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| eu2 | *Sample* H-1B Sponsorship Letter |  |

This form letter is being submitted to request H-1B sponsorship for the following position. I attest that the below information is consistent with official position information on file at 1599 or school dean’s office.

*Please type the following information. Each section must be completed. Do not leave any section blank.*

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| Official position title: | *Assistant Professor* |
| Hiring department at Emory University: | *Department of Mathematics* |
| Start date of this H-1B request: | *December 1, 2017* |
| End date of this H-1B request (no more than 3 years at a time): | *November 30, 2018* |
| Salary offered (as of the H-1B start date): | *$56,620 per year* |
| Position duties:  | *Conduct research in applied mathematics, specifically in the area of nonlinear hyperbolic conservation laws and their application. Teach courses in mathematics at both the undergraduate and graduate levels. Serve on department committees. Perform other duties as assigned.* |
| Minimum, *not preferred,* education/degree required for the position: | *PhD or ABD* |
| Major field of study required: *Note: Add “or related field” if more than one field is acceptable.* | *Mathematics, applied mathematics, or related field* |
| Any additional requirements: *e.g., List if requires formal training or specialized licenses, certifications, or examinations* | *None* |
| Specific minimum number of years of prior work experience required (if non required, enter “0”):*Note: If experience after obtaining a certain degree or certification is required, specify.* | *0* |
| Number of employees that the individual will supervise (if none, enter “0”):*Note: supervision in HR terms, such as hiring, salary increase, annual performance evaluation, etc.)* | *0* |
| Full address of where the H-1B scholar will be working:*Note: If there is* ***more than one H-1B worksite, attach a separate page listing all*** *as required by the US government. Unannounced government site visits occur to ensure full compliance by the H-1B hiring department and the H-1B scholar.* *If the H-1B regularly (not occasionally)* ***telecommutes****, their location is a worksite for DHS and DOL purposes.* | *Emory University, Department of Mathematics, 400 Dowman Drive, Atlanta, GA 30322*  |

I confirm that the H-1B beneficiary meets or exceeds the position requirements.

Name of Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_