

## H-1B Request Form

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### Instructions

#### 1. Department Responsibilities:

- Pay the higher of the actual wage or the prevailing wage;
- Post the Labor Condition Application;
- Pay the relevant DHS (Department 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 FTE, job duties, location of employment, etc.

2. **Lead Time:** Please submit Part A, Part B, and all attachments at least 6 months before the intended start date of employment for someone who does not currently hold H-1B status and 3 months for someone currently in H-1B status.

3. **Definition:** USCIS (U.S. 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. **Prevailing Wage:** The salary offered to the prospective employee must be the higher of the prevailing wage or the actual wage paid to similarly-situated employees. [Actual Wage Form](#)

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 Support Letter:** This request form must be accompanied by a letter from the department regarding the proposed/current employment. [Sample Support Letter](#)

8. **Fees:** The standard DHS fee is \$460. An additional \$500 is required for new H-1B employment. When the petition is ready, the department will be asked to enter two transactions in Banner (Vendor ID: DHS), 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 or scan 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.

10. **Export Compliance Questionnaire:** Submit the questionnaire to Will Meyers, Office of Research & Sponsored Programs, to determine compliance with federal regulation regarding the release of controlled technology or technical data. [Export Compliance Questionnaire](#)

Please send the completed H-1B Request Form (Parts A & B) and supporting documents 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: [lbuchs@du.edu](mailto:lbuchs@du.edu)

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

## Department Request and Verification

### Information about the Position:

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

Job Title: \_\_\_\_\_

Minimum Degree Required: \_\_\_\_\_

Amount of required experience: \_\_\_\_\_

Full-time     Part-time

Work Schedule \_\_\_\_ a.m. to \_\_\_\_ p.m.

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

Title of Position's Immediate Supervisor: \_\_\_\_\_

Physical location of employment: \_\_\_\_\_  
Name of department/institution                      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 maximum) \_\_\_\_\_  
(mm/dd/yyyy)                      (mm/dd/yyyy)

Please check:  New employment at DU     Extend employment     Change in employment at DU

I agree to the following:

- To pay the higher of the prevailing wage or the actual wage
- To post the Labor Condition application for 10 consecutive business days in 2 conspicuous locations on the work premises
- To provide return transportation if the H-1B employee is terminated prior to the expiration of the H-1B petition
- To notify ISSS if the employee leaves prior to the expiration of the H-1B petition
- To notify ISSS if there are material changes to the position such as a change in FTE, job duties, location, etc.
- That I have submitted the Export Compliance Questionnaire to Will Meyers in the Office of Research and Sponsored Programs

Department Chair Signature                      Department Chair Name                      Date

Department Contact Name                      Phone

E-mail                      Fax

Attach:     Actual Wage Form                       H-1B Support Letter                       Copy of the job ad  
 Part B of H-1B Request Form                       All documents requested of the employee

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

Employee Profile – *to be completed by employee*

Family Name from passport	First Name from passport	Middle Name
Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male	Date of Birth (mm/dd/yyyy)	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 of Status (mm/dd/yyyy)

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, please provide details \_\_\_\_\_

Are you in removal proceedings?  No  Yes, please provide details \_\_\_\_\_

Has DU ever filed an immigrant petition for you before?  No  Yes, please provide details \_\_\_\_\_

Have you ever been a J Exchange Visitor?  No  Yes, please provide copies of all DS-2019s and J entry visas

U.S. 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 \_\_\_\_\_

<b>Attach copies of the following:</b> <ul style="list-style-type: none"><li>• Copy of the ID page(s) of your passport</li><li>• C.V. or resume</li><li>• Copy of diploma with the field of study for the degree required for the position. Submit transcripts if the diploma does not include the field of study.**</li><li>• Educational evaluation (if your degree is not from a U.S. or Canadian institution)***</li></ul>	<b>If you are currently in the U.S., also attach the following:</b> <ul style="list-style-type: none"><li>• Copy, front and back, of your I-94 card</li><li>• Copy of your U.S. entry visa</li><li>• Copies of all I-797 approval notices if in H-1B status</li><li>• Copies of your last 2 pay statements from your current H1-B employer if in H-1B status and porting to DU</li><li>• Copies of your I-20 and EAD if in F-1 status</li><li>• Copy of your DS-2019 if in J status</li></ul>
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**\*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 USCIS web site at <http://www.uscis.gov/files/form/i-539.pdf>

**\*\*Translations:** USCIS 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 each translation page(s): "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 on the NACES (National Association of Credential Evaluation Services) website <http://www.naces.org/members.htm>.