



International Student and Scholars
Coxe Hall 106
32 Sayre Drive
Bethlehem, PA 18015
global.lehigh.edu

SAMPLE H1B LETTER

January 11, 2017

Samba Dieng, Director
International Student & Scholars
Lehigh University
Mail # Coxe Hall 106

Dear Mr. Dieng,

This letter is written to formally request the initiation of H-1B status for Mr. Adam Clutch. He will be working for Lehigh's Office of International Affairs beginning September 1, 2017.

We are pleased to offer Mr. Clutch the position of Director, Lehigh International Student and Scholar Services beginning September 1, 2017. His duties will include: advise international students, scholars and specialty workers on immigration and visa matters, coordinate special events and programs including the international student orientation program, international friendship program and arrival activities; develop and organize educational programs to integrate international students into all aspects of campus and community life; supervise office staff; maintain demographic and statistical records on international students, scholars and specialty workers; undertake other tasks and projects in support of the office as needed by the Vice President. The base salary will be \$50,000.00 per year. Fringe benefits associated with this position include the regular benefits extended to all unclassified employees.

Mr. Clutch was selected for the position because he has 5 years experience as a Foreign Student Advisor at other institutions. He has excellent knowledge of immigration regulations, experience coordinating special events of a social and cultural nature, Masters degree in International Relations, which exceeds the minimum qualifications for the position, and experience working abroad. No other candidate possessed the experience or other qualifications of Mr. Clutch.

This letter affirms that Lehigh international Affairs agrees to comply with all terms of the Labor Condition Application (LCA) for the duration of the authorized period of stay. We further agree to furnish airfare home for Mr. Adam Clutch in the event his employment is terminated before the end date noted on his I-129 application.

Sincerely,

Dr. Cheryl Matherly
Vice President, Lehigh Office of International Affairs