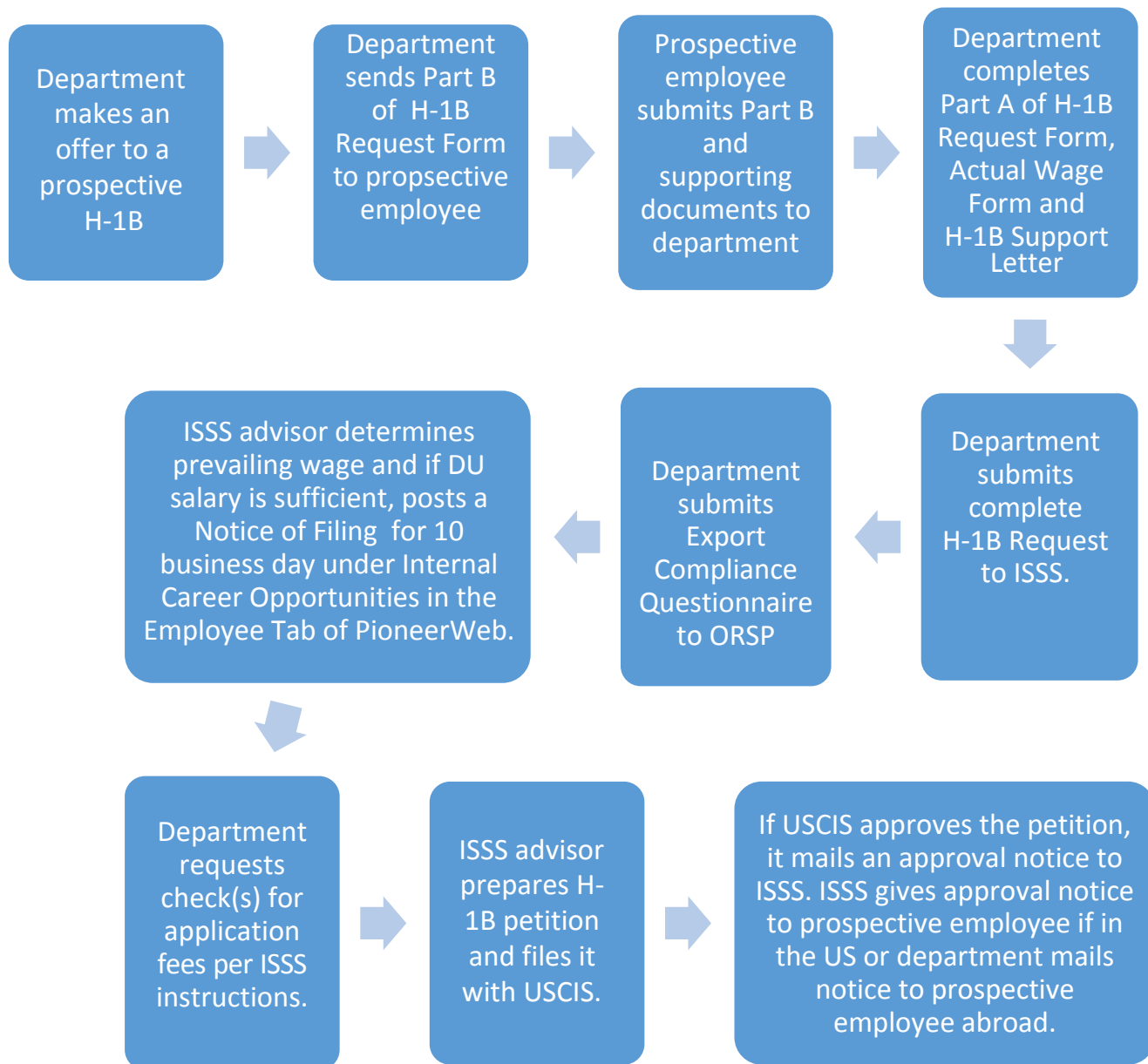


H-1B Request Form



Instructions

1. Department Responsibilities:

- Pay the higher of the actual wage or the prevailing wage;
- Pay the relevant DHS (Department of Homeland Security) application fees;
- Track the number of hours worked each day and each week for a part-time employee;
- Provide return transportation if the H-1B employee is terminated prior to the expiration of the H-1B petition;
- Notify ISSS if the H-1B employee leaves prior to the expiration of the H-1B petition;
- Notify ISSS if there are material changes to the position such as a change in FTE, job duties, location of employment, etc.

2. Lead Time: Submit Part A, Part B, and all attachments 6 months before the intended start date of employment for someone who does not currently hold H-1B status and 3 months for someone currently in H-1B status.

3. Definition: USCIS (U.S. Citizenship and Immigration Services) defines an H-1B “specialty occupation” as a position which requires the theoretical and practical application of a body of highly specialized knowledge and the attainment of a bachelor's or higher degree in the specific specialty (or its equivalent) as a minimum for entry into the occupation in the United States. H-1B status can be used at the University of Denver to employ nonimmigrants (non-U.S. citizens or permanent residents) temporarily in faculty, postdoctoral, and some staff positions.

4. Maximum Length of Stay: 6 years, granted for a maximum of 3 years at a time. It includes time spent in H-1B status prior to employment at DU.

5. Prevailing Wage: The salary offered to the prospective employee must be the higher of the prevailing wage or the actual wage paid to similarly-situated employees. [Actual Wage Form](#)

6. Labor Condition Application: The U.S. Department of Labor requires the employer to post a notice of filing with the name of the hiring department, occupational classification of the position, the salary and the dates of employment. It will be posted for 10 consecutive business days under Internal Career Opportunities in the Employee Tab of PioneerWeb.

7. H-1B Support Letter: This request form must be accompanied by a letter from the department regarding the proposed/current employment. [Sample Support Letter](#)

8. Fees: The standard DHS fee is \$460. An additional \$500 is required for new H-1B employment. When the petition is ready, the department will be asked to enter two transactions in Banner (Vendor ID: DHS), indicating an enclosure and separate checks, and forward the I number(s), also indicating an enclosure and separate checks, to ISSS.

9. Fee for Premium Processing: The fee for expedited processing is \$1,440. Check with Laura Buhs to determine if you need this service.

10. Part B: Part B (Employee Profile) should be completed and signed by the prospective H-1B employee, if possible; a fax or scan is acceptable. If the information is obtained by phone or email, a departmental designee should sign to verify its accuracy. Please obtain the required information and compile all the necessary attachments before submission.

11. Export Compliance Questionnaire: Submit the questionnaire to Office of Research & Sponsored Programs, to determine compliance with federal regulation regarding the release of controlled technology or technical data. [Export Compliance Questionnaire](#)

Please send the completed H-1B Request Form (Parts A & B) and supporting documents to:

Laura Buhs, Assistant Director
International Student and Scholar Services
2200 S. Josephine St.
Denver, CO 80208

Phone: 303-871-7861 **Fax:** 303-871-4910 **E-mail:** lbuh@du.edu

H-1B (Temporary Worker) Request Form – Part A

Department Request and Verification

Information about the Position:

Department: _____

Job Title: _____

Minimum Degree Required: _____

Amount of required experience: _____

☐ Full-time ☐ Part-time

Work Schedule ____ a.m. to ____ p.m.

Number and Title(s) of Employee(s) Position Will Supervise: _____

Title of Position's Immediate Supervisor: _____

Will the employee work off campus? ☐ No ☐ Yes

Name of Location

Address

Job Description (list all duties; please be specific):

*Departments are required to record the number of hours worked each day and each week by a part-time employee. For adjunct faculty, calculate the number of hours per week including classroom hours, office hours, preparation and grading time.

Information about the prospective /current employee:

Family Name

First Name

Middle Name

Proposed H-1B Start Date: _____
(mm/dd/yyyy)

End Date (3 year maximum) _____
(mm/dd/yyyy)

Please check: ☐ New employment at DU ☐ Extend employment ☐ Change in employment at DU

I agree to the following:

- ☐ To pay the higher of the prevailing wage or the actual wage
- ☐ To provide return transportation if the H-1B employee is terminated prior to the expiration of the H-1B petition
- ☐ To notify ISSS if the employee leaves prior to the expiration of the H-1B petition
- ☐ To notify ISSS if there are material changes to the position such as a change in FTE, job duties, location, etc.
- ☐ That I have submitted the Export Compliance Questionnaire to the Office of Research and Sponsored Programs

Department Chair Signature

Department Chair Name

Date

Department Contact Name

Phone

E-mail

Fax

Attach: ☐ Actual Wage Form ☐ H-1B Support Letter ☐ Copy of the job posting
☐ Copy of the offer letter ☐ Part B of H-1B Request Form ☐ All documents requested of the employee

H-1B (Temporary Worker) Request Form – Part B

Employee Profile – to be completed by employee and submitted to the hiring department.

Family Name from passport	First Name from passport	Middle Name
All Other Names You Have Used	Date of Birth (mm/dd/yyyy)	Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male
Province of Birth	Country of Birth	Country of Citizenship
Social Security Number	Current Immigration Status (e.g. F-1, J-1 H-1B)	Expiration of Status (mm/dd/yyyy) or D/S

List all previous periods of H status: _____

Phone Number: _____ E-mail Address: _____

U.S. Address _____

U.S. Consulate for entry visa application (city and country): _____

Foreign Address: _____

Do you have dependents who will apply for H-4 entry visas or status?* ☐ Yes ☐ No

Give the names and dates of H status of any dependents: _____

Are you in removal proceedings? ☐ No ☐ Yes, please provide details _____

Has DU ever filed an immigrant petition for you before? ☐ No ☐ Yes, please provide details _____

Has DU ever filed a non immigrant petition for you before? ☐ No ☐ Yes, please provide details _____

Have you ever been denied H status? ☐ No ☐ Yes, please provide details _____

Have you ever been a J Exchange Visitor? ☐ No ☐ Yes, please provide copies of all DS-2019s and J entry visas

Have you received or been certified to receive any of the following?

- | | |
|---|--|
| <ul style="list-style-type: none">o Federal, state, local or tribal cash assistance for income maintenanceo Supplemental Security Income (SSI)o Temporary Assistance for Needy Families (TANF)o General Assistance (GA)o Supplemental Nutrition Assistance Program (SNAP) | <ul style="list-style-type: none">o Section 8 Housing Assistance under the Housing Choice Voucher Programo Section 8 Project-Based Rental Assistance (including Moderate Rehabilitation)o Public Housing under the Housing Act of 1937, 42 U.S.C. 1437 et seq.o Federally-Funded Medicaid |
|---|--|

If so, please provide details on a separate document (type of benefit, agency that granted the benefit, date you received or will receive the benefit, and the date the benefit expires).

I certify that the information provided is true and accurate to the best of my knowledge.

Signature _____ Date _____

Attach copies of the following:

- Copy of the ID page(s) of your passport
- C.V. or resume
- Copy of diploma with the field of study for the degree required for the position. Submit transcripts if the diploma does not include the field of study.**
- Educational evaluation (if your degree is not from a U.S. or Canadian institution)***

If you are currently in the U.S., also attach the following:

- Copy of Form I-94 (print at <https://i94.cbp.dhs.gov>)
- Copy of your U.S. entry visa
- Copies of all I-797 approval notices if in H-1B status
- Copies of your last 2 pay statements from your current H1-B employer if in H-1B status and porting to DU
- Copies of your I-20 and EAD if in F-1 status
- Copies of all DS-2019s and J entry visas if in J status

***Dependents:** Only a spouse and unmarried children under age 21 are eligible for H-4 status. Dependents who are in the U.S. and wish to obtain or continue in H-4 status must complete Form I -539 and submit it with the required supporting documents and fee with your application for H-1B status. The form is available on the USCIS web site at <http://www.uscis.gov/files/form/i-539.pdf>

****Translations:** USCIS requires a line-by-line translation of any document in a language other than English (including Latin). Anyone competent in English and the language of the original document may prepare the translation. However, you may not translate your own documents. This exact language must appear on each translation page(s): "I hereby certify that the above is an exact and accurate translation of the original (type of document) in (language) and I am competent in both English and (language) to render such translation." (signature of translator) and (date).

*****Educational Evaluations:** Degrees awarded by non-U.S. institutions must be evaluated for their equivalency to U.S. degrees. You can find an agency on the NACES (National Association of Credential Evaluation Services) website <http://www.naces.org/members.htm>.