Printed on Department Letterhead

Date

Dear USCIS Official,

This letter is in support of an H-1B petition being submitted/submitted on the behalf of **(name of proposed scholar)** to be employed by **(name of department)** as a **(proposed title)** beginning **(proposed start date)** until **(proposed end date).**

**(Name of proposed scholar)** will maintain an employer-employee relationship, and Emory University will have the full right to control the beneficiary when **he/she** is working at the off-site location.

**DELETE IF NOT APPLICABLE:** Regardless of the physical location of the work, this scholar’s salary will be paid directly by Emory University, and **s/he** will be offered the employee benefits that are offered to all those **(same title)** in **(department). (Name of scholar)** will be a full-time employee of Emory University.

**DELETE IF NOT APPLICABLE:** I will be **(name of scholar)**’s direct supervisor, for **his/her** duties, in person, at both on-site and off-site locations. All off-site work will be directly observed and supervised by me, or other full-time Emory faculty who will provide feedback and will discuss **his/her** work with **him/her** in person at on-site locations.

**DELETE IF NOT APPLICABLE:** I will create **his/her** schedule of work activities at all sites and will have sole discretion in any changes that are made. At each site, I control the job duties, times that **s/he** goes to the site, and the types of activities in which **s/he** will be engaged. I am responsible for evaluating this employee’s work and progress, which will be discussed on a periodical basis.

To further establish the employer-employee relationship, I have answered the following questions:

1. **Does the petitioner supervise the beneficiary and is such supervision off-site or on-site?**
2. **If the supervision is off-site, how does the petitioner maintain such supervision, i. e. weekly calls, reporting back to main office routinely, or site visits by the petitioner?**
3. **Does the petitioner have the right to control the work of the beneficiary on a day-to-day basis if such control is required?**
4. **Does the petitioner provide the tools or instrumentalities needed for the beneficiary to perform the duties of employment?**
5. **Does the petitioner hire, pay, and have the ability to fire the beneficiary?**
6. **Does the petitioner evaluate the work-product of the beneficiary, i.e. progress/performance reviews?**
7. **Does the petitioner claim the beneficiary for tax purposes?** No. Emory University is a tax-exempt organization and does not claim beneficiaries for tax purposes.
8. **Does the petitioner provide the beneficiary any type of employee benefits?**
9. **Does the beneficiary use proprietary information of the petitioner in order to perform the duties of employment?**
10. **Does the beneficiary produce an end-product that is directly linked to the petitioner's line of business?**
11. **Does the petitioner have the ability to control the manner and means in which the work product of the beneficiary is accomplished?**

ITINERARY for **(Name of Scholar)**

The proposed on-site locations for this job include:

* **Bullet point and list all Emory sites, including full street address(es) with city, state and zip codes.**
* **Describe when the scholar is expected to work at each. If you cannot list the specific dates and times, write a general statement about how often the scholar may work at this site.**

The proposed off-site locations for this job include:

* **Bullet point and list all Non-Emory sites, including full street address(es) with city, state, and zip codes.**
* **Describe the relationship between Emory and this site.**
* **Describe when the scholar is expected to work at each. If you cannot list the specific dates and times, write a general statement about how often the scholar may work at this site.**

**IF WORK INCLUDES EMORY SITES:** The proposed Emory locations for this job include:

* **Bullet point and list all Emory sites, including full street address(es) with city, state, and zip codes.**
* **Describe when the scholar is expected to work at each. If you cannot list the specific dates and times, write a general statement about how often the scholar may work at this site.**

Thank you for your consideration of this petition.

Sincerely,

**Name of Supervisor Title
Contact Information**

**Department**