*This document is to be completed and signed only by the College or Department Business Administrator,   
or other college or department personnel responsible for employment matters.   
The H-1B worker should not complete these forms.*

**About the Prospective H-1B Employee and the Position Offered**:

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Last/Family Name First/Given Name PeopleSoft ID, or N/A

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Proposed H-1B Job Title Job Posting #, or N/A

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Hours per Week FTE Pay Rate (specify per year, month, or hour)

|  |  |
| --- | --- |
|  | If Faculty: 9-month, 12 month, or other |

|  |  |
| --- | --- |
| Supervisor’s name |  |
| Supervisor’s Title |  |
| Department name |  |
| Contact |  |

Worksite Locations:   
*USCIS may select this employee for a random site inspection. It is important that the worksite information provided below is full and complete, to ensure we are in compliance.* <https://www.uscis.gov/about-us/directorates-and-program-offices/fraud-detection-and-national-security/administrative-site-visit-and-verification-program>

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| --- | --- |
| **Address of main site of employment**: |  |
| **Any/all off-campus work site(s),**  incl. Sugar Land, Katy, or TMC: |  |
| Who will supervise the employee at any off-campus locations: |  |

Intended Employment Period:

|  |
| --- |
| Duration Requested in MM/DD/YYYY format: from  to |

* The duration requested may be from 1 day up to 3 years after the requested start date.
* Your department may wish to request a full three year period to “lock in” current wage rates.
* Your department must notify the Immigration Specialist if the H-1B employment will cease prior to the H-1B end date.
* If anything will change, an Amendment request must be made through our office first, before new terms can go into effect. Overflow requests should be submitted to HR in advance.
* The Employer obligation for return transportation applies if the H-1B employee is terminated for any reason (including loss of grant funding) prior to end of the requested/approved H-1B period.

Filing Type:

This information will allow us to determine the correct filing type for your application.

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| Is the worker already in the U.S.? |  | If yes, status: | Expiration date: |

If (yes) and the worker is already inside the U.S. in H-1B status, check each box that applies:

|  |
| --- |
| We wish to Extend the employee’s current H-1B employment in the UH System under the same terms (same department, title, duties, FTE, location) |
| The terms of employment of a current UH System H-1B worker will change, and an Amendment may be needed. Duties, FTE, or location have changed, or the wage will decrease. |
| The worker has H-1B at another employer, but is Changing Employers to UH only. |
| The worker has H-1B at another employer, and will still work there after joining UH Concurrently. |

If (yes) and the worker is already employed by UH in the position offered in another status (not H-1B), indicate when their first day of employment at UH was (MM/DD/YYYY):      .

Filing Fees payable to USCIS:

**Submit your completed Departmental Request forms to the Immigration Specialist before requesting any checks from UH Treasury.** As the employer of the named H-1B beneficiary, the department will be responsible for paying all fees associated with the filing of this petition, including the premium processing fee if employment of the worker in H-1B status is required before the H-1B petition can be approved under regular processing.

* Petition filing fee. The base petition filing fee for any H-1B petitions, is currently $460.   
  This fee must be paid by the department, each time we file.
* $500 “anti fraud” Fee. This is a one-time fee, which must be paid by the department. This fee is required for any individual being sponsored for H-1B status by the UH System for the first time, even if they are already in the U.S. in H-1B status with another employer.
* (Optional) Expedited Processing Fee. An additional fee which can be paid to request USCIS expedited processing. This does not expedite Department of Labor portion, or the processing steps within UH. The fee for Premium Processing is currently an additional $2,805. For legal compliance, this fee should be paid by your department, not the employee. The fee may be paid by the H-1B employee only if it is a personal request and is unrelated to employment needs (for example, if needed for personal travel, but not when needed to obtain a start date).



* Dependent application fees for H-4 status via Form I-539/I-539A for family members (spouse, children under 21 years of age) must be paid by the employee and/or their family. Your UH department is not permitted to cover the fees for H-4 Dependents. <https://www.uscis.gov/i-539>

Pertaining to the H-1B Position Offered:

The H-1B visa program allows U.S. employers to temporarily hire foreign workers to perform services in a specialty occupation. Each petition requests authorization for an individual to work for a particular employer in a particular role. One of the explicit requirements is that we prove that the offered position qualifies as a “specialty occupation,” which is defined as an occupation that requires the (1) theoretical and practical application of a body of highly specialized knowledge and (2) attainment of a bachelor's or higher degree in the specific specialty (or its equivalent) as a minimum qualification for entry into the occupation in the U.S.

In your answers below, please be descriptive enough to assist the USCIS officer who will ultimately review this case in understanding the duties involved, the nature of this role, and its importance within your discipline and to the University, above and beyond what may have appeared in the University’s job posting. True and correct information is also needed in order to obtain an accurate prevailing wage determination.

A list of duties that is too short or broad, or responsibilities or requirements that are inflated beyond the true nature of the role, may result in an inaccurate prevailing wage determination, delays, additional legal expenses, and/or the denial of this H-1B petition.

H-1B sponsorship may not be possible if the job requirements or the worker's education and experience do not meet the requirement of a “specialty occupation,” or if your department is unable or unwilling to meet both the prevailing wage and actual wage levels that will be determined as part of this process.

**List all major duties of the position offered in order of their importance.**A list that is too short, or wording that is too broad and incomplete may lead to inaccurate prevailing wage determination and/or denial of this application by USCIS.

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| Will worker supervise non-student Staff and/or Faculty? |  | If yes, how many? |

Minimum Requirements and Qualifications for any/all Qualified Applicants   
Do not tailor to the specific qualifications held by the prospective H-1B worker.

**Education**: specify both the minimum degree level and the field or discipline of study related to the position offered. Indicate the field or discipline that would be required for any/all qualified applicants that would be considered/hired for this role, not the specific degree held by the H-1B worker.

|  |
| --- |
| B.A./B.S. in |
| M.A./M.S. in |
| Ph.D. in |
| other degree type:      , in |

\*\*A field or discipline of study is **required** in all cases.\*\*

**Required Work Experience for this Occupation**:

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| --- |
| None required. |
| Graduate Assistantship:       years or months. Clarifying comment: |
| Post-Grad Teaching:       years or months. Clarifying comment: |
| Post-Grad Research:       years or months. Clarifying comment: |
| Related Duties:       years or months. Clarifying comment: |

**Other General Requirements:** List any other requirements below which would be necessary for any/all candidates applying to this position**.** Specific knowledge, skill, evidence of publications, etc.   
(Not a list of the qualifications held by the individual being offered this position.)

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**Department Head and Business Administrator: Please read carefully before signing**

I certify that the position referenced in this request qualifies as a specialty occupation and that the beneficiary of the petition meets all the listed job requirements.

I further certify that the beneficiary of this request will work in the department, with the title requested, and that the higher between the actual and the prevailing wages will be met. There will be no material changes (i.e. title; FTE; department; wage; or, place of work changes), before the Immigration Specialist has been consulted to determine if an amended H-1B petition will be necessary.

By my signature on this request, I agree to comply with all regulations during the petition process and during the beneficiary’s employment. I certify that the funds have been allocated to meet the terms of the H-1B petition for the beneficiary listed above.

I understand that the H-1B process will not officially begin until all the complete and signed H-1B request paperwork has been submitted to the Immigration Specialist.

### I understand that as the employer of the beneficiary the department will be responsible for paying all fees associated with this filing, and that fees are subject to change. If the Beneficiary is dismissed before the end of the period of authorized employment, the department will pay the reasonable costs of return transportation abroad.

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| **Department Head’s Name** | **Signature** | **Date** |

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| **Department Business Manager** | **Signature** | **Date** |

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| **College Business Manager** | **Signature** | **Date** |