Sample Letter Verifying Employment & Offer of Permanent Employment

For Research Foundation Positions

Please use this sample as a guide. Do not fill in the blanks.

[Date]

U.S. Department of Homeland Security U.S. Citizenship & Immigration Services Nebraska Service Center 850 S Street, P.O. Box 87140 Lincoln, Nebraska 68501-7140

RE: Verification of Employment and Offer of Permanent Employment Research Foundation of the State University of New York at Buffalo

Dear Sir or Madam:

This letter is written to confirm that [name	ne of individual] is current	ly employed as a [postdoctoral
research associate, research scientist] in	n the Department of	at the
State University of New York at Buffalo	at an annual salary of $\$$ _	paid through the
Research Foundation. [Name of individ This grant [insert the approp		
expected to continue beyond the expirat	tion of the current grant.	
- has been continually funded for	vears	

- has been continually funded for ____
- is a high priority for funding (explain why)
- is a new field of research that is receiving considerable attention from funding agencies (explain why)
- has been identified as having strategic importance nationally (explain why)
- is in an field that addresses a critical societal need (explain why)

The offer of employment to [name of individual] is of indefinite duration and one in which there is a good expectation of continuing employment.

If [name of individual] is granted permanent residence, it is my intention to continue to employ him/her in this capacity.

Should you have any questions or need further information, please contact me.

Sincerely, Name

Title

Note: Some USCIS examiners will not accept letters verifying an offer of permanent employment from department chairs. Therefore, we recommend that the letter be cosigned by a Dean.

Sample Letter Verifying Employment & Offer of Permanent Employment

For State Positions

Please use this sample as a guide. Do not fill in the blanks.

[Date]
U.S. Department of Homeland Security U.S. Citizenship & Immigration Services Nebraska Service Center 850 S Street, P.O. Box 87140 Lincoln, Nebraska 68501-7140
RE: Verification of Employment and Offer of Permanent Employment State University of New York at Buffalo
Dear Sir or Madam:
This letter is written to confirm that [name of individual] is currently employed as an Assistant Professor in the Department of at the State University of New York at Buffalo at an annual salary of \$ paid through the State payroll.
The position is a tenure-track position. Therefore, the offer of employment to [name of individual] is of indefinite duration and one in which there is a good expectation of continuing employment.
If [name of individual] is granted permanent residence, it is my intention to continue to employ him/her in this capacity.
Should you have any questions or need further information, please contact me.
Sincerely, Name *Title

<u>Note</u>: Some USCIS examiners will not accept letters verifying an offer of permanent employment from department chairs. Therefore, we recommend that the letter be co-

signed by a Dean.