



## DEPARTMENT REQUEST FOR H-1B PETITION

This form should be completed by a department at UNMC or UNO that wishes to hire a non-immigrant specialty worker. Complete this form by entering data in **all fields**, print form, collect signatures and send it to UNMC International Studies and Programs, Annex 4, Zip 5735. Please call 559-6414 or email <international@unmc.edu> with any questions.

**FEES ASSOCIATED WITH THIS PROCESS:** The US Citizenship & Immigration Service (USCIS) requires a processing fee of \$320 or \$820. These charges are to be paid by the hiring department, not the employee and are non-refundable. USCIS also charges \$300 for dependent family members to apply for the corresponding H-4 (dependent) Visa. In addition, the USCIS offers "Premium Processing" (expediting) of H-1B petitions for an additional \$1000 fee, also non-refundable.

Name of employee:			
	<small>Family Name</small>	<small>First (Given) Name</small>	<small>Middle Name (leave blank if none)</small>

### I. Biographical Information

Phone:	Email:		
<input type="checkbox"/> Male	<input type="checkbox"/> Female	Country of Citizenship:	
Currently in U.S.:	<input type="checkbox"/> yes	<input type="checkbox"/> no	Current Visa Type:
This application is for:	<input type="checkbox"/> Initial UNMC, UNO or UNMC-P H-1B petition		
	<input type="checkbox"/> Extend prev. petition (UNMC/UNO/UNMC-P)		Current H-1B expires: <input type="text"/>
	<input type="checkbox"/> Change in employment within UNMC or UNO		
Highest Degree Received:	Academic Major:		

### II. Department-Employment Information

Employer:	<input type="checkbox"/> UNMC	<input type="checkbox"/> UNO	<input type="checkbox"/> UNMC-P
Dept. Name:	Admin Contact Name:		
Zip:	Phone:		
Position Supervisor Name:			
Supervisor Job Title:			

### III. Prospective Employment Information

Job Title:	Job # Assigned by HR: _____ NS		
Full time position? Yes <input type="checkbox"/> No <input type="checkbox"/>	Proposed Monthly Salary:	Eligible for UNMC	<input type="checkbox"/> Yes
		Benefits:	<input type="checkbox"/> No
City where employee will be working:			

This position requires a state license or other certification: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Brief (layman's) Description of Duties:	
Description of Duties: (40 word max)	
Minimum College Degree Required:	
Specific Academic Major(s) or Specialty Required:	
Number of employees this position will supervise:	
License Requirements:	
Special Requirements (if applicable):	
Training Requirements (if applicable):	
Requested beginning date for H-1B Status:	
<ul style="list-style-type: none"> <li>• Average processing time for H-1B petitions is 4 months.</li> <li>• Average processing time for Premium Processing (\$1000) is 6 weeks.</li> <li>• If applicant currently has H-1B status inside U.S., average time to employment authorization is 6 weeks</li> </ul> <p>If applicant's current visa status expires within six weeks, contact our office before submitting this form.</p>	
Requested ending date for H-1B Status:	(Maximum time of three years)

Department Signature

Date

#### IV. Immigration History

International Studies and Programs will contact the H-1B applicant to acquire all copies of previous immigration forms and visas to verify that the applicant is eligible to apply for H-1B status at this time. Once a determination is made, International Studies and Programs will submit additional forms to the hiring unit that are required to process the petition.