

H-1B Visa Department Request Form
International Student and Scholar Services

E-mail: ischolar@uoregon.edu



UO department where employee will work: _____

Department address: _____

Contact person in the department: _____ Email: _____

Name of prospective H-1B employee: _____
(Last) (First) (Middle)

Country of citizenship: _____ UO ID Number: _____

Highest academic degree earned: _____ Field of study: _____

UO job title and FTE: _____ Annual salary: _____

Period of H1-B sponsorship (start date/end date): _____ / _____

Please explain any additional compensation the employee may receive: _____

Brief description of the job and its duties: _____

Will the employee work offsite?: Yes No If yes, please explain: _____

Brief summary of employee's prior work experience: _____

Total number of years worked in this field: _____ Is a college degree required for the position?: Yes No

Required education and degree for the position (include number of years): _____

Years of experience required in relevant occupation: _____

State license required (if any): _____ Other requirements: _____

Occupational title of person who will be employee's immediate supervisor: _____

Number of employees foreign national will supervise: _____

Index to charge for FedEx shipment to USCIS: _____

A requirement in the H-1B process is to determine whether or not an Export Control license is necessary for the scholar. IA cannot complete the H-1B application until this issue has been fully vetted by the Department head. Any future changes to the employment must also be reviewed. For details about Export Control please email ischolar@uoregon.edu.

The following questions must be completed by faculty sponsor and signed by the Department Head.

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 high-tech or experimental equipment (examples would be high speed computers, sensors, materials, electronics, lasers, telecommunication devices or other cutting edge equipment)? Yes No
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. Is the prospective employee from Iran, North Korea, Syria, Iran or Sudan? Yes No
7. Will the prospective employee have access to encryption technology (beyond commercially available software)? Yes No
8. 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

Signature of Department Head (type or print)	
Print name	Date

If all answers above are “no” please submit to IA with other H-1B application materials.
If the answer to any of the above questions is “yes” please email ischolar@uoregon.edu

Please find information about technology controlled for export on the Commerce Control List (http://www.access.gpo.gov/bis/ear/ear_data.html#ccl) and the U.S. Munitions List (http://www.pmdtc.state.gov/regulations_laws/itar.html).

The Immigration Act of 1990 requires the UO to submit a Labor Condition Application (LCA) to the Department of Labor before submitting an H-1B visa application forms to the U.S. Citizenship & Immigration Services (USCIS). Before we can do so, please certify the following statements and complete the required information.

We certify that:

1. 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.
2. We agree to keep payroll records of the employee and of all employees whose wages were used to calculate the actual wage for three years beyond the validity of the Labor Condition Application.
3. 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.
4. Employing this person will not adversely affect the working conditions of U.S. workers similarly employed.
5. There is no strike, lockout, or work stoppage due to labor dispute in this occupation.
6. 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.
7. 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.
8. 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.)

Signature of Supervisor (type or print)

Print name

Date

Signature of Department Head (type or print)

Print name

Date

Please submit this form to International Affairs together with the H-1B Visa Prospective Employee form and the other documents listed on the H-1B Visa Checklist as one complete packet.