



Capstone International Center International Student & Scholar Services

105 B.B. Comer Hall | Box 870254 | Tuscaloosa, AL 35487-0254 | TEL: 205-348-5402
INTERNATIONAL@UA.EDU | [HTTP://INTERNATIONAL.UA.EDU/ISSS/](http://INTERNATIONAL.UA.EDU/ISSS/)

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 International Student & Scholar 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 International Student & Scholar 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 International Student & Scholar 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 Student & Scholar 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 Trang Nguyen at trang.t.nguyen@ua.edu as soon as possible. ISSS 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, International Student & Scholar 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 \$2500 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. International Student & Scholar 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 \$2500. If the employee requests premium processing, and it is not an employment necessity, either the department or the individual may pay the additional \$2500 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 I-539 change-of-status fee and related Biometric Fees.

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 ISSS 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 International Student & Scholar Services immediately if an H-1B worker’s employment is terminated so that International Student & Scholar 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 International Student & Scholar 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 Student & Scholar 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 Trang Nguyen at trang.t.nguyen@ua.edu as soon as possible. ISSS 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, International Student & Scholar 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 ISSS.

Once International Student & Scholar 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, International Student & Scholar 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 ISSS 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, International Student & Scholar 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 Check Request for USCIS Fees (please see Appendix D on Page 10). Trang Nguyen in ISSS will notify the hiring department via email each fee that is required and when the check(s) should be requested. DO NOT submit a request for the check(s) until requested by International Student & Scholar Services. Check requests should be entered through Concur under the Invoice tab. Attach a copy of Page 10 of this packet as an invoice. Accounts Payable will notify our office when the checks have been issued. Contact Trang Nguyen at trang.t.nguyen@ua.edu with any questions.

6. Send documents to the International Student & Scholar 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 Trang Nguyen at the International Student & Scholar Services, 105 B.B. Comer Hall.

7. International Student & Scholar Services Prepares Labor Condition Application (LCA), and Department and ISSS 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, International Student & Scholar Services will prepare the LCA Notices after the department completes Steps 1 – 6.

ISSS will post one copy of the LCA notice in the public area in front of the ISSS offices in 105 BB Comer Hall. Additionally, ISSS 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 **Trang Nguyen** at trang.t.nguyen@ua.edu to notify him 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 Trang Nguyen at International Student & Scholar 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, International Student & Scholar 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 Student & Scholar 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 International Student & Scholar 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 International Student & Scholar 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/>.



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**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: _____



**H-1B PACKET
APPENDIX A
PARTS 2 - 4**

PART 2: POSITION SALARY AND DATES – TO BE COMPLETED BY DEPARTMENT

1. Have you previously submitted a Prevailing Wage Request for this position?:
 Yes, on: _____ OR No, Submitting PWD Request with this petition.

2. Position Title : _____

3. Salary: _____ Per calendar year OR Per academic year

4. Hours per week (FTE): _____

5. Dates of proposed H-1B sponsorship (Total H-1B limit is 6 years – 3 years allowed per petition):
 From _____ to _____

PART 3: PROSPECTIVE EMPLOYEE/DEPARTMENT INFORMATION – TO BE COMPLETED BY DEPT

1. Prospective H-1B employee name: _____
Family Name (Last) Given Name (First) Middle Name (if any)

2. Prospective H-1B employee’s Email Address: _____

3. Degree(s) which the prospective H-1B Employee holds: _____

4. Hiring Department/ Unit: _____

5. School/ Division: _____

6. Contact Person: _____ 7. Email: _____

8. Telephone: _____ 9. Fax: _____

10. Campus Mailing Address: Box _____ Building/Room: _____

11. SHIPPING: For express shipping, please provide UPS account number or FOAP: _____

NOTE ON ACTUAL WAGE DETERMINATION –PROCESSED BY ACADEMIC AFFAIRS

Immigration and Labor regulations require that UA document that the H-1B employee’s salary will meet or exceed the actual wages of other employees in a similar position within the department (20 CFR Part 655 and 29 CFR Part 507).

In order to meet federal regulations, International Student & Scholar Services will consult with Academic Affairs/ Human Resources to determine if any other workers currently fill a position comparable to the proposed H-1B employee. Academic Affairs/ Human Resources will then run an actual wage comparison.

The results of the Actual Wage determination prepared by Academic Affairs/HR will be retained in the H-1B employee’s personnel file and in a public access file, which is kept at the International Student & Scholar Services office in 105 B.B. Comer Hall. No employee’s personal or salary details will be provided to ISSS by Academic Affairs/HR; the Actual Wage determination report provided by Academic Affairs/HR to ISSS will simply state whether or not the wage offered to the prospective H-1B employee meets or exceeds the actual wages paid to similarly employed individuals within the hiring department.

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 International Student & Scholar 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 ISSS;
- 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 ISSS, 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 ISSS 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



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**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, International Student & Scholar 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 ISSS 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.

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

- | | |
|---|--|
| <p>1. Is the nature of the H-1B Employee's work confidential/proprietary (i.e. the results of the work/research projects are not intended for teaching, publication, or to be otherwise shared broadly with the interested public and within the scientific community)?</p> | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| <p>2. In the course of his/her employment, do you anticipate that the H-1B Employee will be provided access to:</p> <p>a. any UA-owned technical data or technology that is considered proprietary or confidential to The University of Alabama?</p> | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| <p>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.</p> | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| <p>c. equipment specifically designed or developed for military or space applications? (see U.S. Munitions List under 22 CFR § 121).</p> | <input type="checkbox"/> YES <input type="checkbox"/> NO |

Please sign and submit to International Student & Scholar Services with the H-1B application packet. While ISSS can begin processing H-1B support with this form, please be aware that ISSS 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.

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 International Student & Scholar 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: _____



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

[PRINT ON DEPARTMENTAL LETTERHEAD]

U.S. Citizenship and Immigration Services
California Service Center
23700 Avila Road, Room 2312
Laguna Niguel CA 92677

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

Dear Sir or Madam:

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

We currently have an opening for the position of POSITION TITLE in the Department of DEPARTMENT NAME to perform the following duties: *include basic job duties/responsibilities here.*

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

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

In the event that Dr. BENEFICIARY NAME 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. BENEFICIARY NAME be able to accept the position of POSITION TITLE and start employment pursuant to the H-1B visa on APPOINTMENT START DATE. I respectfully request that the petition to qualify Dr. BENEFICIARY NAME as an H-1B professional be approved.

Sincerely,

Department Chair



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H-1B PACKET APPENDIX D: FILING FEE REQUEST

INSTRUCTIONS FOR HIRING DEPARTMENT TO REQUEST CHECKS THROUGH CONCUR

PROCEDURES FOR REQUESTING UA CHECKS TO BE ISSUED FOR FEE PAYMENT:

- The hiring department will be notified via email each fee that is required and when the check(s) should be requested. **DO NOT submit** a request for the check(s) until requested by International Student & Scholar Services.
- Check requests should be entered through Concur under the Invoice tab. Attach a copy of this page as an invoice.
- Each fee must be paid by a **separate** check and each check must be requested separately through Concur.
- If your department is covering the expenses or the H-1B filing out of different accounts, the fee may be divided between FOAPs in Concur, but each fee must be paid in a single check. *Instructions for dividing a payment between FOAPs can be located in myBama under Procurement Services Concur Training.*
- The initiator must make certain that the appropriate individuals approve the request in Concur in order to Accounts Payable to issue the check(s).
- Accounts Payable will notify our office when the checks have been issued.

PAYMENT REQUEST THROUGH CONCUR

Account Code: 781323 **Vendor Code:** 11074158 **Vendor Address Code:** RT-4

WHEN COMPLETING THE PAYMENT REQUEST, IN THE COMMENT SECTION, INCLUDE THE FOLLOWING: DO NOT MAIL CHECKS - Contact Trang Nguyen, trang.t.nguyen@ua.edu, International Student & Scholar Services, 348-5402

REQUIRED FEES: USCIS requires a **separate** check for each fee *and each fee must be paid in a single check.*

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: \$2,500.00
Payable to: Department of Homeland Security
Description: Premium processing of H-1B petition for (employee's name)

MAILING ADDRESS:

U.S. Department of Homeland Security
U.S. Citizenship and Immigration Services
California Service Center
ATTN: CAP EXEMPT H-1B Processing Unit
23700 Avila Road, Room 2312
Laguna Niguel, CA 92677

ATTN: Trang Nguyen | International Student & Scholar Services | University of Alabama | 105 BB Comer | Box 870254 | Tuscaloosa, AL 35487-0254
Phone: 205-348-5402 | Fax: 205-348-5406 | E-mail: international@ua.edu | <http://international.ua.edu/iss/> | www.ua.edu



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**H-1B PACKET
APPENDIX E:
EMPLOYEE'S
INFORMATION**

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

Permanent Home Country Address: _____

Current Address: _____

E-mail address: _____ Phone Number: _____

UNIVERSITY OF ALABAMA POSITION INFORMATION: (Please provide information for your employer at UA)

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 Location: _____

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 - 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 ISSS

- 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 ([American Translators Association](#))
 - Degrees issued by non-U.S. institutions must have a foreign credential evaluation ([NACES](#) or [AICE](#))
- 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 and I-539A forms (available at <http://www.uscis.gov/i-539>) and I-539 filing fee made out to **Department of Homeland Security (Note: [Biometrics fee is not required for H-4s through May 17, 2023](#))**
 - Include the above starred (**) items for your family members