

IUPUI sponsors H-1B visas for foreign nationals hired into University positions requiring a bachelor's level or higher, and whose education and/or work experience match the position requirements. For research positions and visiting teaching assignments, the J-1 visa is often preferable. Please read the background information on our web site about the H-1B visa before completing this form. If your H-1B employee will be receiving a salary or stipend not from IU, contact International Affairs before proceeding.

This form is to be filled out by the hiring department. For questions regarding this form, please contact the

IUPUI Office of International Affairs, Education/Social Work Bldg, ES 2126

Phone: 317.274.7000

E-mail: intlaff@iupui.edu

Fax: 317.278.2213

Website: http://international.iupui.edu

Section 1. Information needed to initiate H-1B processing and advising.

[Prospective] Employee Family Name: \_\_\_\_\_ Given Name: \_\_\_\_\_

Male  Female Date of Birth: \_\_\_\_\_ Province of Birth \_\_\_\_\_ Country of Citizenship: \_\_\_\_\_

Country of Legal Permanent Residence (if other than country of citizenship): \_\_\_\_\_

Current Non-Immigrant Visa Status: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Current employment status (check one):

- Employed by Indiana University
 In the U.S., not working
 Employed elsewhere in the U.S.
 Waiting abroad for visa

Location(s) where employee will work:  IUPUI/IU Medical Center  Other

List any/all other locations: \_\_\_\_\_

Dates of requested Employment for H-1B petition: From: \_\_\_\_\_ To: \_\_\_\_\_ Time requested may not exceed three years Request only the period of time that funding is assured

Section 2. H-1B fee information. Departments must assume all business-related expenses associated with filing the H-1B petition. Additional information about these costs is available on the OIA web site.

\$300 OIA processing fee. This fee covers OIA costs for processing and filing the H-1B petition. The charge is applied at the time the request is received. Please be aware that Contracts & Grants Administration has indicated that this fee cannot be charged to a grant account. For clinical faculty requiring a dual petition because of IU + practice group employment, the fee is \$600.

University Account Number for billing: \_\_\_\_\_ Expense Object Code: \_\_\_\_\_

Is this a clinical faculty position with employment by both IU and your departmental practice group?  Yes  No

Please note that the following fees must be paid by separate checks made payable to USCIS.

USCIS filing fees:

\$320 H-1B petition filing fee—must be paid by the department

\$500 Anti-Fraud fee (does not apply to extensions)—must be paid by the department

\$300 Dependent fee (if applicable):  Department will provide fee  Employee will provide fee

\$1000 USCIS Premium Processing Fee (Optional):

Are you requesting premium processing for this petition?  Yes  No

If yes, who will provide the premium processing fee?  Department  Employee

This fee must be paid by the department unless the employee has requested Premium Processing for personal, non-business reasons. (An earlier start date is considered a business reason.) If you have indicated that the employee will pay, please indicate the reason:

- Employee wishes to travel for personal reasons and requires expedited processing to maintain travel schedule.
 Other:

Due to the time-sensitive nature of H-1B processing and the difficulty of replacing lost documentation, it is necessary to use FedEx courier mail service for tracking and expedited delivery, both to the USCIS and for sending approval notices to employees waiting overseas. OIA will cover the cost of courier delivery to the USCIS. Any additional courier delivery costs (e.g. to send the H-1B Approval Notice to prospective employees waiting overseas) will be the department's responsibility.

Your 9-digit FedEx account number: \_\_\_\_\_

Your 7 digit university account # \_\_\_\_\_ (for internal reference on Airbill)

**Section 3. "Actual Wage" Information.**

[Prospective] Employee  
Family Name:

Given  
Name:

**Background information on the "actual wage" requirement.**

Department of Labor regulations require H-1B employers to document, using "objective standards," the *actual wage* paid by the employer to other employees with similar experience and qualifications and who are performing similar duties and responsibilities as the H-1B employee. The following chart and accompanying justification—to be completed with information about other employees appointed to the same rank code—forms the basis for compliance with this regulation and will be maintained in a public access file for disclosure upon request.

*If this position will be paid in accordance with a fixed salary schedule, you may attach the official departmental or school salary schedule instead of completing the following section. The House Staff salary schedule is maintained on file by OIA and need not be provided with requests to process H-1B for residents/clinical fellows.*

**Information needed to establish compliance with the actual wage requirement.**

Information on Candidate:

Job title:

Rank code:

Degree(s):

Years of Experience:

The *actual wage* for the position to be filled by this H-1B employee is:

Division, Department, or School\* for which comparative information is provided:

*\*If there are no comparable employees within your Department, provide comparative information from within your School. If you prefer, you may attach a spreadsheet with identical information instead of completing this form.*

Employee ID#	Salary	Account Number (s)	Degree(s)	Years of Experience

Check all factors used to determine the actual wage for this employee (provide brief explanations as appropriate):

- years of experience
- education
- specific job responsibilities and functions: \_\_\_\_\_
- specialized knowledge in \_\_\_\_\_
- guidelines established by Human Resources Administration
- requirements of funding source (grant, etc.)
- other \_\_\_\_\_

Citing the information and factors listed above, provide a brief explanation of your objective compensation system to explain how the actual wage for the H1B employee was determined:

For positions/persons for whom no comparative salary information is available, indicate why no comparative salary information is available within your School:

- This is a unique, one-of-a-kind position
- None of the other employees in this position have comparable experience/qualifications
- Other. Please explain:

\_\_\_\_\_

#### Section 4. Information needed to determine the prevailing wage requirement.

[Prospective] Employee Family Name:	Given Name:	
Hiring Unit:	<i>Please attach a copy of the HR job posting, if applicable</i>	
[Prospective] Employee Position Title:	Rank code:	IU Salary:
<i>Minimum</i> degree Requirement:	In the field of:	
Additional <b>required</b> (Do not include <i>preferred</i> experience. The prevailing wage is based on the actual requirements of the position.) Experience/training:		
Brief (lay) description of position duties:		
Number of employees H-1B employee will supervise (have hiring/firing authority):	Is this a 100%FTE position? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, contact OIA before proceeding.	
Name of immediate supervisor:	Job title of immediate supervisor:	

#### Section 5. Departmental H-1B Compliance Certification.

The H-1B regulations require the employer to assume numerous legal responsibilities in order to be approved to hire an H-1B employee. The Office of International Affairs has responsibility for ensuring institutional compliance with these regulations, but hiring departments must agree to follow established University procedures in order to ensure compliance. This request must be signed by an administrative person at the level of Division Chief or higher, to acknowledge the division/department's willingness to comply with all federal and University H-1B requirements:

*I certify that the Department/Division of \_\_\_\_\_ accepts full responsibility for compliance with all of the following H-1B visa requirements and that the conditions of employment for our [prospective] employee will be in full accordance with the information provided in this form:*

- ✓ Funding for this position is available for the period of employment requested.
- ✓ The employee will be paid the full-time salary (actual wage) specified on Page 2.
- ✓ The employee will be paid for any non-productive time (e.g. because of lapse in license or lack of work assignments). *The hiring unit is not required to pay for non-productive time at the request of the employee that would not normally be paid (e.g. extended sick leave, leave of absence). Continued payment also is not required in the event of termination for cause.*
- ✓ **In the event of any changes in the conditions of employment, including changes in job title, %FTE, or worksite location, we agree to consult with International Affairs in advance to determine whether a new Labor Condition Application and/or amended petition will be required to maintain compliance with H1B regulations.**
- ✓ Our unit will provide working conditions for this person that will not adversely affect the working conditions of other similarly employed workers.
- ✓ There is no strike, lockout, or work stoppage for persons in this type of position at the university as of this date.
- ✓ Our hiring unit will be responsible for the return transportation back to the home country if the employee is terminated for any reason. *Voluntary resignation or a decision to remain in the U.S. on the part of the employee does not obligate the hiring unit to this requirement.*
- ✓ International Affairs is authorized to charge our department accounts for H-1B related fees payable to OIA.

#### Department Compliance Signature.

Name of Department/Division Head:	Title:
Signature:	Date:

#### Processing/Contact Information.

Please ask your [prospective] employee to complete the "Employee Information for H-1B Processing" page. The forms can then be faxed or mailed to the OIA.

Name of contact person for information provided in this form:	Phone & Fax: E-mail:
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**To be completed by all [prospective] employees.**

The information in this form is required to ensure that accurate information about you is provided to the USCIS and so that we can provide you with the most accurate advice for your individual situation. For further information about additional documentation you will need to provide as part of your H-1B process, please refer to the H-1B checklist on our web site. Under "Supporting Documents" there are separate lists for extension petitions: <http://www.iupui.edu/~oia/VT/extension.html> and new/amended H-1B Petitions: <http://www.iupui.edu/~oia/VT/newamendedpet.html>. You will need to coordinate provision of these documents with the administrative staff person in your department who is handling your H-1B petition.

Full Legal Name exactly as it appears in your passport: \_\_\_\_\_  
 Family Name: \_\_\_\_\_ Given/First + Middle Name(s): \_\_\_\_\_

Male  Female Date of Birth: \_\_\_\_\_ Province of Birth: \_\_\_\_\_ Country of Birth: \_\_\_\_\_

Country of Citizenship: \_\_\_\_\_ Country of Legal Permanent Residence: \_\_\_\_\_

U.S. Social Security Number (if you have one): \_\_\_\_\_ INS A# (if you have one): \_\_\_\_\_

University ID/Employee ID (if you have one): \_\_\_\_\_ E-mail Address: \_\_\_\_\_ Contact Phone# \_\_\_\_\_

Date of Last Arrival: \_\_\_\_\_ I-94 (Arrival/Departure) Number: \_\_\_\_\_

Current Non-Immigrant Visa Status: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

If currently in J-1 exchange visitor status, will you need a waiver Yes  No

If yes, do you have a waiver recommendation from the Dept. of State? Yes  No

If you need a waiver and do not yet have one, please attach a statement indicating the type of waiver for which you are applying and a timeline indicating action(s) taken on your case to date.

Do you have dependents with you in the U.S. who need to obtain or extend H-4 dependent status? Yes  No  If yes, how many? \_\_\_\_\_

If you are currently in H-1B status, what is the date that you first entered the U.S. in H-1B status, or changed to H-1B status within the U.S.?

If you are currently working for another employer, what is the approximate date that you intend to terminate your employment?

Have you ever been denied H-1B status? Yes  No  If yes, please explain: \_\_\_\_\_

Are you currently in exclusion or deportation proceedings? Yes  No  If yes, please explain. \_\_\_\_\_

If you are a current Indiana University employee, has any IU official signed or submitted an I-140 (Permanent Resident petition) to the USCIS on your behalf? Yes  No  If yes, attach an explanation of the status of the I-140.

Please be aware that travel outside the U.S. before approval of your H-1B petition may complicate processing of your H-1B petition.

Please list all anticipated/desired travel dates within the next six months so that we can advise you appropriately:

From: \_\_\_\_\_ To: \_\_\_\_\_ Destination(s): \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Destination(s): \_\_\_\_\_

**To be completed by [prospective] employees outside the U.S. or who will be traveling to activate H-1B status.**

Location of U.S. Consulate where you will apply for your H-1B visa (City): \_\_\_\_\_ Country: \_\_\_\_\_

Address in your home country for mailing your H-1B approval notice and reporting to USCIS/Department of State: \_\_\_\_\_

**Return this form to the IUPUI Office of International Affairs:**

Education/Social Work Building Rm 2126, Phone: 317.274.7000, Fax: 317.278.2213, E-mail: [intlaff@iupui.edu](mailto:intlaff@iupui.edu)