

**INTERNATIONAL FACULTY & SCHOLARS**

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*\*\*Department Letter of Return Trip for H1B template, edit as needed and print on department letterhead\*\**

[Date]

U.S. Citizenship & Immigration Services  
California Service Center  
24000 Avila Rd., Rm. 2302  
Laguna Niguel, California 92677

Dear Adjudicating Officer:

The Department of [DEPT NAME] hereby accepts responsibility for [EMPLOYEE'S NAME] return transportation abroad should s/he be dismissed prior to the expiration of her/his petitions validity.

We understand that [EMPLOYEE'S NAME] continuous employment is contingent upon annual renewal, satisfactory performance, the availability of funding, and the ability to receive work authorization and maintain legal status according to the requirements of the visa category while they are in the United States.

Sincerely,

[Signature]  
[Name]  
[Title]  
[Department Name]