

# Exception Request for Employee Work Authorization Sponsorship

## Overview

UTA has preapproved work authorization for full time faculty and some research positions.

Work authorization for staff and part-time employees is not provided except when a position requires highly specialized skills and UTA cannot find qualified workers with those skills in the US.

Exceptions are granted on a case-by-case basis.

The employee's hiring manager should use this form to request an exception and provide the completed form and a copy of the candidate's resume to [internationalemployment@uta.edu](mailto:internationalemployment@uta.edu).

## Immigration Information for Foreign Employee

Name \_\_\_\_\_

Country of Citizenship \_\_\_\_\_

Current Status: J1/J2      F1/F2      H-1B      Other \_\_\_\_\_

Current Status End Date \_\_\_\_\_      Years of Experience \_\_\_\_\_

Highest Degree Earned \_\_\_\_\_

Does the prospective employee have an approved I-140 (green card sponsorship)?      Yes      No

## Proposed Employment Information

Job Title \_\_\_\_\_      Posting Number \_\_\_\_\_

Specific Annual Salary \_\_\_\_\_      ► *Provide the actual amount – not a range.*

Full-Time      Part-Time      # of hours per week \_\_\_\_\_

► *Part-time H-1Bs will be evaluated on a case-by-case basis.*

Detailed Job Description

Minimum Degree Required \_\_\_\_\_

Field of Study \_\_\_\_\_

Years of Experience Needed \_\_\_\_\_

Other Special Requirements \_\_\_\_\_

Did the hiring department work with Talent Acquisition in advertising this role?      Yes      No

How long was the position posted for and where? \_\_\_\_\_

Provide justification for why it is in UTA's best interest to provide work authorization.

## Hiring Manager Certification

---

▶ *Please read carefully before signing.*

I understand that the International Employment Coordinator cannot guarantee the outcome of any case, and the department will not make any such guarantees to the employee. UTA reserves the right to terminate employment should the employee's services no longer be required.

I understand that the University will not sponsor individuals for an H-1B visa if the position does not require a minimum of a bachelor's degree.

I understand that part-time H-1Bs will be evaluated on a case-by-case basis.

I understand the salary offered must meet or exceed the prevailing wage set forth by the Department of Labor and be higher than the lowest actual wage paid to all employees in the department with this job title and with similar qualifications and experience. Please contact the International Employment Coordinator for more information about what the minimum legal salary is for this position.

I understand by signing this document, I certify that the Department I represent has the funds available for sponsorship. I have discussed all fees with the International Employment Coordinator.

I understand that by signing this document, I certify that it is in the best interest of the Department I represent and The University of Texas at Arlington to proceed with visa sponsorship.

Hiring Manager Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

## TCE Review

---

▶ *This section is for the Office of Talent, Culture, and Engagement.*

Date of Request \_\_\_\_\_

Type of Case Discussed:    I-129        I-140        Other \_\_\_\_\_

Results of Request:        Approved                      Conditionally Approved                      Denied

Notes

International Employment Coordinator Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Assistant Vice President Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_