



UC international
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Sample E-3 Letter

June 1, 2010

Ron Cushing, Director
UC International Services
Mail Location #0640

Dear Mr. Cushing:

This letter is written to formally request the initiation of E-3 status for Mr. Joseph Bearcat. He will be working for UC International Services beginning September 1, 2010 and ending August 31, 2012.

We are pleased to offer Mr. Bearcat the position of Director, UC International Services beginning September 1, 2010. His duties will include: advise international students, scholars and specialty workers on immigration and visa matters, coordinate special events and programs including the international student orientation program, international friendship program and arrival activities; develop and organize educational programs to integrate international students into all aspects of campus and community life; supervise office staff; maintain demographic and statistical records on international students, scholars and specialty workers; undertake other tasks and projects in support of the office as needed by the Vice Provost. The base salary will be \$50,000.00 per year. Fringe benefits associated with this position include the regular benefits extended to all unclassified employees.

Mr. Bearcat was selected for the position because he has 5 years experience as a Foreign Student Advisor at other institutions. He has excellent knowledge of immigration regulations, experience coordinating special events of a social and cultural nature, Masters degree in International Education, which exceeds the minimum qualifications for the position, and experience working abroad. No other candidate possessed the experience or other qualifications of Mr. Bearcat.

This letter affirms that UC international agrees to comply with all terms of the Labor Condition Application (LCA) until the end date.

Sincerely,

Mitch Leventhal, Vice Provost
UC International
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