

- S A M P L E -

(On UCSB Department/ Research Institute Letterhead)

Date of This Memo

To Whom It May Concern:

This is to confirm that _____ is currently entering the US to **begin**
(H-1B Applicant)
employment in the position of _____ with the University of California,
(Job Title)
Santa Barbara's _____.
(UCSB Department/Research Institute)

At present his/her salary is approximately \$ _____.

(Add a paragraph here describing the H-1B Applicant's responsibilities/projects here at UCSB.

NOTE: It is often helpful to indicate that the work is for publication in international journals and/or that the work is all in the public domain – if this statement applies to the work for the position.)

Signature

Name of Preparer

Title of Preparer

(This should be signed by your Supervisor or Payroll Personnel
in your UCSB Department/Research Institute)