



**TUFTS UNIVERSITY**  
**Health Sciences Campus**

**INTERNATIONAL AFFAIRS OFFICE**

All letters should be neatly typed on letterhead and addressed to: Adel Abu-moustafa, Ph.D.  
Dean, International Affairs  
Tufts University School of Medicine  
136 Harrison Avenue  
Boston, MA 02111

**LETTER OF SUPPORT**

- Give a specific description of your research and the current needs of your department.
- State the individual's relevant background (i.e. education, experience, training etc.)
- Connect the individual's background with the job s/he will be performing in your department. Give the job title and a detailed description of what s/he will be doing. Emphasize that the job is a highly specialized occupation requiring a unique, specialized, and experienced individual.
- Must include the signature and title of the employee's direct supervisor and date of the letter.

**APPOINTMENT LETTER**

- Give the name and employment title of employee.
- Identify the hiring institution and specific department the employee will work within.
- Provide the specific dates of hire (not to exceed a period of three years).
- State whether the position is full- or part-time and the yearly salary the employee will receive. If the employment is to be part-time, please indicate the number of weekly hours and pro-rated salary.
- Must include the signature and title of the employee's department head and date of the letter.

**AIRFARE COMPENSATION LETTER**

- Provide a statement acknowledging that the hiring institution and department will be liable for the reasonable costs of return (air) transportation of the employee to his/her home country if s/he is dismissed from employment prior to the end of the period of authorized H-1B status.
- Must contain the signature and title of the employee's department head and date of the letter.

Mailing Address:  
136 Harrison Avenue  
Boston, Massachusetts  
Telephone 617 636-0355  
Facsimile 617 636-0356

Physical Address:  
200 Harrison Avenue, 3<sup>rd</sup> Floor  
Boston, Massachusetts  
02111-1901