

Cover Letter Example:

July 23, 2013

USCIS
California Service Center
P.O. Box 10129
Laguna Niguel, CA 92607

RE: H1B Status application by Kenyon College on behalf of Mr. Smith, Ph.D. to be employed as an Assistant Professor of Geology at Kenyon College

Dear Sir or Madam,

Kenyon College is an institution of higher education as defined in Section 101a of the Higher Education Act of 1965 and 8 CFR 214.2h19iii. Please find the following items in support of this petition:

1. Completed and Signed Form I-907 (optional for premium processing)
2. Completed and Signed Form I-129
3. H Supplement
4. H1B Data Collection
5. Evidence of Exempt Status
6. Certified Labor Condition Application
7. Institutional cover letter
8. Letter of Job Offer
9. Employee C.V.
10. Employee Credentials
11. Immigration Documentation

Thank you for your time and consideration of this petition.

Sincerely,

Ms. Jones
H1B Specialist