Equal Opportunity Services
Request to Initiate H-1B Petition

To: UTA, International Employment Coordinator, Box 19569, Ext. 2-0035 From: (Dept. Name/Complete Physical Address)

Name of Chair, ext#: Department, ext#:

Immigration Information of Foreign Employee

Name: Sex: ☐ Male ☐ Female
Home Country: Email Address of Beneficiary:
Current Status: ☐ J1/J2 ☐ F1/F2 ☐ H-1B ☐ Other: Current Status End Date:
If applicable, please give all dates of H-1B previously granted:

Proposed Employment Information

Job Title: Annual Salary: (Specific, not a range)
Detailed Non-Technical Job Description:

Min. Degree Req. / Field: No. of Workers supervised: (not students)
Years of Experience Needed in addition to degree requirements: Other Special Requirements:
Will the employee represent UTA or visit other Universities as part of the job? For example: To give lectures, collaborate with other Universities, etc. If so, what percentage of the time?

Name and Title of Immediate Supervisor, ext. #:
Complete Departmental and/or Off-Campus Physical Address of Primary Place of Employment:

Address IF there is a second place of Employment:

H-1B Dates of Employment need to start immediately after the expiration of current immigration status and for at least 1 year and preferably for 3 years because of the time and complexity of completing the process. Please contact the International Employment Coordinator if you need further information.

Preferred Start and End Dates of H-1B Employment:

Complete Contact Information of Admin Support Personnel Who Will Assist with Processing of the H-1B Petition:

Name:
Email: Phone Number:

You may be entitled to know what information UT Arlington collects concerning you. You may review and have UT Arlington correct this information according to procedures set forth in UT System Administration UTS139. The law is found in sections 552.021, 552.023 and 559.004 of the Texas Government Code.
Please begin the H-1B Petition process. I understand the salary offered must meet or exceed the prevailing wage set forth by the Department of Labor and higher than the lowest actual wage paid to all employees in the department with this job title and with similar qualifications and experience. I also understand that the Department is required to guarantee the return airfare for the alien if he/she is dismissed before the completion of the authorized employment. I understand that the International Employment Coordinator relies on the information provided by my department in processing the H-1B petition and that my department has an affirmative obligation to notify the International Employment Coordinator should any information related to promotion, work location, salary, job duties, and/or title change at any time before or after the H-1B has been adjudicated. I understand that by signing this document, I certify that it is in the best interest of the Department I represent and The University of Texas at Arlington to proceed with an H-1B Petition for the above mentioned non-immigrant.

Department Chair Signature: ________________________________ Date: ________________

Print Name: ________________________________________________

Dean Signature: _____________________________________________ Date: ________________

Print Name: ________________________________________________

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