Please use this template to prepare the H-1B itinerary letter. If work will be performed at more than one site of activity, please include multiple work sites. Provide a job description of the duties to be performed with as much specificity as possible, including details regarding areas/fields of study, teaching, work, etc.  Please add a Work from Home/ Remote Worksite if remote/ hybrid employment is scheduled as an on-going part of the role and is not incidental (one off days, etc.).

**SAMPLE H-1B ITINERARY LETTER**

(Department letterhead)

Date

To whom it may concern:

I am writing on behalf of the (**Computer Science Department**) at Northwestern University regarding the employment of (**Mr. Joe Smith**) as a (**Senior User Support Specialist**) between  *Month, day, year*  and  *Month, day, yea*r.

**Worksite 1**

Description of Duties
(**Mr. Joe Smith**) will be responsible for responding to all support service requests from the (**Computer Science 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.

Site of Activity

(**Mr. Joe Smith**) will be carrying out these duties at the following address:
> Northwestern University
> 642 Clark Street
> Evanston, IL 60208

**Worksite 2 (Remote/ Hybrid):**

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:
> Northwestern University Arts Center
> Lake Michigan Road
> Chicago, IL 60200

Thank you,
***Signature of hiring principal investigator or faculty sponsor***
**Printed name of hiring principal investigator or faculty sponsor**
Assistant Professor, (**Computer Science**) Department

Northwestern University
Office of International Student and Scholar Services
1902 Sheridan Rd., Evanston, IL 60208
Ph: (847) 491-5613
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