

# H-1B INSTRUCTIONS AND APPLICATION PACKET

## H-1B Overview

H-1B Specialty Workers are authorized to work in specialized fields for a maximum period of six years. The University of Alabama may sponsor an employee for H-1B authorization for a period of up to three years at a time. H-1B workers must be paid a salary that equals at least the US Department of Labor-determined prevailing wage. To sponsor an H-1B worker, The University of Alabama, through Capstone International Services, must file petitions with the US Department of Labor and the US Citizenship and Immigration Service (USCIS) indicating that the university will appoint and pay the individual the prevailing wage.

## Eligibility

In general, to be eligible for H-1B sponsorship, the position must be full-time and require a minimum of a bachelor's degree, and the sponsored employee must meet that requirement and possess any necessary licensure. Some individuals, even if they meet the degree and licensure requirements, may not be eligible for H-1B status based on their immigration history. Those who have already used the six-year limit on H-1B status, for example, are ineligible for an additional period of H-1B status until they have resided and been physically outside of the U.S. for at least one year. Similarly, those who are subject to the two-year home residency requirement based on their current or prior J-1/J-2 Exchange Visitor status are ineligible for H-1B status until they have either fulfilled the requirement or obtained a waiver through the Department of State and USCIS. A person for whom a department wishes to sponsor an H-1B should contact Capstone International Services to discuss his or her eligibility for an H-1B visa.

## Prevailing Wage and Prevailing Wage Determinations – Start Early

In order to sponsor an employee for an H-1B visa, the University must pay at least the *prevailing wage* or the *actual wage* (the rate paid to similarly situated employees), whichever is higher. The US Department of Labor calculates the prevailing wage as the average salary or wage for similarly employed workers in the area of intended employment. If this prevailing wage exceeds the amount the department wishes to pay the employee, then the University cannot proceed with the H-1B petition. In this case, departments should consult with Capstone International Services about other options for visa sponsorship.

Current processing time for obtaining a Prevailing Wage Determination from the U.S. Department of Labor is approximately 12 weeks. International Services encourages you to reach out to us to start the PWD process as early as possible, even if it is not certain that you will hire an international employee in need of H-1B support.

If you are in the midst of a search or will be beginning a search that has a possibility of an international hire, please complete a Prevailing Wage Request Form (Appendix A, Section 1 on Page 5 of this Packet) and send it to Stephanie Freeman at [stephanie.freeman@ua.edu](mailto:stephanie.freeman@ua.edu) as soon as possible. She can begin the PWD process based on a few key details from the job posting well in advance of a possible job offer. Additionally, this part of the process will not commit UA to hiring an individual or to sponsorship of an H-1B; it simply helps us to get an official wage determination from DOL.

## Processing Times – Plan up to 9 Months in Advance

Because USCIS H-1B processing times vary from 3 – 9 months, Capstone International Services can only provide an *estimate* of the timing for a particular petition. We recommend that departments initiate an application as early as 9 months before the desired H-1B start date, which will allow time to obtain a Prevailing Wage and file with USCIS. Expedited processing, or “premium processing,” is available for a \$1225 fee; this guarantees a decision by USCIS within 15 days. However, the “premium processing” expedited service with

USCIS does not affect the amount of time it will take to get a Prevailing Wage Determination from the U.S. Department of Labor. PWDs take approximately 12 weeks. Capstone International Services requires at least three months to obtain a PWD and then 2 weeks to prepare and submit an H-1B petition.

**Required Fees.** Departments are required to pay certain required USCIS processing fee(s) for their employee's H-1B petition. The basic fee is the \$460 I-129 application fee. In addition, departments must pay a \$500 anti-fraud fee for initial H-1B petitions and for cases in which UA is filing a change of employer petition ("portability") for someone who already holds H-1B status with another employer. Extension petitions do not require the anti-fraud fee. The employee ***may not*** pay these fees.

**Optional Fees.** In certain circumstances when Premium Processing is the only option for a timely approval, the department will be asked to pay the additional fee of \$1225. If the employee requests premium processing, and it is not an employment necessity, either the department or the individual may pay the additional \$1225 fee to USCIS. If the employee wishes to apply for immediate family members to change to or extend H-4 dependent status within the U.S., he or she must pay the \$370 I-539 change-of-status fee.

### **H-1B Sponsorship of Part-Time Employees**

The University of Alabama does not support H-1B petitions for part-time employment.

The U.S. Department of Labor and Department of Homeland Security require mechanisms for capturing hours worked/leave time and accurate records of "hours worked each day and each week." Furthermore, DOL and DHS require a system to track this information must be in place, and records must be retained for 3 years from the date of creation. The burden this creates makes part-time H-1Bs impossible.

### **Changes in Terms of Employment or Termination**

Departments *must* consult with Capstone International Services prior to changing an H-1B's terms of employment (including changes to job duties or department) to determine whether an amended petition is required.

Please inform Capstone International Services immediately if an H-1B worker's employment is terminated so that Capstone International Services can notify the Department of Labor and USCIS, effectively withdrawing the H-1B. Because H-1B status is an employment-based status, that status immediately ends upon termination. If the department terminates employment, the department must pay the reasonable cost of return transportation to the H-1B employee's last place of foreign residence. **The department will continue to be liable for paying the individual's full salary and benefits if the H-1B support is not withdrawn.**

### **H-1B Extensions**

The process for requesting an extension of H-1B status is the same as for the initial period of H-1B employment. The extension petition must be filed prior to the current H-1B status end-date to avoid interruptions in employment. The employee may continue to work for a period of 240 days while an extension petition is pending, as long as it is timely-filed (e.g. filed before the current end-date). (*Please note:* An extension of H-1B status allows the employee to continue working in the U.S.; however, it does not extend his or her H-1B entry visa, which is required for re-entry into the U.S. after traveling abroad. If the H-1B employee wishes to travel outside the U.S. after the expiration date of his or her current entry visa, he or she must apply for a new entry visa at a U.S. consulate.)

### **H-1B Visas, Travel Information, and Possible Visa Delays**

H-1B employees should contact Capstone International Services for information on travel requirements. H-1B visa requirements can vary by consular location, therefore, please refer to the particular United States consulate/embassy that you will visit. A list of embassy websites is available at <http://www.usembassy.gov/>. Employees and departments should be aware that security checks, which are part of visa processing, may delay an employee's return to the U.S.

## DEPARTMENT PROCEDURES

### **1. Request Prevailing Wage (please complete Appendix A; Part 1 on Page 5):**

Current processing times for obtaining a Prevailing Wage Determination (PWD) from the U.S. Department of Labor (DOL) is approximately 12 weeks. International Services encourages you to reach out to us to start the PWD process as early as possible, even if it is not certain that you will hire an international employee in need of H-1B support.

If you are in the midst of a search or will be beginning a search that has a possibility of an international hire, please complete Appendix A, Section 1 on Page 5 of this Packet and send it to Stephanie Freeman at [stephanie.freeman@ua.edu](mailto:stephanie.freeman@ua.edu) as soon as possible. She can begin the PWD process based on a few key details from the job posting well in advance of a possible job offer. Additionally, this part of the process will not commit UA to hiring an individual or to sponsorship of an H-1B; it simply helps us to get an official wage determination from DOL.

### **2. Request H-1B processing (please complete Appendix A, Parts 2 – 4 on Pages 6 - 7):**

Besides the Prevailing Wage Determination, to initiate the H-1B, the department needs to complete Appendix A, Parts 2 – 4, providing details on the job offer, a copy of the appointment/job offer letter (if already prepared), and details on the employee to be supported. With this information, Capstone International Services will request a review of Actual Wages paid to employees within the department. Actual Wage determinations are processed by Academic Affairs or Human Resources in consultation with Capstone International Services.

Once Capstone International Services receives the Prevailing Wage from the U.S. Department of Labor and the Actual Wage from Academic Affairs/ Human Resources, we will consult with the department if it appears the offered salary does not meet the Department of Labor's wage requirement. The department must pay at least the prevailing wage or the actual wage (the rate paid to similarly situated employees), whichever is higher. If this minimum salary exceeds the amount the department wishes to pay the H-1B applicant, Capstone International Services will consult the department about other options. The department might choose to increase the salary or explore other visa options for the applicant.

After CIS determines that the wage offered by the department meets the prevailing wage and the actual wage, proceed to step 3.

**3. Complete the Deemed Export Form (please complete Appendix B on Page 8).** In support of your request for H-1B sponsorship, Capstone International Services is required to certify on the USCIS I-129 petition whether or not a license for export controlled technology or technical data is necessary for the professor/researcher being sponsored. To facilitate this requirement, all host departments are required to complete an attestation as to whether or not the H-1B worker will require a license for export controlled technology or technical data.

**4. Complete the letter of H-1B support (please see Appendix C template on Page 9).** Please note that the maximum length of time for which an H-1B can be requested at one time is three years.

**5. Complete MDV Request for USCIS Fees and send to International Services for review (please see Appendix D on Page 10).** Email a copy of all MDV requests to Stephanie Freeman, [stephanie.freeman@ua.edu](mailto:stephanie.freeman@ua.edu), for review prior to the department submitting the forms to Accounts Payable for processing. Do not submit the MDV to Accounts Payable until the forms have been reviewed by Stephanie Freeman.

**6. Send documents to the Capstone International Services:** The Prevailing Wage Request (Appendix A Part 1), H-1B Request (Appendix A, Parts 2 - 4), the Deemed Export Form (Appendix B), the letter of support (sample in Appendix C), and MDV Check Request (Appendix D) may be sent as soon as they are complete. Please send all documents to Stephanie Freeman at the Capstone International Services, 105 B.B. Comer Hall.

**7. Capstone International Services Prepares Labor Condition Application (LCA), and Department and CIS Post the LCA Notice:** The Department of Labor and H-1B petition procedures require employers to inform its workforce of its intention to hire an H-1B worker through the posting of two Labor Condition Applications (LCA) at the employer's location. To comply with this rule, Capstone International Services will prepare the LCA Notices after the department completes Steps 1 – 6.

CIS will post one copy of the LCA notice in the public area in front of the CIS offices in 105 BB Comer Hall. Additionally, CIS will send a copy of the LCA Notice to the hiring department to be posted in a conspicuous location. This LCA must be posted for at least 10 consecutive business days. A Notice of Filing and instructions for posting will be included with the LCA Notice.

Once the department receives the LCA notice, please post it immediately in a conspicuous location at the work site and email **Stephanie Freeman** at [stephanie.freeman@ua.edu](mailto:stephanie.freeman@ua.edu) to notify her of the posting date. The posting date is necessary for the H-1B process to move forward.

Upon completion of the necessary 10-day posting period, please complete the Notice of Filing by indicating the posting dates, the responsible individual, and sign the Notice at the bottom. Please return the completed Notice to Stephanie Freeman at Capstone International Services 105 B.B. Comer Hall.

## **PROSPECTIVE H-1B EMPLOYEE PROCEDURES**

**1. Provide immigration information and history as well as all possible international travel plans (please complete Appendix E on Pages 11 - 12):** Once the department initiates the H-1B sponsorship process by submitting the Appendix A forms and Appointment Letter, Capstone International Services will contact the H-1B beneficiary to obtain the biographical information, immigration documents, proof of qualifications (diploma, CV, licenses), and family information (if applicable) required for the H-1B petition.

Please note that if you are currently in the U.S. and your H-1B is for a change-of-status, portability, or extension, it is extremely important that you notify International Services of any international travel plans you may have during the time that the H-1B petition will be processed. Your travel may impact the H-1B petition negatively.

**2. H-4 Dependent Sponsorship.** If a prospective H-1B employee has dependent family members (spouse or children) whom the H-1B employee would like to sponsor for H-4 visa status, the H-1B employee will need to consult with Capstone International Services about processing the H-4 visa support. For sponsorship of dependents who are already in the US to either extend or obtain H-4 status, the prospective H-1B employee will need to submit documents for concurrent filing with the H-1B petition. For dependents who are currently outside of the US and will enter the US in H-4 status at a later date, the Capstone International Services can advise on how they may obtain H-4 status abroad. More information on H-4 Visa status can be found here: <http://is.ua.edu/international-faculty-staff/h-1b-workers/h-4-dependents/>.

**H-1B PACKET  
APPENDIX A  
PREVAILING WAGE  
REQUEST**

**PLEASE NOTE: IF YOU HAVE PREVIOUSLY REQUESTED A PREVAILING WAGE DETERMINATION FOR THIS POSITION, PLEASE SKIP THIS SECTION AND MOVE TO APPENDIX A, SECTION 2**

**PART 1: PREVAILING WAGE REQUEST – TO BE COMPLETED BY DEPARTMENT**

**PLEASE ENTER INFO ABOUT POSITION MINIMUM REQUIREMENTS,  
NOT EMPLOYEE'S QUALIFICATIONS**

1. Position Title : \_\_\_\_\_
2. List all worksites for this position:  The University of Alabama (Tuscaloosa, AL)  
Building and Room #: \_\_\_\_\_  
 Other location: \_\_\_\_\_
3. Description of basic job duties - please list the absolute minimum duties/tasks to be performed, using non-technical terms  
(For non-teaching, staff positions, please also attach the HR Job Posting):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. Absolute **MINIMUM** qualifications required to perform the duties/tasks of this position:
  - a. Level of higher education required:  Bachelor's  Master's  Doctorate  Other \_\_\_\_\_
  - b. State license or certificate required?:  Yes or  No
  - c. Degree major(s)/specialty(ies) required: \_\_\_\_\_
  - d. Absolute **minimum** number of years of employment experience required for the position: \_\_\_\_\_
  - e. Other minimum requirements, if any: \_\_\_\_\_
  - f. Position's **minimum** required training and experience (other than that which would or could have been obtained during the normal course of the degree program listed above) Please quantify required training and experience in number of months/years (if none please write none): \_\_\_\_\_  
\_\_\_\_\_
5. **MINIMUM** number of employees (not including students or grad assistants) the alien must supervise: \_\_\_\_\_
6. Is travel required?  Yes or  No
7. Are there any other working conditions that affect the rate of pay?  Yes or  No  
If so, please explain: \_\_\_\_\_
8. Occupational title of the alien employee's immediate supervisor: \_\_\_\_\_



**PART 4: ACKNOWLEDGEMENT OF RESPONSIBILITY & LEGALLY BINDING EMPLOYER ATTESTATIONS**

By signing below, I attest that the above information is true to the best of my knowledge. I can provide additional details pertaining to statements made regarding the actual wage for the occupation discussed if needed. I authorize Capstone International Services to seek approval from the US Department of Labor and US Citizenship and Immigration Services for an H-1B temporary visa on behalf of the above named individual (in Part 3).

Furthermore, I attest that The University of Alabama will comply with the following statements as required by the Immigration Act of 1990 and conforming regulations issued by the US Department of Homeland Security and Department of Labor. (From US Immigration Service [8 CFR 214.2 (h)] & US Department of Labor [20 CFR Parts 655 and 656])

- 1) That the hiring department must pay both the \$460 I-129 filing fee for H-1B sponsorship and subsequent H-1B extensions and the \$500 Anti-fraud Fee when petitioning for initial H-1B, an H-1B change-of-status, or change of employer;
- 2) That the H-1B authorization is job-specific. Prior to making any changes to the alien employee's **salary, title, or duties**, the department will consult with CIS;
- 3) That the H-1B worker will be paid 100% of the actual or prevailing wage, **whichever is higher** (the actual wage is determined by a review in Academic Affairs/HR; the prevailing wage is set by US Department of Labor);
- 4) That the H-1B worker will also be paid for non-productive time unless contract is for a specified time period common to the industry such as 9 month academic appointments;
- 5) That the H-1B worker will be offered benefits on the same basis as similarly employed US workers;
- 6) That the employment of H-1B workers will not adversely affect the working conditions of workers similarly employed in the area of intended employment;
- 7) That on the date this form is signed and submitted, there is no strike, lockout or work stoppage in the course of a labor dispute in the occupation in which the H-1B worker will be employed at the place of employment;
- 8) That notice of the H-1B application will be provided to workers employed in the occupation in which the H-1B will be employed as signified by posting the Labor Condition Application in a conspicuous place in the workplace for at least ten (10) business days and returned to CIS, noting the dates of posting and whether or not there were any inquiries (the Labor Certification Application along with posting and removal instructions will be sent to the Department by CIS after the prevailing wage is determined);
- 9) That the **reasonable cost of return transportation to the H-1B's home country** will be covered by the employer in the event **employment is terminated** prior to the ending date on the H-1B petition submitted to US Citizenship and Immigration Services. (See dates entered in Appendix A, Part 2, Number 5).

**Required Signatures:**

Faculty Advisor/Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name and Title of Faculty Advisor/Supervisor: \_\_\_\_\_

Department Chair/Head: \_\_\_\_\_ Date: \_\_\_\_\_

Name and Title of Department Chair/Head: \_\_\_\_\_

Dean/Division Head Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name and Title of Dean or Division Head: \_\_\_\_\_

**Any misrepresentation of facts or employer's failure to comply may result in the following, affecting all of The University of Alabama not just the department:**

- Assessment of back pay for the foreign national and/or other employees in the occupational classification
- Maximum of \$1000 fine for each violation
- A suspension of The University of Alabama's labor condition applications and a prohibition of filing and approval of labor condition applications or applications for permanent alien employment certification for one year
- A prohibition of the filing of immigrant or nonimmigrant visa petitions with USCIS for at least one year
- Federal criminal penalties for knowing and willful submission of false statements to the Federal Government of \$10,000 and/or imprisonment of up to 5 years

**H-1B PACKET  
 APPENDIX B  
 H-1B EXPORT  
 CONTROL FORM**

**OVERVIEW OF EXPORT CONTROL REQUIREMENT FOR H-1B**

In support of your request for H-1B sponsorship, Capstone International Services is required to certify on the USCIS I-129 petition whether or not a license for export controlled technology or technical data is necessary for the professor/researcher being sponsored. To facilitate this requirement, we ask your assistance in completing the questionnaire below, which will allow CIS to begin filing H-1B support. In addition, the Research Compliance Office will review the form and if necessary will confer with the sponsored-individual and appropriate supervisor or administrator to determine whether a license under EAR or ITAR would be required. The license acquisition process would be initiated in parallel to H-1B sponsorship. Any future changes or extensions of the sponsored H-1B worker's employment must also be reviewed for compliance. For more information about Export Control: [http://osp.ua.edu/site/RC\\_ExC.html](http://osp.ua.edu/site/RC_ExC.html).

**SECTION 1: PROSPECTIVE H-1B EMPLOYEE AND DEPARTMENT DETAILS**

H-1B Employee's Name: \_\_\_\_\_

Employee's Country of Citizenship: \_\_\_\_\_ Employee's Country of Birth: \_\_\_\_\_

PI/Supervisor's Name: \_\_\_\_\_

School/Division: \_\_\_\_\_ Department: \_\_\_\_\_

**SECTION 2: EXPORT CONTROL QUESTIONS**

1. Is the nature of the H-1B Employee's work confidential/proprietary (i.e. the results of the work/research projects <b><i>are not</i></b> intended for teaching, publication, or to be otherwise shared broadly with the interested public and within the scientific community)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
2. In the course of his/her employment, do you anticipate that the H-1B Employee will be provided access to:	
a. any UA-owned technical data or technology that is considered proprietary or confidential to The University of Alabama?	<input type="checkbox"/> YES <input type="checkbox"/> NO
b. any third party-owned technical data or technology that is considered proprietary or confidential to the third party owner? This includes U.S. government furnished technical data with dissemination controls or other restrictive markings, as well as ITAR-controlled software, and information restricted under an NDA.	<input type="checkbox"/> YES <input type="checkbox"/> NO
c. equipment specifically designed or developed for military or space applications? (see U.S. Munitions List under <a href="#">22 CFR § 121</a> ).	<input type="checkbox"/> YES <input type="checkbox"/> NO

Please sign and submit to Capstone International Services with the H-1B application packet. While CIS can begin processing H-1B support with this form, please be aware that CIS will send this form for a secondary review to Tanta Myles in the Research Compliance Office, 358 Rose Administration Building 205-348-8461, [cmyles@fa.ua.edu](mailto:cmyles@fa.ua.edu).

**REQUIRED SIGNATURES**

*We attest that the information being provided at this time is true. If at this time no export license is required and, during the course of his/her employment at UA, there are any changes to the H-1B Scholar's work that would require a license, we will contact the Research Compliance Office and Capstone International Services.*

PI/Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Chair/Director or Dean: \_\_\_\_\_ Date: \_\_\_\_\_

A license for Export Control **is not** required for this scholar.

A license for Export Control **is** required for this scholar, and that process has been initiated.

Research Compliance Office: \_\_\_\_\_ Date: \_\_\_\_\_



**H-1B PACKET  
APPENDIX C  
TEMPLATE FOR  
SUPPLEMENTAL  
DEPARTMENT  
SUPPORT LETTER**

**[PRINT ON DEPARTMENTAL LETTERHEAD]**

U.S. Citizenship and Immigration Services  
California Service Center  
24000 Avila Road, Room 2312  
Laguna Niguel CA 92677

Re: Petition for H-1B Nonimmigrant Worker  
Petitioner: The University of Alabama  
Beneficiary: Dr. \_\_\_\_\_

Dear Sir or Madam:

This letter is written in support of The University of Alabama's petition to qualify Dr. \_\_\_\_\_ as an H-1B nonimmigrant worker.

We currently have an opening for the position of \_\_\_\_\_ in the Department of \_\_\_\_\_ to perform the following duties: ***include job duties/responsibilities here.***

The minimum requirements for this position are a (***insert degree PhD, Master's, Bachelor's etc***) or related field. ***Include next sentence only if appropriate.*** In addition, the candidate must have # of years of experience in field of study or a similar field.

Dr. \_\_\_\_\_ is an ideal candidate for the position. Dr. \_\_\_\_\_ has (***detail degree and qualifications here***)

In the event that Dr. \_\_\_\_\_ is dismissed prior to the end of the period requested for H-1B visa status, I verify that The University of Alabama will be responsible for reasonable costs of the return transportation abroad.

It is our intention that Dr. \_\_\_\_\_ be able to accept the position of \_\_\_\_\_ and start employment pursuant to the H-1B visa on appointment start date or date on which H1B visa will start, for a period of **period of time up to three years**. I respectfully request that the petition to qualify him/her as an H-1B professional be approved.

Sincerely,

Department Chair

**H-1B PACKET  
APPENDIX D:  
FILING FEE  
REQUEST**

**Instructions for Hiring Department to Complete MDVs to be submitted to International Services**

**Required fees:**

\$460.00	Form I-129, H-1B petition
\$500.00	Fraud Prevention and Detection ( <i>initial H-1B, H-1B coming from another employer</i> )
\$1,225.00	Form I-907, Premium Processing, if requested, if applicable

**Below are the procedures for requesting UA checks to be issued for fee payment:**

- \*Email a copy of all MDV requests to Stephanie Freeman, [stephanie.freeman@ua.edu](mailto:stephanie.freeman@ua.edu), for review prior to the department submitting the forms to Accounts Payable for processing.
- \* **Do not submit** the MDV to Accounts Payable until the forms have been reviewed by Stephanie Freeman.
- \* Accounts Payable will notify our office when the checks have been issued.
- \* Each fee must be paid by a **separate** check and MDV.
- \* Please attach this page of the departmental request to the MDV for proper documentation.

**Miscellaneous Disbursement Voucher**

Departmental Account: **Account Code: 781323 Vendor Number: 11074158 Banner Address type: RT**  
**Banner Address Sequence: 4**

**Note and highlight the following on the MDV:**

Address for fees (**DO NOT MAIL CHECKS** - Contact Stephanie Freeman, [stephanie.freeman@ua.edu](mailto:stephanie.freeman@ua.edu), Capstone International Services, 348-5402):

U.S. Department of Homeland Security  
U.S. Citizenship and Immigration Services  
California Service Center  
ATTN: CAP EXEMPT H-1B Processing Unit  
24000 Avila Road, Room 2312  
Laguna Niguel, CA 92677

Further instructions for individual fee payment: USCIS requires a separate check for **each** fee

**I-129 Petition for H-1B Fee**

Amount: \$460.00  
Payable to: Department of Homeland Security  
Description: Employer filing fee for H-1B—beneficiary (employee's name)

**Fraud Prevention and Detection Fee (for initial H-1B support, or transfer of an H-1B to UA)**

Amount: \$500.00  
Payable to: Department of Homeland Security  
Description: Fraud Prevention and Detection fee for (employee's name)

**I-907 Premium Processing Fee, if applicable**

Amount: \$1,225.00  
Payable to: Department of Homeland Security  
Description: Premium processing of H-1B petition for (employee's name)

**PART 1: H-1B APPLICANT DEMOGRAPHIC INFORMATION**

**NAME AND RESIDENCE INFORMATION:**

Full Name (as in passport): \_\_\_\_\_  
Family Name (Surname)                      Given Name (First)                      Middle Name (if any)

All other names used : \_\_\_\_\_  
(Include maiden name and names from all previous marriages)

Place of Birth (required): \_\_\_\_\_ : \_\_\_\_\_ : \_\_\_\_\_  
City    Province/ Territory    Country

Citizenship & Residence (required): \_\_\_\_\_ : \_\_\_\_\_  
Country of Citizenship    Country of Permanent Residence

Date of Birth (Month/Day/Year): \_\_\_\_\_ Gender :  Male     Female

Current Address: \_\_\_\_\_  
\_\_\_\_\_

E-mail address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**UNIVERSITY OF ALABAMA POSITION INFORMATION:**

**(Please provide contact information for your intended employer at the University of Alabama)**

UA Academic Department: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

**PART 2: FOR APPLICANTS CURRENTLY IN THE UNITED STATES ONLY**

Current Immigration Status (i.e. F-1, J-1, H-1B) : \_\_\_\_\_ Date Current Status Expires (M/D/Y): \_\_\_\_\_

If you are in H-1B Status with an employer other than UA, are you currently employed?:  YES or  NO.

Employer's Name and Address: \_\_\_\_\_  
\_\_\_\_\_

Expected termination date of current H-1B Employment (Month/ Day/ Year): \_\_\_\_\_

Date of Last Arrival (indicated on the I-94 record - <https://i94.cbp.dhs.gov/I94/request.html>): \_\_\_\_\_

I-94 # (11-Digit Number on I-94 record - <https://i94.cbp.dhs.gov/I94/request.html>): \_\_\_\_\_

Are you currently on F-1 Optional Practical Training (OPT)?  YES or  NO.

If YES, List dates of OPT (Month/ Day/ Year): \_\_\_\_\_ through \_\_\_\_\_

Do you have a spouse/children who will file for H-4 status with this petition?  YES or  NO.

**IMPORTANT:** Do you plan to travel internationally (either personally or professionally) in the next 6 months? If so, please list dates and destinations. \_\_\_\_\_

### PART 3: IMMIGRATION INFORMATION & HISTORY

Passport # : \_\_\_\_\_ Passport Country: \_\_\_\_\_

Passport Issue Date (Month/Day/Year): \_\_\_\_\_ Passport Expiry Date (Month/Day/Year): \_\_\_\_\_

U.S. Social Security Number (If any): \_\_\_\_\_

A #/Alien#/USCIS# - if any. (A/Alien/USCIS number is listed on EAD Cards and on any I-140 or I-485 Notices) : \_\_\_\_\_

At which consulate will you apply for your H-1B Visa stamp, either now or the next time you travel abroad?

City (outside of the U.S.): \_\_\_\_\_ Country: \_\_\_\_\_

#### US VISA HISTORY INFORMATION:

Have you ever been in the United States in any non-immigrant status?  YES or  NO.

If YES, please list all time in the US in non-immigrant visa status. If more space is needed, please attach a separate page:

1. Immigration Status (i.e. F-1, J-1, H-4): \_\_\_\_\_ Dates of Stay (M/D/Y): \_\_\_\_\_ through \_\_\_\_\_

2. Immigration Status (i.e. F-1, J-1, H-4): \_\_\_\_\_ Dates of Stay (M/D/Y): \_\_\_\_\_ through \_\_\_\_\_

Have you ever been in the United States on a J Visa (J-1 or J-2)?  YES or  NO.

Are/were you subject to the 212(e), 2-Year Residency Requirement (if currently/previously on J-Visa)?  YES or  NO.

If subject to 212(e), what is the current status? (Please check one):

- Applied for waiver
- Received waiver (Please Include Proof of Waiver)
- Completed requirement in home country
- None of the above

Have you ever been denied an H-1B?  YES or  NO.

Do you have any pending immigrant petitions (Permanent Residency Application)?  YES or  NO.

### SUPPORTING DOCUMENTATION TO BE SUBMITTED TO CAPSTONE INTERNATIONAL SERVICES

- Copy/Scan of Current CV/ Resume
- Copy/Scan of all university-level academic degrees, diplomas, and transcripts/mark sheets.
  - Diplomas and transcripts/mark sheets do not have to be originals
  - Documents not in English must be translated by someone competent to do so
  - Degrees or documents issued by non-U.S. institutions will have to have a foreign credential evaluation
- Copies/Scans of 3 most recent pay stubs/ paycheck notifications if currently employed in the United States
- Copy/Scans of ALL current and previous immigration documents:
  - Passport Identification Pages\*\*
  - Current/ most recent Visa Stamp \*\*
  - I-94 Record printout from <https://i94.cbp.dhs.gov/I94/request.html>\*\*
  - All previous I-20s, DS-2019's, and H-1B/H-4 I-797 Approval Notices, etc.\*\*
  - Employment Authorization Card (e.g. EAD Card for F-1 OPT or J-2 EAD Card)\*\*
- IF CURRENTLY OR PREVIOUSLY ON A J-1 OR J-2 VISA - Copy/Scan of I-612 waiver approval, Department of State recommendation for waiver, or evidence of completion/non-subjectivity of 212(e) Two-Year Home Residency \*\*
- H-4 Application: If you have dependent family members who are already in the U.S. in H-4 status or on another visa type, and you would like to change/extend their status as an H-4 dependent, include the following:
  - Form I-539 (available at <http://www.uscis.gov/i-539>) and check for \$370 made payable to **Department of Homeland Security**
  - Include the above starred (\*\*) items for your family members