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

[UH letterhead]

Date

Vermont Service Center

USCIS

38 River Road

Essex Junction, VT 05479

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 Hawaiʻi 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 from NeoGov ad.

The position requires a degree in field(s) and minimum qualifications listed in the NeoGov ad essential to the position and describable qualifications that they employee meets.

Employee is extremely qualified for this position. He/she received his/her degree in field from institution. Briefly 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. We will end this appointment upon the expiration of the authorized period of stay, including any subsequent extensions of stay that are granted.

Your kind attention to this matter is greatly appreciated.

Sincerely,

[Signature]

[Name]

[Title (dean/director/dept chair)]

*Tips for writing O-1 Employer’s Support Letter*

\*Duties for position

* Write in paragraph form. Do not use numbers or bullet points for duties.
* Include the essential duties the position is required to perform. Non-essential duties can be omitted.

\*\*Qualifications for position

* If ABD is allowed and employee does not have PhD yet, include ABD wording from ad.
* If more than two degree fields were listed in ad, list top two fields and include the field in which the employee obtained their degree in.
* Include work experience, knowledge, and abilities required to perform the essential duties. Non-essential skills can be omitted.

\*\*\*Employee’s credentials

* If their degree is from a foreign institution, use U.S. equivalent from their foreign credential evaluation.
* Work history and accomplishments must show the employee meets all the qualifications listed in the letter.
* Describe employee’s work experience/accomplishments to clearly show they meet the work experience requirement.

UH FSIS | www.manoa.hawaii.edu/fsis/downloads/oemplsupportletter | rev. June 2024