

DEPARTMENT CHECKLIST FOR H-1B PETITION



Office of International Students
and Scholars MS/ 074
120 Fitzgerald Student Services Bldg.
Reno, NV 89557-0144
(775) 784-6874
FAX: (775) 327-5845
EMAIL: oiss@unr.edu
<http://www.unr.edu/oiss>

Please review your application before submitting. Verify that employment dates and salary match in all documents. For general information regarding the process please refer to H-1B Overview handout.

A. Department forms

- H-1B Request Form (original)
- Wage Determination Form (original)
- LCA Announcement (original)
- Employment Letter (original and 2 copies). Please use the format in the sample letter in this packet.
- Addendum (original and 2 copies). See the sample.
- Export Control Evaluation Form (if applicable)

B. Fees (OISS fee and Immigration fee)

- OISS Fee of \$1200.00 - IPO made out to OISS, or check payable to "Board of Regents"

Immigration Fee varies, subject to the type of petition being requested. Please indicate which of the following applies and provide an institutional check payable to the Department of Homeland Security requested from Accounts Payable. The immigration fee must be paid by the employer! The premium processing fee of \$1,225 can be paid by the employee.

For petitions requesting new employment (initial H-1B status at UNR, change or addition of new employer):

- Regular Processing fee of \$825.00
- OR**
- Premium Processing fee of \$2,050.00

For petitions requesting extensions or amendments of H-1 status previously approved for UNR:

- Regular Processing fee of \$325.00
- OR**
- Premium Processing fee of \$1,550.00

C. Employee forms and supporting documents

- H-1B Employee form and all applicable documents listed on the employee's checklist

Please submit these items at the same time to: Office

**of International Students and Scholars (OISS)
120 Student Services Building (074)**

If you have questions, please call 784-6874, or email Elizabeth Adamska at adamska@unr.edu.

H-1B REQUEST FOR HIRING DEPARTMENTS

1. Type of Petition – check one

- New employment (First time working at UNR in H-1B status)
- Extension (Continuation of previously approved H-1B employment without change)
- Amendment (Change in previously approved H-1B employment)
- Concurrent Employment (Will work for another employer and simultaneously at UNR)

2. Information About the Department (please complete all fields)

Hiring Department _____ Mailing Address _____

Employee's Supervisor _____ Phone _____ E-mail _____

Administrative Contact _____ Phone _____ E-mail _____

3. Information About the Position (please complete all fields)

Employee's Name _____ Job Title _____

Non-technical description of job _____

Supervisory responsibility: Yes No. If yes, how many workers the person will supervise ____
Is experience required for the position: Yes No. Years of experience _____
Indicate locations where the employee will be/is working:

1. _____

2. _____

Indicate if: Full Time OR Part Time. If p-t how many hours per week _____

Salary \$ _____ Annually Monthly

Dates of Employment in H-1B status: from ___/___/___ to ___/___/___ (up to 3 years)
mm dd yy mm dd yy

4. Export Control Evaluation Form – required for all H-1B requests from the College of Science, Engineering, CABNR, UNSOM (except residents and clinical physicians) and DRI. The form should be completed by the employee supervisor and forwarded directly to Michele Dondanville at the Office of Sponsored Research or for DRI employees to Jenny Frayer.: http://www.unr.edu/Documents/research/OSP/forms/OSP30_ExportControlEval_2-19-14.pdf

Signature of Employee's Supervisor _____ Date _____

Name & Signature of Department Chairperson _____ Date _____

WAGE DETERMINATION FORM

Departments wishing to employ non-immigrants in H-1 B status must comply with immigration regulations mandating that U.S. employers meet a higher of the “actual wages” for a position in the department, or the “prevailing wage” for this position in the geographic area. This form documents “actual wages” in the hiring department.

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1. Department Name _____
 2. Name of H-1B Applicant _____
 3. Position Title _____
 4. Employment Dates: from _____ to _____
 5. Proposed salary \$ _____ per month / year
 6. Total number of employees in our department **with the same title** as the H-1B applicant who have similar experience and qualifications is: _____. Similar experience and qualifications are based on factors such as: years of experience, education, job responsibility and function. Please include all employees regardless of their immigration status as well as U.S. citizens and permanent residents.

The range of salaries paid to these employees is from: _____ to _____

Please provide the following information for the employees identified in this paragraph:
Employee Name _____ Is this employee currently in H-1B status? _____(Y/N)

(Attach separate sheet if necessary)

The department understands and agrees that:

- (a) *H-1B worker will be paid at least the actual wage level paid by the employer to all other individuals with similar experience and qualifications for the specific employment in question, or the prevailing wage level for the occupation in the geographic area of employment, whichever is higher.*
- (b) *The employment of H-1B non-immigrants will not adversely affect the working conditions of workers similarly employed in the area of intended employment.*
- (c) *LCA Announcement shall be posted for 10 days in 2 conspicuous places where H-1B worker will be employed.*

Signature of Hiring Authority _____	Date _____
Name of Hiring Authority: _____	Phone _____

LCA ANNOUNCEMENT
Intent to file a Labor Condition Application

The _____ announces, in compliance with the Immigration
Department/Institute Name

Act of 1990, the intention to employ a foreign national as a _____
Job Title

from _____ to _____ at _____ % time with a salary of \$ _____
mm/dd/yr mm/dd/yr

per year/month. Employment location is: _____
address

UNDER THE IMMIGRATION ACT OF 1990, WE INTEND FULL COMPLIANCE WITH THE REQUIREMENT TO OBTAIN A LABOR CONDITION APPLICATION APPROVAL TO FILE AN H-1B PETITION FOR THIS ALIEN EMPLOYEE, IN ORDER FOR HIM/HER TO BE LEGALLY EMPLOYED IN THIS COUNTRY. WE WILL MAINTAIN FULL COMPLIANCE WITH THE LAW FOR THE DURATION OF THE ALIEN'S EMPLOYMENT.

Labor Condition Application is available for public inspection at the Office of International Students and Scholars, 120 Student Services Building.

Complaints alleging misrepresentation of material facts in the Labor Condition Application and/or failure to comply with the terms of the Labor Condition Application may be filed with any office of the Wage and Hour Division of the United States Department of Labor.

Dates of Posting: _____ to _____
(Please note: this notice must be posted for 10 working days.)

Two locations where posted: 1)

2)

Signature of person posting announcement: _____ Date: _____

SAMPLE EMPLOYMENT LETTER FOR H-1B PETITION

(Please use this letter along with the addendum as a general guideline to draft supporting letters requesting an H-1B status from the Department of Homeland Security for a potential/continuing H-1B employee.)

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[Department Letterhead]

Date

Department of Homeland Security
California Service Center
24000 Avila Rd.
Laguna Niguel, CA 92677

RE: Request for new (or extension) H-1B status for Dr. XXX

USCIS Adjudicator,

The Department of Biology at the University Of Nevada, Reno would like to employ (or continue to employ) Dr. XXX in H-1B status as an Assistant Professor, beginning January 1, 2013 to December 31, 2015. He would receive \$56,000 per year (full-time) to teach and conduct research in the field of genome biology. More information about the position is provided in the attached addendum.

Dr. XXX is very well-qualified for this position. He received a *PhD in Biology from the University of California, Davis and a Master's degree from Stanford. He has ... (worked at..., taught at..., published...articles regarding... - provide details about his qualifications and professional experience)*. Dr. XXX is a highly qualified candidate for this position and would certainly be an asset to the University. Therefore, we would like to request that an H-1B status be granted/extended at this time.

Per the Immigration Act of 1990, I understand and agree that if Dr. XXX should be dismissed before the end of his authorized employment in H-1B status, the Department will pay the reasonable costs of transportation back to his home country. I hope that you will grant Dr. XXX H-1B status at this time so that he may accept his appointment with the Department.

Sincerely,

Michael Mosquito
Chair, Department of Biology

SAMPLE ADDENDUM – POSITION DESCRIPTION

Please provide details about the position same as on the PDQ. Include all details listed under Required Qualifications but not Preferred Qualifications. If preferred qualifications are included, the Department of Labor may significantly increase the level of prevailing wage and required salary. Please do not tailor the information towards an individual and his/her experience – it should reflect the PDQ and what the position requires. Outline major responsibilities and include enough details in the Job Duties section to allow the immigration adjudicator evaluate whether the position meets H-1B standards.

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Print of the Department Letterhead

ADDENDUM – POSITION DESCRIPTION

For Assistant Professor (use PDQ title) position for Dr. XXX

Job Title: Assistant Professor, tenure track

Job Site: Biology Department, University of Nevada, Reno

Job Duties: Research in the field of genome biology, study of genome structure and function, population genomics, and/or epigenetics. Teach undergraduate and graduate level courses; advise & mentor students. Participate in university and professional service and outreach.

Required Qualifications: (Write the required qualification listed on PDQ, not the preferred or the scholar’s actual qualifications. Note: two or more years of experience will trigger a significantly higher level of prevailing wage)

Ph.D. in Biology, or related field, 1 year of postdoctoral experience, strong publication record

Salary: \$56,000 annual salary, 100% FTE

Benefits: group health/dental insurance; 2 days vacation and 2 days sick leave per month; retirement plans

Signature _____

Chair, Department of Biology