

## Request to Initiate H-1B Petition Form

To be completed by the hiring department and campus mailed or faxed to the Human Resources Department.  
Box 5542 – Fax 315-268-4437

Sponsoring Department: \_\_\_\_\_

Department Administrator's Name: \_\_\_\_\_

Employee's Name: \_\_\_\_\_  
*Please Print*                      Last                      First                      Middle

Job Posting Number: \_\_\_\_\_ Anticipated Start Date: \_\_\_\_\_

Employee's E-mail Address: \_\_\_\_\_ Employee's ID# (if applicable) \_\_\_\_\_

***The sponsoring department is responsible for the fees associated with the petition filing as described in the "Fee Requirements" (add link). Please provide a budget code . These fees are non-refundable under any circumstance including denial of the petition by the USCIS or withdrawal of the petition by the hiring department and/or employee.***

Does the department require premium processing in this case?                      Yes \_\_\_\_ No \_\_\_\_\_

If you select premium process, please be aware that these cases require an additional fee. Federal adjudicators normally examine premium processing cases with 15 calendar days.

Was the employee issued an offer letter for the position?                      Yes \_\_\_\_ No \_\_\_\_\_  
*(If yes, Please provide a copy along with this form)*

By signing this form, I give permission for the Human Resources Department to begin the process of obtaining H-1B nonimmigrant status for the employee named above, under the following conditions.

1. If the H-1B employee's employment is terminated prior to the expiration of the H-1B status by the sponsoring department, the U.S. Citizenship and Immigration Service (USCIS) requires the University to pay the costs of reasonable return transportation to the employee's last residence outside of the U.S. I understand that the sponsoring department is responsible for that cost in such circumstances.
2. The prospective H-1B employee cannot be employed until H-1B approval is received (or until the H-1B petition is filed for any employee currently in an H-1B status with other employer). Should the sponsoring department decide to discontinue the process at any point or to terminate the position prior to the H-1B expiration date, the department needs to notify the Human Resources Department immediately.
3. Any changes in the conditions of employment (job title, duties, salary, location, or if the employee leaves the department) will need to be reported to the Human Resources Department.
4. The Human Resources Department cannot guarantee the outcome of the petition and will not make any guarantees to the employee.
5. The salary offered must be the higher of the prevailing wage or the average actual wage paid to all employees in the department with this job title and similar qualification with experience.

If needed, please refer to the **Human Resources website under Immigration Services** for further information.

Signature of Dean/Director or Hiring Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_