



SOUTHEASTERN LOUISIANA UNIVERSITY
Department Application for H-1B Work Visa Sponsorship

Instructions

This form must be completed and submitted by the sponsoring Southeastern department representative before immigration paperwork in support of an H-1B temporary work visa can be processed by the International Services Office (ISO) on behalf of a current or prospective employee. Once you submit this department form, we will contact your employee or visitor to request additional background information and documents. Note: This form is to be submitted in support of an H-1B work visa sponsorship. H-1B work visas allow regular employment paid by Southeastern. The job description must require a minimum of a Bachelor's degree in a specialty field, and the sponsored employee must hold this required degree. Information on other available types of visa sponsorships can be found at www.selu.edu/international.

Fees and Documents

- A. All necessary H-1B fees must be paid with check or money order by the employee or hiring department as follows:
1. **I-539 Filing Fee** – paid by employee (see most current I-539 instructions at www.uscis.gov for current amount)
 2. **\$500 Fraud Fee** – paid by hiring department
 3. **\$1225 Optional premium processing fee** – paid by department or employee

All checks must be made payable to **U.S. Department of Homeland Security**.

- B. You will need to attach this form to the following supplemental documents and send to the ISO. We will not accept partial packets so please be sure to file a complete package.
1. **Appointment Letter:** Copy of appointment or continuing employment letter including position title, salary or funding source and amount, any benefits information, a brief description of primary responsibilities, and position start and end dates.
 2. **Job Description:** For staff positions ONLY, a copy of the position or job description from Human Resources.
 3. **Actual Wage Form:** This should be printed out from www.selu.edu/international under Forms and Information. Please sign in blue ink.
 4. **Export Control Attestation Form:** This form is required in order to confirm that no export license is needed for this employee. Can be found at www.selu.edu/international under Forms and Information.
 5. **Advertisement Copy:** A copy of the actual job posting or advertisement is required to confirm job duties and requirements.
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International Employee Data

Type of Position you are sponsoring (faculty/research or staff): _____

Employee Last Name: _____ First Name: _____ Middle: _____

Date of Birth (mm/dd/yyyy): _____

Please enter the employee's current mailing address below. If this is a P.O. Box, please include the street address if you have it.

Street Address: _____

City: _____ State/Province: _____ Postal Code: _____

Country: _____ Phone: _____

Email Address: _____

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Highest degree held by this person: _____

Degree Field: _____

Is this person already working in the United States: Yes No

If yes, what is the name and phone number of the employer? _____

If yes, are they currently in and planning to complete, or has just completed, a degree program in the U.S. prior to starting work at Southeastern?

Yes – Completing degree program at Southeastern Yes – completing degree program at another U.S. school
 No Other

Hire Date (this is the date on the job offer letter not the date the person will begin work): _____

If this person is in a teaching position and you are planning to sponsor him or her for U.S. permanent residency (PR), please contact us as soon as possible regarding the PR application. In most cases, it must be filed within 18 months of the date of hire (job offer letter date).

Requested H-1B visa status start and end dates – important notes:

1. If the person is currently employed at Southeastern please use either the day after the current immigration status end date, or a date at least four months into the future, as the H-1B requested status start date.
2. Even for regular or permanent appointments that do not have an actual end date, please enter an end date of at least one academic year. For H-1B petitions, a maximum of three years is allowed if this position is annually renewable.
3. Once our paperwork is in process, it is difficult to change these dates. Please contact the ISO immediately if there will need to be a change to these dates.

H-1B Status Start Date: _____ H-1B Status End Date: _____

Is the duration of this employment 'permanent,' meaning an annually renewable or indefinite appointment, with no anticipated end date?

Yes No Other: _____

Hiring Department Data

Hiring Department Name: _____

Name of Department Contact: _____ Department Contact Email: _____

Department Contact Phone: _____ Department Contact Fax: _____

Name of Person Supervising This Position: _____

Job Title of Person Supervising This Position: _____

Name of Dean, Department Head, or Director of Department: _____

Campus Address of Department: _____

Job/Position Information

Job/Position Title: _____

Physical Street Address of Work Location (this must be the exact address where the employee will work):

Department Name _____

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Site of Work Street Address: _____

City: _____ County: _____ State: _____ Postal Code: _____

Is there only one work site? Yes No

If no, please list all additional work site addresses below:

1. _____

2. _____

3. _____

Please give a brief description, including primary responsibilities of the position. Specify any equipment to be used, and pertinent working conditions, if any.

Are there any working conditions that would affect the rate of pay? Yes No

If yes, please explain: _____

Does this job require any travel? Yes No

If yes, explain and detail how often: _____

Minimum educational requirement for the position: _____

Required degree field, or area of specialization for this position: _____

Is a second diploma or degree required for this position? Yes No

If yes, please list here: _____

Is there any special training or licensing for this position? Yes No

If yes, please enter the number of months of training required and field/name of training required: _____

The following questions pertain to any previous work experience required by this position. Please do not include required post-doctoral training as required work experience, as post-doctoral training is not considered actual work experience for the purposes of this visa sponsorship. Please only include previous work experience that is actually required by the job description and or the job posting. Do NOT include the actual previous work experience held by the employee.

Does this position require previous employment experience? Yes No

If yes, please enter the number of months and the occupation of previous work experience required: _____

Number of employees supervised by this position: _____ Is the position full time? Yes No

Is the position tenure-track, tenured, or otherwise permanent in nature? Yes No

Number of hours to be worked per week: _____ Hourly work schedule (general): Start (AM) _____ End (PM) _____

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Funding Information

The following questions relate to the funding source and amount for this position. For H-1B sponsorships, the international being sponsored must be hired or otherwise paid directly by Southeastern. For staff and scholar positions, this salary evidence is normally in the form of a hiring or appointment letter stating salary amount. If you have an appointment or hiring letter that indicates salary level, you may choose to attach this letter instead of filling out the following information.

Please answer only one of the following two salary questions, depending on whether your position is full-time or part-time.

H-1B Full-time Total Annual Salary: \$ _____

OR

H-1B Part-time Total Annual Salary: \$ _____

Is this position hourly paid? Yes No

Will this position be eligible for Southeastern employee benefits? Yes No

Please check all benefits for which the individual will be eligible: Health Insurance Retirement
 Other (see below)

List any other bonuses, remuneration, or benefits: _____

Attestation

Please read the following attestation:

“To the best of my knowledge, I attest to the accuracy and truthfulness of all the information being submitted on this form. I have the authority from my department to request this H-1B visa sponsorship for an international employee. The job position for which sponsorship is being requested requires a minimum of a Bachelor’s degree in a specialty field. I also understand that there is no guarantee of approval for an H-1B sponsorship, and that the fees charged to the employee and/or department are fees for services pertaining to filing the case, not for an approved case. If there are any material changes regarding this employee’s employment status with Southeastern, I understand that: 1) any such changes may have an impact on our ability to continue with a sponsorship for H-1B status; and 2) failure to notify the ISO of any changes in employment may result in regulatory violations on the part of Southeastern and/or the international employee.”

Name (please print): _____ **Department:** _____

Signature: _____ **Date:** _____