

INSTRUCTIONS

Using the information that you have provided on the 'E-3 Site of Activity' worksheet, please produce a letter on department letterhead with following information. See below for an example.

SAMPLE H-1B ITINERARY LETTER

(Department Letterhead)

Date

To whom it may concern:

I am writing on behalf of (**The International Office**) at Northwestern University regarding the employment of (**Mr. Joe Smith**) as a (**Senior User Support Specialist**) between (**January 1, 2011**) and (**December 31, 2011**).

Work Site 1

Description of Duties

(**Mr. Joe Smith**) will be responsible for responding to all support service requests from the Department and analyzing and resolving these problems in a timely manner. More specifically, he will be responsible for the smooth operations of the computing facilities. He will maintain, install, and troubleshoot all hardware and software in the department and manage software licensing and documentation of departmental LAN, server, workstations and printers. He will also train and supervise individuals on the use of desktop productivity and network applications.

Site of Activity

(**Mr. Joe Smith**) will be carrying out these duties at the following address:

Northwestern University
630 Dartmouth Place, Room 101
Evanston, IL 60208

Work Site 2

Description of Duties

(**Mr. Joe Smith**) will be teaching a course related to support service requests (etc.)

Site of Activity

(**Mr. Joe Smith**) will be carrying out these duties at the following address:

University of Northwestern
110 Lake Michigan Road
Chicago, IL 60200

Thank you,
(*signature of hiring principal investigator or faculty sponsor*)

Jane Doe
Assistant Professor, International Office