

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 the areas/fields of study, teaching, work, 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, year.

#### Work Site 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

#### 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:

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