

Questions? Contact: Scholar Services • Division of Global Engagement, 300 W Oregon Hall • (541) 346-3206 •  
ischolar@uoregon.edu

*Please submit this form to Scholar and Faculty Services, Division of Global Engagement, together with the H-1B Visa Prospective Employee form and the other documents listed on the H-1B Visa Checklist as one complete packet.*

This application is to initiate an H-1B visa petition for the following:

- H-1B **initial** authorization for new employees or employees requiring H-1B status
- H-1B **extension** for current employees already in H-1B status
- H-1B **amendment** to reflect material change in position for current H-1B employee

1. UO department where prospective employee will work: \_\_\_\_\_
2. HR or Department manager in the hiring unit: \_\_\_\_\_  
E-mail: \_\_\_\_\_ Extension: \_\_\_\_\_  
Index to charge for FedEx shipment to USCIS: \_\_\_\_\_
3. Name of H-1B employee: \_\_\_\_\_  
(Last) (First) (Middle)
4. UO ID number: \_\_\_\_\_
5. UO job title: \_\_\_\_\_ 6. UO FTE: \_\_\_\_\_
6. Annual Salary: \_\_\_\_\_  
Hourly Salary (if part time position) \_\_\_\_\_
7. Will the employee receive any additional compensation? \_\_\_Yes \_\_\_No  
If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_
8. Date of preliminary offer letter sent by the department: \_\_\_\_\_
9. Period of immigration sponsorship for *this* petition request (Give exact dates please).  
Start: \_\_\_\_\_ End: \_\_\_\_\_
10. Will the employee work off-site? \_\_\_Yes \_\_\_No  
If yes, please explain: \_\_\_\_\_
11. Describe the job to be performed (1-2 sentences, non-technical description/duties):  
\_\_\_\_\_  
\_\_\_\_\_
12. College/university education required for the position (enter number of years): \_\_\_\_\_

