

(Please print on your Departmental Letterhead)

DATE: (Date Request Letter Prepared)

TO: (International Advisor)
Legal - Office of International Affairs
UCT-130

FROM: (Department Chairperson) _____
(Department) (Signature Initials)
(School)

THRU: (Department Administrator) _____
(Department) (Signature Initials)
(School)

RE: Salary adjustment for (Name and DOB of H-1B Beneficiary)

The Department of _____ has approved a salary adjustment for (name of H-1B beneficiary) based on the following reasons: (e.g.: department policy, equity issues, merit increase, as applicable; please also include justifications for your reasons)

Effective (date), the current salary of \$_____ will increase to \$_____. State that other terms of employment including job location, job duties, and working hours will remain as originally approved. If any other terms of employment will be affected, explain how.

For OIA Internal Use:

Proposed H-1B change(s) reviewed by: _____ Date: _____
OIA Advisor

___ Approved / ___ Disapproved. NOTES: _____
