



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

Introduction

This form must be completed and submitted by the international employee or visitor who is being sponsored for a U.S. visa or visa status by Southeastern Louisiana University before immigration paperwork can be processed by the International Services Office (ISO). Based on the information submitted, the ISO will determine the most appropriate visa sponsorship category, and will be in touch with any additional paperwork requirements. For more information on the available categories of sponsorship, please go to www.selu.edu/international.

Fees and Documents

A. All necessary H-1B fees must be paid with a 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 sent to the ISO. We will not accept partial packets so please be sure to file a complete package.

1. **Copy of your valid passport ID page and/or renewal page if applicable.** (If you hold more than one citizenship, please send a copy of the passport you will use to apply for the visa sponsorship.)
2. **Copy of your job offer letter issued by Southeastern.**
3. **Copy of a recent CV or resume.**
4. **Copy of your degree certificate, with a translation to English, if it is in a language other than English.**
5. **An educational evaluation of the degree if it is from a university outside the U.S.**

C. If you are transferring your H-1B status from another employer we will need:

1. **A copy of a letter from your old employer confirming your last date of employment with that employer.**

OR

2. **Copies of three months worth of paycheck stubs proving employment up to the date we file our H petition.**

D. If you are currently present in U.S., we will also need copies of:

1. **Most recently issued I-94 card, front and back.**
2. **Any other current immigration document proving your current visa status, such as I-20 form, DS-2019 form, temporary work card, or I-797 notice.**
3. **Copies of all previous immigration documents, including all I-20 or DS0-2019 forms, and I-797 approval notices, proving previous statuses.**
4. **A copy of your most recent U.S. visa stamp in your passport, if you have a U.S. visa.**

Personal Information

What type of visa sponsorship are you requesting? _____

Last Name (Family): _____ First Name: _____ Middle: _____

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

Country of Birth: _____

Do you hold citizenship in more than one country? Yes No If yes, please list here: _____

For the fields below, please provide the citizenship and passport information regarding to the passport you plan to use to travel to the U.S. and to begin your position at Southeastern.

Country of Citizenship: _____ Country of Legal Permanent Residence: _____

Passport #: _____ Passport Country: _____

Passport Issue Date (mm/dd/yyyy): _____ Passport Expiration Date (mm/dd/yyyy): _____

Mailing Address:

Street Name and Number: _____

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

Country: _____ Phone Number: _____

Will this address be valid for only a limited period of time into the future? Yes No

If yes, please let us know until what date you will be able to receive mail at the above address(mm/dd/yyyy): _____

Email Address: _____ U.S. Social Security # (if available): _____

Marital Status: Married Single Divorced Other: _____Gender: Male Female

Academic Background Information

Highest Degree Held: _____ Date Degree was Awarded (mm/dd/yyyy): ____/____/____

Degree field of study (please be specific): _____

Name of University/College Awarding Degree: _____

Address of University/College Above: _____

Program Dates

We have confirmed your program start date with your department. The start date you enter below must match the date given to us by the department! Please be sure to confirm your start date with them. If you are outside the U.S., you must be able to enter no later than the start date requested; this is required by U.S. regulations. You should allow 3 to 6 months for paperwork processing and visa application, depending on whether you are outside the U.S. (longer process) or inside the U.S. and transferring to Southeastern (shorter process).

Requested Southeastern employment or visa sponsorship start date (mm/dd/yyyy): ____/____/____

Requested Southeastern employment or visa sponsorship end date (mm/dd/yyyy): ____/____/____

Current U.S. Immigration Information

Please only fill out the section below if you are currently in the United States.

Are you now present in the U.S., and working or studying on a U.S. visa, or have you very recently (within 5 months) left the U.S. after holding an F or J visa status? Please explain below.

If you are not already working at Southeastern, are you currently working in the U.S. for a different employer OR are you planning to complete a degree program in the U.S. prior to starting work at Southeastern?

- Yes – working for a different U.S. employer
- Yes – completing a degree program at a U.S. college or university prior to starting work at Southeastern
- No – I am not currently working or studying in the U.S. and will apply for a new visa outside the U.S. once our paperwork is completed and approved.
- Other: _____

If you are currently in the U.S., please enter your current U.S. visa status: _____

If you have a U.S. visa stamp in your passport, please enter the end date of that visa stamp (The end date may be in the past. Canadians will usually NOT have a visa.) (mm/dd/yyyy): ____/____/____

If you are currently in the U.S. holding a non-immigrant or immigrant status, please list the status end date. If you are on F-1 and approved for post-completion OPT, please list the end date of your approved OPT work card, or if you are in J-1 status, the end date of your approved Academic Training Period (mm/dd/yyyy): ____/____/____

Please give the last date you entered the U.S. on your current status (mm/dd/yyyy): ____/____/____

Do you plan to travel outside the U.S. in the next 6 to 12 months? Yes No

(Please notify us of any planned travel outside the U.S. as soon as possible, as this may directly affect our ability to file your immigration application, and to receive an approval on your case.)

Do you have an immigrant petition (also known as a “green card” application) pending with, or approved by, the U.S. government?

- Yes
 No
-

Immigration Transfer Information

The following information is required of individuals who are transferring H-1B immigration work status from another U.S. employer. Note: There must be no gap between your current employment end date and your Southeastern start date to legally transfer your employment from within the U.S.

IMPORTANT NOTE REGARDING IMMIGRATION TRANSFER INFORMATION: If you indicate below that you wish to transfer your H-1B immigration status to Southeastern, and you provide us with the name and e-mail address of the transfer-out school or employer immigration advisor, an e-mail will be sent to that immigration advisor informing him or her that you have requested to transfer your H-1B immigration status to Southeastern. The email will provide your immigration advisor with the following personally identifiable information about you: 1) your full name 2) your nation of birth 3) your local address 4) your birthdate 5) your SEVIS ID number if you currently hold J-1 status.

Transfer of Status: H-1B STATUS HOLDERS ONLY

If you noted above that you are currently in the U.S. and in H-1B immigration status, do you wish to transfer your current immigration status to Southeastern Louisiana University? Yes No

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Name of Current Employer in the U.S.: _____

Current Immigration Advisor's Name: _____ Advisor Phone Number: _____

Advisor's Email Address: _____

If you are in J-1 status, your SEVIS ID # (found above the barcode on your DS-2019): _____

If you are in H-1B immigration status, what is your current I-797 H-1B approval notice case number (usually found on the top left corner of the approval notice, beginning with EAC or CSC): _____

If you are currently in H-1B immigration status, what is the date you will end your current employment before coming to Southeastern (we will need to have a letter from your employer confirming this date, and copies of paycheck stubs as evidence of payment through this date) (mm/dd/yyyy): ____/____/____

Maximum allowed time remaining in current status (H-1B's cannot go over six years from the date the H-1B started, less any time spent outside the U.S. that can clearly be documented): _____

Previous U.S. Immigration Information

Have you ever before been present in the U.S. in any of the following statuses? Please check all that apply.

- F-1 F-2 H-1B H-4 O-1 O-3 J-1 J-2

If you have been present in the U.S. before, please indicate ALL the immigration statuses you have held in the U.S., and the start and end dates of each immigration status, beginning with the status you currently hold. The start date is the date that you either: 1) entered the U.S. under the specific visa type, OR 2) that you were granted that status by the U.S. government based on a change of status approval. The end date is either 1) the date you departed the U.S., OR 2) the date your status ended because a new status was granted and effective through a change of status approval. (If the following spaces are insufficient, you may include a separate piece of paper attached to this form). **THIS INFORMATION IS EXTREMELY IMPORTANT AND CAN IMPACT OUR ABILITY TO GET YOUR SPONSORSHIP APPROVED. PLEASE BE COMPLETE AND ACCURATE WHEN ANSWERING.**

	Visa Type (i.e.: J-1, H-1B, J-2, F-1)	Visa Status Start Date	Visa Status End Date
1 st			
2 nd			
3 rd			
4 th			
5 th			
6 th			
7 th			
8 th			

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If you indicated that you previously held J-1 or J-2 immigration status, please indicate which category you held (ex: professor, research scholar, exchange visitor, etc.): _____

People who have previously held J status in the U.S. may be subject to a 12 month or 24 month bar to returning to the U.S. as a Professor or Reseacher in J status, or as a j dependent in either of these categories. They may also be subject to fulfilling a two year home residency requirement before holding an H-1B or L-1 visa status, or U.S. permanent residency. If you have previously held J-1 status, to the best of your knowledge, please mark below if you are subject to any of the following restrictions to J participation:

- No, I am not subject to any J participation bars
- 12 month bar
- 24 month bar to repeat participation as researcher or professor
- 2 year home residency requirement
- I'm not sure

If you indicated that you are subject to the two year home residency requirement, have you applied for or received approval for a J-1 waiver to the home residency? (If you have been approved for the waiver, please attach a copy of the approval to this form)

- No, I have not yet applied for the waiver
- Yes, I have applied, and it is pending
- Yes, I applied, and it was approved
- Other: _____

Job/Position Funding Information

Southeastern Position or Job Title: _____

Department contact name:
(Southeastern Office Manager, or Administrative Assistant who is assisting you) _____

Department contact email address: _____

The following questions relate to the funding source and amount for this position:

Sources and amounts of salary/funding for your job at Southeastern (please select and complete all that apply):

- Funded directly by Southeastern.
Amount: \$ _____ / year
- Funded directly from your home country university, employer, or organization
Name of institution: _____ Amount: \$ _____ per _____
- Funded directly from your home country government
Amount: \$ _____ per _____
- Funded directly by an international organization
Name of organization: _____ Amount: \$ _____ per _____
- Funded directly from your personal funds
Amount: \$ _____
- Not sure of funding source
- Other: _____ Amount \$ _____ per _____

This position is: Full-time Part-time: # of hours per week _____

Dependent Family Members Information

If you are being sponsored by Southeastern Louisiana University for a non-immigrant visa status, your dependents (spouse and children under the age of 21 only) may be eligible for dependent visa sponsorships. **YOU MUST INDICATE BELOW IF YOUR DEPENDENTS REQUIRE DEPENDENT VISA SPONSORSHIP BY SOUTHEASTERN.** If you fail to notify us that your dependents require sponsorship, they may not be able to accompany you to the United States. If you have an unmarried partner, or are in a civil union, your partner is not eligible for a dependent visa under current U.S. laws. Your partner may be eligible to enter the U.S. using a B-1/B-2 tourist visa instead. Contact our office for more information at international@selu.edu.

Please choose one answer below with regard to your family members (spouse and children under the age of 21):

- I have no family members who will need visa sponsorship for dependent visas or visa statuses.
- I have family members who will need visa sponsorship for dependent visas or visa statuses.

If you will be accompanied by a spouse or children who will need dependent H-4 visa sponsorships as well, we will need the following information for each family member. If your dependents are currently in the U.S. and will need to transfer and extend their immigration status to Southeastern with you OR apply for a change of status with you, your primary dependent (usually your spouse) will need to complete a government form called an I-539 form. This form will be provided to you by David Ware & Associates, LLC, Southeastern’s contracted attorney.

You will need to attach to this application copies of all dependents passports, your marriage certificate (translated into English if necessary), and if they are present in the United States, their immigration document copies. Please forward this information to the International Services Office along with this form for H-1B employment.

Dependent #1

Last (Family) Name: _____ First (Given) Name: _____

Middle Name: _____ Date of Birth (mm/dd/yyyy): ____/____/____

Relationship: Spouse Son Daughter

City of Birth: _____ Country of Birth: _____

Country of Citizenship: _____ Country of legal permanent residence: _____

Visa status (if currently in the United States): _____

Dependent #2

Last (Family) Name: _____ First (Given) Name: _____

Middle Name: _____ Date of Birth (mm/dd/yyyy): ____/____/____

Relationship: Spouse Son Daughter

City of Birth: _____ Country of Birth: _____

Country of Citizenship: _____ Country of legal permanent residence: _____

Visa status (if currently in the United States): _____

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Dependent #3

Last (Family) Name: _____ First (Given) Name: _____

Middle Name: _____ Date of Birth (mm/dd/yyyy): ____/____/____

Relationship: Spouse Son Daughter

City of Birth: _____ Country of Birth: _____

Country of Citizenship: _____ Country of legal permanent residence: _____

Visa status (if currently in the United States): _____

Dependent #4

Last (Family) Name: _____ First (Given) Name: _____

Middle Name: _____ Date of Birth (mm/dd/yyyy): ____/____/____

Relationship: Spouse Son Daughter

City of Birth: _____ Country of Birth: _____

Country of Citizenship: _____ Country of legal permanent residence: _____

Visa status (if currently in the United States): _____

Dependent #5

Last (Family) Name: _____ First (Given) Name: _____

Middle Name: _____ Date of Birth (mm/dd/yyyy): ____/____/____

Relationship: Spouse Son Daughter

City of Birth: _____ Country of Birth: _____

Country of Citizenship: _____ Country of legal permanent residence: _____

Visa status (if currently in the United States): _____