

Date:

To: United States Department of Homeland Security  
USCIS, Vermont Service Center  
75 Lower Welden St.  
Saint Albans, Vermont 05479

(This letter may be addressed to the Port of Entry if a petition with USCIS is not required)

Re: E3 for Dr. \_\_\_\_\_

Dr. \_\_\_\_\_ has been offered a position as \_\_\_\_\_ (job title) in the department of \_\_\_\_\_ at Louisiana State University. This appointment will be effective \_\_\_\_\_ (date) through \_\_\_\_\_ (date) at a salary level of \$ \_\_\_\_\_ per \_\_\_\_\_ (academic or fiscal year).

This position reports to Dr. \_\_\_\_\_ (provide job title of supervisor). Dr. \_\_\_\_\_'s duties will include \_\_\_\_\_ (spell out duties). The position's education and qualification requirements include \_\_\_\_\_

Dr. \_\_\_\_\_ is a citizen of Australia and holds a PhD. in \_\_\_\_\_ from the University of \_\_\_\_\_ (explain how the sponsored employee meets the job requirements).

Should you need any further information regarding Dr. \_\_\_\_\_ please feel free to contact me at \_\_\_\_\_.

Sincerely,

Department Chair