

Request to Initiate H-1B Petition

Administrative Support Information

▶ Provide contact information for the person who will assist with processing the H-1B petition:

Name _____

Email _____ Phone _____

Department _____ Department Chair _____

▶ Email the completed form to the International Employment Coordinator at internationalemployment@uta.edu.

Immigration Information for Foreign Employee

The H-1B Petition for the non-immigrant will be filed with the USCIS as an: Extension Transfer New Petition

Name _____

Email _____ Home Country _____

Current Status: J1/J2 F1/F2 H-1B Other Current Status End Date _____

If applicable, give all dates of H-1B previously granted: _____

Proposed Employment Information

Job Title _____ Specific Annual Salary (not a range) _____

Detailed Job Description

Minimum Degree Required and Field of Study _____

Years of Experience Needed _____ Number of Employees Supervised (not students) _____

Other Special Requirements _____

Will the employee represent UTA off-campus, or visit other Universities? Yes; Percent of time _____ No

Explanation _____

Supervisor Name _____ Supervisor Title _____

Supervisor Email _____ Supervisor Phone _____

Physical Address of Primary Place of Employment (Department or Off-Campus)

Physical Address of Secondary Place of Employment (if applicable)

▶ *H-1B Dates of Employment need to start immediately after the expiration of the current immigration status and for at least 1 year and preferably for 3 years because of the time and complexity required to complete the process. Contact the International Employment Coordinator at internationalemployment@uta.edu for more information.*

Preferred Start Date of H-1B Employment _____

Preferred End Date _____

Certification

▶ *Read carefully before signing. These attestations are subject to the Department of Labor and USCIS audit.*

Please begin the H-1B Petition process.

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.

I also understand that the Department is required to guarantee the return airfare for the alien if he/she is dismissed before the completion of the authorized employment.

I understand that the International Employment Coordinator relies on the information provided by my department in processing the H-1B petition and that my department has an affirmative obligation to notify the International Employment Coordinator should any information related to promotion, work location, salary, job duties, and/or title change at any time before or after the H-1B has been adjudicated.

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 an H-1B Petition for the above-mentioned non-immigrant.

Department Chair _____

Signature _____

Date _____

Dean _____

Signature _____

Date _____