed data for a research project in growth of single-celled organisms, prepared reports, managed database of lab results, wrote manuscripts for publication in scholarly journals.

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