



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

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 U.S. Department of Labor calculates the prevailing wage as the average salary or wage for similarly employed workers in the area of intended employment (found on the [Foreign Labor Certification Data Center ACWIA Higher Education Database for Tuscaloosa County, AL](#)). If the prevailing wage exceeds the amount the department is able to pay the employee, then the University cannot proceed with the H-1B petition. In this case, departments should consult with ISSS about other options for visa sponsorship.

Currently, ISSS obtains a Prevailing Wage Determination from the U.S. Department of Labor through a self-determination process using public OES and FLC Data.

If the department is 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 with a copy of the official HR PD to international@ua.edu. ISSS can begin the PWD process based on a few key details from the job posting well in advance of a possible job offer to make sure that the salary will meet the prevailing wage requirement. 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 Early

Because USCIS H-1B processing times vary, ISSS can only *estimate* the timing for petition processing.

In general, the timeline for H-1B sponsorship is as follows:

- ISSS preparation time – Minimum of 3 weeks from receipt of complete [H-1B Application Packet](#):
 - Obtaining Prevailing Wage Determination from Department of Labor
 - Obtaining Actual Wage Determination from Academic Affairs/HR
 - [DOL LCA Processing](#): 1 week minimum
 - Obtain Export Control Clearance: 2-3 weeks on average
 - Obtaining filing fee checks from Accounts Payable: 1 week minimum

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

- [USCIS I-129 Processing Time](#):
 - Receipt Notification: 2 weeks to obtain the [Receipt Notice](#)
 - Regular Processing: 2 – 6 months for decision + 1 week to receive [Approval Notice](#)
 - [Premium Processing](#): 15 days for decision + 1 week to receive [Approval Notice](#)
 - [Requests for Evidence](#): USCIS has the discretion to request additional evidence on any petition. An RFE will delay the overall processing time.
- Visa at U.S. Embassy (Additional step for those outside of the U.S.)
 - If the employee is outside of the U.S., they will also have to obtain an H-1B Visa in their passport. [Visa appointment wait times](#) at Consulates and processing times for visas vary, but please allow at least 6 – 8 weeks.

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 \$2805. If the employee requests premium processing, and it is not an employment necessity, either the department or the individual may pay the additional \$2805 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 – MUST NOTIFY ISSS

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.

Termination of Employment – MUST NOTIFY ISSS

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 timely.**

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](#) and [visa renewals](#). 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) + Copy of PD:

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 international@ua.edu. 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 H-1B sponsorship; it simply helps us to get a wage determination.

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 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 determines the Prevailing Wage from the U.S. Department of Labor and obtains the Actual Wage from Academic Affairs/ Human Resources, we will consult with the department if it appears the offered salary does not meet the 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 is able 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.

3. Complete the Export Control Review Form (please complete Appendix B on Page 8). In support of your request for H-1B sponsorship, ISSS 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 faculty or staff being sponsored. To facilitate this requirement, the [Office of Research Security and Export Control](#) (orsec@ua.edu) will review the information and determine if it 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). 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 international@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 International Student & Scholar Services, 105 B.B. Comer Hall, Box 870254 or international@ua.edu.

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 submission of 1 – 6 above.

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. Upon completion of the necessary 10 business 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 ISSS in 105 B.B. Comer Hall, Box 870254.

EMPLOYEE PROCEDURES

1. Provide immigration information and history and international travel plans (please complete Appendix E on Pages 11 - 12): Once the hiring department initiates the H-1B sponsorship process, International Student & Scholar Services will contact the H-1B employee to obtain their 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 you will be seeking an H-1B change-of-status, H-1B portability, or H-1B 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.

The following documents should be submitted with Appendix E forms:

- 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 \(ATA\)](#) is an association of recognized translators and translation companies from across the globe.
- Degrees issued by non-U.S. institutions must have a foreign credential evaluation. Employees with foreign degrees should request an evaluation from a member organization of one of the two national associations of credential evaluation services:
 - [National Association of Credential Evaluation Services \(NACES\)](#) is an association of 19 credential evaluation services with admission standards and an enforced code of good practice.
 - [Association of International Credentials Evaluators \(AICE\)](#) is an association of 10 credential evaluation services with a board of advisors and an enforced code of ethics.
- Copies/Scans of 3 most recent pay stubs/paychecks if currently employed in the U.S.
- Copy/Scans of ALL current and previous immigration documents:
 - Passport identification pages
 - Current/ most recent visa stamp
 - [I-94 Record](#)
 - All previous I-20s, DS-2019's, and/or I-797 Approval Notices, etc.
 - Any Permanent Residency-related Approval or Receipt Notices (e.g. I-140 Approval, I-485 Receipt, etc.)
 - Any Employment Authorization Card (e.g. EAD Card for F-1 OPT or J-2 EAD Card)
- If currently or previously on J-Visa and determined to be subject to the [212\(e\) Two-Year Home Residency Requirement](#), submit either:
 - a Copy/Scan of I-612 waiver approval,
 - a Copy/Scan of Department of State recommendation for waiver, or
 - evidence of completion of 212(e) Two-Year Home Residency Requirement.

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 ISSS 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, ISSS 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**

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(s): _____

3. Description of basic job duties - please list the absolute minimum duties/tasks to be performed, using non-technical terms (**Please also attach the HR Job Posting/Position Description**):

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) employee 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 employee's immediate supervisor: _____



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

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

1. Position Title: _____

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

3. Hours per week (FTE): _____

4. 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/exceed the actual wages of other employees in a similar position within the department (20 CFR Part 655 & 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 ISSS 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 U.S. Department of Labor and U.S. 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 U.S. Dept of Homeland Security and Dept of Labor. (*From U.S. Immigration Service [8 CFR 214.2 (h)] & U.S. Dept 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/H-1B portability;
- 2) That the H-1B authorization is job-specific. Prior to making any changes to the employee's **salary, title, or duties**, the department will consult with ISSS to file an H-1B amendment;
- 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 U.S. Dept. 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 U.S. 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:

Supervisor Signature: _____ Date: _____

Name and Title of Supervisor: _____

Department Chair/Head Signature: _____ 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 employment certification for 1 year
- A prohibition of the filing of immigrant or nonimmigrant visa petitions with USCIS for at least 1 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 APPENDIX B EXPORT CONTROL REVIEW

OVERVIEW OF EXPORT CONTROL REQUIREMENT

In support of your request for visa sponsorship, International Student & Scholar Services asks the department to complete the following questionnaire. ISSS will send this documentation to the [Office of Research Security and Export Control \(orsec@ua.edu\)](mailto:orsec@ua.edu), who 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 visa sponsorship. Any future changes or extensions of the visa sponsorship/employment must also be reviewed for compliance. For more information about Export Control: <https://research.ua.edu/resources/export-controls/>.

SECTION 1: EMPLOYEE/SCHOLAR AND DEPARTMENT DETAILS

Employee/Scholar's Name: _____

Employee/Scholar's Country of Citizenship: _____ Employee/Scholar's Country of Birth: _____

PI/Supervisor's Name: _____

School/Division: _____ Department: _____

SECTION 2: EXPORT CONTROL QUESTIONS

1. Will the applicant's work involve research or activities in a scientific, engineering, technology, or medical field?	<input type="checkbox"/> YES <input type="checkbox"/> NO
2. Is the nature of the applicant'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)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3. Will the applicant work on sponsored awards which include publication restrictions or personnel participation restrictions?	<input type="checkbox"/> YES <input type="checkbox"/> NO
4. Do you anticipate that the applicant will have access to:	
a. any UA-owned technical data or technology that is considered proprietary or confidential to UA?	<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, ITAR-controlled software, and information restricted under an NDA or a sponsored award that restricts publication of results.)	<input type="checkbox"/> YES <input type="checkbox"/> NO
c. items or software specifically designed or developed for military or space applications? (see ITAR U.S. Munitions List under 22 CFR § 121).	<input type="checkbox"/> YES <input type="checkbox"/> NO
d. items or software listed in the EAR Commerce Control List ?	<input type="checkbox"/> YES <input type="checkbox"/> NO
e. software with encryption features?	<input type="checkbox"/> YES <input type="checkbox"/> NO
f. software source code which is not publicly available?	<input type="checkbox"/> YES <input type="checkbox"/> NO
g. items or information that support design, production, or use of nuclear, chemical, or biological weapons?	<input type="checkbox"/> YES <input type="checkbox"/> NO

REQUIRED SIGNATURES

We attest that the information being provided at this time is true. If it is determined that at this time no export license is require, but during the course of their employment at UA there are any changes to the Employee/Scholar's work that would require a license, we will contact the Office of Research Security and Export Control and International Student & Scholar Services.

PI/Supervisor Signature: _____ Date: _____

Chair/Director or Dean Signature: _____ Date: _____

A license for Export Control is not required for this employee/scholar.

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

Office of Research Security & Export Control: _____ Date: _____



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

[COPY AND PRINT ON DEPARTMENTAL LETTERHEAD]



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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:

- 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 for 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 for Accounts Payable to issue the check(s).
- Accounts Payable will notify ISSS 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 ISSS Scholar Advisor, international@ua.edu, 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: \$2,805.00

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



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 Other

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 #/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 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 (Include 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 Assoc](#))
 - If highest degree issued by non-U.S. institution, 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/or H-1B/H-4 I-797 Approval Notices, etc.**
 - Any Permanent Residency-related Approval or Receipt Notices (e.g. I-140 Approval or I-485 Receipt)**
 - Any 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; Dept of State recommendation for waiver; or proof of completion/non-subjectivity of 212(e) 2-Year Home Residency **
- H-4 Application: If you have dependent family members who are 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](#) and I-539 filing fee made out to **Department of Homeland Security**
 - Include the above starred (**) items for your family members