



International Student and Scholar Services H-1B Request Form

Instructions

- 1. Department Responsibilities:**
 - pay the higher of the actual wage or the prevailing wage
 - post the Labor Condition Application
 - pay the relevant DHS (Dept. of Homeland Security) application fees
 - track the number of hours worked each day and each week for a part-time employee
 - provide return transportation if the H-1B employee is terminated prior to the expiration of the H-1B petition
 - notify ISSS if the H-1B employee leaves prior to the expiration of the H-1B petition
 - Notify ISSS if there are material changes to the position such as a change in job duties, location of employment, etc.
- 2. Lead Time:** Please submit Part A, Part B, and all attachments at least 5 months before the intended start date of the program for someone who does not currently hold H-1B status and 2 months for someone currently in H-1B status.
- 3. Definition:** CIS (Citizenship and Immigration Services) defines an H-1B "specialty occupation" as a position which requires the theoretical and practical application of a body of highly specialized knowledge, and the attainment of a bachelor's or higher degree in the specific specialty (or its equivalent) as a minimum for entry into the occupation in the United States. H-1B status can be used at the University of Denver to employ nonimmigrants (non U.S. citizens or permanent residents) temporarily in faculty, staff and postdoctoral positions.
- 4. Maximum Length of Stay:** 6 years, granted for a maximum of 3 years at a time.
- 5. Required Wage:** The wage offered to the prospective employee must be the higher of the prevailing wage as determined by the CO Department of Labor and Employment or an independent wage survey or the actual wage paid to similar employees.
- 6. Labor Condition Application:** The department is required to post this document in 2 conspicuous places at the work location for 10 consecutive business days. ISSS will provide the postings and the postings must be returned to ISSS at the end of the posting period.
- 7. H-1B Memo:** This request form must be accompanied by a memo from the department regarding the proposed/current employment ([link to H-1B Memo](#)).
- 8. Fees:** The standard DHS fee is \$320. An additional \$500 is required for new H-1B employment with DU. When the petition is ready, the department will be asked to enter two transactions in Banner (Vendor ID: DHS), each indicating an enclosure and separate checks, and forward the Direct Pay Cover Sheets, also indicating an enclosure and separate checks, to ISSS.
- 9. Part B:** Part B (Employee Profile) should be completed and signed by the prospective H-1B employee, if possible; a fax is acceptable. If the information is obtained by phone or email, a departmental designee should sign to verify its accuracy. Please obtain the required information and compile all the necessary attachments before submission.

Please send the completed H-1B Request Form (Parts A & B) and required attachments to:

Laura Buhs, Int'l Scholar Advisor
International Student and Scholar Services
2200 S. Josephine St.
Denver, CO 80208
Phone: 303-871-7861
Fax: 303-871-4910
E-mail: lbuh@du.edu

H-1B (Temporary Worker) Request Form – Part A

Department Request and Verification

Information about the Position:

Department: _____

Job Title: _____ Wage per hour or year: _____

Minimum Degree Required: _____ Major Field(s): _____

Amt. of required experience: _____ Other Special Requirements: _____

Full-time Part-time If part-time, # of hours/week*: _____

Work Schedule: _____ a.m. to _____ p.m. Days of the week: _____

Number and Title(s) of Worker(s) Position Will Supervise: _____

Title of Position's Immediate Supervisor: _____

Physical location of employment: _____
Name of dept/institute Address

Job Description (list all duties; please be specific):

*Departments are required to record the number of hours worked each day and each week for part-time employees. For adjunct faculty calculate the number of hours per week including classroom hours, office hours, preparation and grading time.

Information about the prospective/current employee:

Family Name _____ First Name _____ Middle Name _____

Proposed H-1B Start Date: _____ End Date (3 year max.): _____
(MM/DD/YYYY) (MM/DD/YYYY)

Please check: New employment at DU Extend employment Concurrent Employment

I understand that the wage offered must be the higher of the prevailing wage as determined by the CO Dept. of Labor & Employment or the actual wage paid to all similarly situated employees in the Department. I also understand that the Department is obligated to provide return airfare for the alien if s/he is dismissed before the completion of the authorized period of employment. I further understand that H-1B status may be granted in up to three-year increments, not to exceed 6 years total.

Department Chair Signature _____ Department Chair Name _____ Date _____

Department Contact Name _____ E-Mail _____

Fax _____ Phone _____

Attach: Actual Wage Form H-B Memo Copy of the job announcement
 Part B of the H-1B Request Form All documents requested of the employee

H-1B (Temporary Worker) Request Form – Part B

Employee Profile

Family Name from your passport _____

First Name from your passport _____

Middle Name _____

Gender: Female Male

Date of Birth (MM/DD/YY) _____

City of Birth _____

Province of Birth _____

Country of birth _____

Country of Citizenship _____

Social Security Number _____

Current Immigration Status
(e.g. F-1, J-1, H-1B) _____

Expiration (MM/DD/YY) _____

List all previous periods of H status: _____

Give the names and dates of H status of any dependents: _____

Have you ever been denied H status? No Yes Provide details _____

Are you in removal proceedings? No Yes Provide details _____

Has DU ever filed an immigration petition for you before? No Yes Provide details _____

US Consulate for entry visa application (city and country): _____

Foreign address: _____

U.S. address: _____

Phone Number: _____ E-mail address: _____

Do you have dependents who will apply for H-4 entry visas or status?* Yes No

I certify that the information provided is true and accurate to the best of my knowledge.

Signature _____

Date _____

Attach copies of the following:

- Copy of the ID page(s) of your passport;
- C.V. or resume;
- Diploma and transcripts with translations (documents must list the field of study);**
- Educational evaluation (if your degree is not from a U.S. or Canadian institution).***

If you are currently in the U.S., also attach the following:

- Copy, front and back, of your I-94 card;
- Copy of your U.S. entry visa;
- Copies of all I-797 approval notices if in H-1B status;
- Copies of your I-20 and EAD if in F-1 status;
- Copy of your DS-2019 if in J status.

***Dependents:** Only a spouse and unmarried children under age 21 are eligible for H-4 status. Dependents who are in the U.S. and wish to obtain or continue in H-4 status must complete Form I-539 and submit it with the required supporting documents and fee with your application for H-1B status. The form is available on the CIS web site at <http://www.uscis.gov/graphics/formsfee/forms/i-539.htm>.

****Translations:** CIS requires a line-by-line translation of any document in a language other than English (including Latin). Anyone competent in English and the language of the original document may prepare the translation. However, you may not translate your own documents. This exact language must appear on the translation page(s) for each translated document: "I hereby certify that the above is an exact and accurate translation of the original (type of document) in (language) and I am competent in both English and (language) to render such translation." (signature of translator) and (date).

*****Educational Evaluations:** Degrees awarded by non U.S. and non Canadian institutions must be evaluated for their equivalency to U.S. degrees. You can find an agency at <http://www.naces.org/members.htm>.