

**(On Department/Institute Letterhead  
Example format - for non-tenure track position)**

Current Date

U.S. Department of Labor  
Frances Perkins Building  
200 Constitution Avenue, NW  
Washington DC 20210

Dear Alien Certification Specialist,

This letter is in support of the Labor Certification application on behalf of \_\_\_\_\_ who is currently employed in the \_\_\_\_\_ Department/Institute of at the University of California, Santa Barbara. Recruitment for this position was undertaken during the \_\_\_\_\_ academic year. Advertisements were placed on \_\_\_\_\_ in \_\_\_\_\_, and on \_\_\_\_\_ in \_\_\_\_\_. A total of \_\_\_\_\_ applications were received with \_\_\_\_\_ candidates seriously considered. Of the \_\_\_\_\_ finalists, \_\_\_\_\_ were U.S. Nationals. \_\_\_\_\_ candidates were brought to UCSB for interviews, of which \_\_\_\_\_ were U.S. Nationals. The primary criteria for judging applicants were their research area(s) and \_\_\_\_\_. The final outcome was that the position was offered to \_\_\_\_\_ who was considered to be clearly the best qualified candidate for the position. The letter of selection for this position was sent to \_\_\_\_\_ on \_\_\_\_\_.

Sincerely,

Chair/Director etc.  
signature block