

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): _____

H-1B SPONSORSHIP DEPARTMENT REQUEST FORM

13. College/university degree required for job (specify): _____
14. Employee's highest degree earned: _____
15. Employee's highest degree academic field / major: _____
16. State or other license required (if any): _____
17. Experience required (in job offered occupation): Years _____ Months _____
18. Other special requirements (if any): _____
19. Occupational title of person who will be foreign national's immediate supervisor _____
- _____
20. Number of employees that foreign national will supervise, if any: _____

We certify that:

- The salary being paid to the above-named employee is at least the actual wage being paid to all other individuals with similar experience and qualifications for the specific employment in question or the prevailing wage level for the occupation in the area of employment, whichever is higher.
- The vacation time, sick leave, and other benefits offered to this employee are equivalent to that offered to other U.S. workers in the same classification.
- Employing this person will not adversely affect the working conditions of U.S. workers similarly employed.
- There is no strike, lockout, or work stoppage due to labor dispute in this occupation.
- For positions not represented under a Collective Bargaining Agreement, this academic unit will immediately post a notice of intent to file a Labor Condition Application (LCA) for 10 days as directed by the UO International Affairs. After posting for 10 days, we will return the notice to International Affairs for this prospective employee's file at International Affairs.
- We agree to fully comply with the terms of the Labor Condition Application and the H-1B visa stated above for the duration of the employee's employment in H-1B status at the UO.

H-1B Visa Department Request Form

We fully understand that any willful violation connected with providing inaccurate information for this H-1B visa or Labor Condition Application may incur a severe penalty that has a long-range impact on the University of Oregon's ability to employ foreign nationals.

We will notify International Affairs immediately if there is any material change in duties or FTE, termination or resignation, or a change in worksite.

As required by the U.S. Citizenship & Immigration Services (USCIS), we agree to pay the reasonable cost of return transportation to the employee's last place of foreign residence if s/he is dismissed by our department before the end of the authorized period of H-1B visa employment at the UO. (Note the period of employment for this individual in #9, above.)

Department Head of Prospective Employee (type or print):

First Name Last Name

Signature

Date

H-1B SPONSORSHIP DEPARTMENT REQUEST FORM

EXPORT CONTROL

A requirement in the H-1B process is to determine whether or not an Export Control license is necessary for the employee. OIA cannot complete the H-1B application until this issue has been fully vetted by the Department head, and possibly General Counsel. Any future changes to the employment must also be reviewed. In order to comply with these immigration regulations, the principal investigator or department head must complete the export compliance license certification below. To complete the certification, the faculty sponsor, principal investigator and/or department head must determine whether the beneficiary will have access to university-conducted research that includes hardware, software, technology, data, chemicals or biologic agents which are controlled as:

- Military-related technology (defense article)* under the International Traffic in Arms Regulations (ITAR–Dept. of State). ITAR can be found at http://www.pmddtc.state.gov/regulations_laws/itar_official.html
- Dual use items** under the Export Administration Regulations (EAR–Dept. of Commerce), which refers to all non-military-related items and technology. EAR can be found at http://www.access.gpo.gov/bis/ear/ear_data.html

For details about Export Control please review the following information: <https://exportcontrols.uoregon.edu/>

The following questions must be verified by the Department Head and/or Principal Investigator.

1. Will the employee have access to any proprietary or confidential information derived from a third party, such as a corporate sponsor, that cannot be shared? Access would include verbal discussions, training, access to shared drives or websites, access to laboratories and equipment? Yes No
2. Will the employee be working on corporate sponsored research? Yes No
3. Will the employee be working on materials obtained under a Materials Transfer Agreement (other than the Uniform Biological Materials Transfer Agreement)? Yes No
4. Will the employee be working with equipment beyond a laptop? Yes No What equipment? Please list:

5. Will the employee be working on other projects not administered as corporate sponsored project or materials Transfer Agreement which involve data, knowhow, software or equipment of a technical nature? Yes No
6. Will the prospective employee have access to encryption technology (beyond commercially available software)? Yes No
7. Will the potential employee be involved in a project that: (a) has a Technology Control Plan (TCP) in place; (b) requires approval, or prohibits use, of foreign citizens on the project; (c) has a military purpose; (d) involves spacecraft, satellites, rockets, missiles, unmanned aerial vehicles or related items or technology; (e) requires sponsor approval prior to publication or discussion at an open conference; or (f) requires access to proprietary information protected under a non-disclosure agreement? Yes No
8. Will the employee be researching modifications, improvements or reverse engineering on any kind of equipment? Yes No
9. Will the employee conduct research? Please describe:

10. Is the prospective employee a citizen of one of the following countries?

- Afghanistan__
- Belarus__
- Burma__
- Central African Republic__
- China__
- Cuba__
- Cyprus__
- Democratic Republic of Congo__
- Eritrea__
- Haiti__
- Iran__
- Iraq__
- Lebanon__
- Libya__
- North Korea__
- Republic of South Sudan__
- Somalia__
- Sudan__
- Syria__
- Venezuela__
- Zimbabwe__

11. If none of the above, what is the country of citizenship of the prospective employee? _____

Signature of Department Head _____ Date _____

Print Name, Title _____