

REQUEST TO INITIATE H-1B PETITION

To: Jessica Kulkarni, UT Arlington, International Coordinator for Employment
Office of Equal Opportunity Services, Box 19569

From: Chairman, xt #

Department, xt#

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 following non-immigrant:

(Check one) Extension; Transfer; New:

IMMIGRATION INFORMATION OF FOREIGN EMPLOYEE

Name: Sex: Home Country:

Male Female

Current Immigration Status: If Current Immigration is J-1 status does employee need US Dept of State J-1 waiver?

J1 H1 Others: YES NO

If Current Immigration is H-1 status please give all dates of H-1 previously granted: Begin and End Date of Current Immigration Status:

Begin: / / End: / /

PROPOSED EMPLOYMENT INFORMATION

Job Title: Salary: (Specific, not a range)

Job Description: (List Duties) Minimum Degree Required:

In Which Field: Number of Workers (not students) Alien will Supervise:

Non- Technical Job Description: Other Special Requirements:

Years of Experience Needed:

Name and Title of Alien's Immediate Supervisor: Complete Departmental and/or Off-Campus Address of Primary Place of Employment:

H-1B Dates of Employment need to start immediately after the expiration of current immigration status and preferably stated for more than one year because of the time and complexity of completing the process. Human Resources suggest departments request three years if possible. Please contact the International Coordinator for Employment if you need further information.

Start and End Dates of H-1B Employment: / / to / /

Complete Contact Information Of Admin Support Personnel Who Will Assist With The Processing Of The H-1B Petition:

NAME: ADDRESS: EMAIL: PHONE NO.

CERTIFICATION

Please begin the H-1B Petition process by requesting a Prevailing Wage Determination from the Texas Workforce Commission. I understand 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 with similar qualifications and experience. I also understand 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 further understand that although the alien may hire an attorney to represent his own interests, no private attorney may represent the university. President Spaniolo and/or Jean Hood, Vice President for Human Resources, are the only persons who may sign the H-1 Petition on behalf of The University of Texas at Arlington.

Signature: Chairman. (date):

Print Name:

Signature: Dean. (date):

Print Name: