H-1B Itinerary - 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).**

An itinerary of services or engagements expected of **(name of proposed scholar)** are detailed below:

* **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(s).**
* **Name, title, and contact information of the person who will supervise the scholar at the work site(s).**

Thank you for your consideration of this petition.

Sincerely,

**Name of Supervisor Title
Contact Information**

**Department**