## DEPARTMENT REQUEST FOR H-1B SPONSORSHIP

Step One 2022 EDITION

This form should be completed by a hiring department to sponsor an employee for H-1b visa status, extend sponsorship, or to amend sponsorship.

Complete this form, "save as" to your computer, then send as an email attachment to **sdaubend@unmc.edu**. Do not scan and send. If possible, use Google. You may need to change settings to open the PDF in Adobe rather than the browser window. (Settings – Advanced – Content Settings – PDF Documents – On)

Гуре of case:	Initial H-1B sponsorship							
	Extension of H-1B sponsorship							
	Amend H-1B sponsorship							
Employer:	UNMC	UNO	Other	Employ	er			
Name of Hiring Department					Four-digit Zip			
Administrative Contact(s)						Email		
Checklist for H-1b Sp	onsorship							
Does the job require a bachelor's degree or higher?			· ?	Yes		No		
Full-time position?				Yes		No		
s the prospective employee currently in the United States?				s?	Yes		No	
s this employee currently employed by UNMC or UNO?  Yes						No		
Ones this employee currently have I-1 Visa status in the IIS?  Ves  I					Nο			

Is a license required from the U.S. Department of Commerce and/or the U.S. Department of
State to release technology or technical data to the sponsored employee?

Yes No

If unsure, please see UNMC's Export Control:

https://www.unmc.edu/academicaffairs/compliance/areas/export-control/index.html

Name of employee to sponsor for H-1b Visa status

Family Name (Surname)

Given Name

After receiving the form, Steven Daubendiek will contact you to set up a short meeting to discuss the requested beginning date, salary requirements, and other requirements to prepare an H-1b case. The employer is the applicant in the H-1b process, and each case will have different requirements based upon the status of the sponsored employee and the job title. Preparation times and processing times at the USCIS fluctuate. Due to the high volume of cases, some cases may need to be outsourced.