



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:

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