

Department Information for Foreign National Sponsorship

Departments seeking to employ a foreign national who needs sponsorship for a visa or green card should complete the information below and return the completed form to the Office of Human Resources.

Employee Information

Employee Name: _____

Department Name: _____

Department Contact Person: _____

Email: _____ Phone: _____

Position Information

Title: _____ Salary: _____

Is the position full-time? Y N

Is the position permanent Y N
(not temporary)?

Physical Location of Work: On Campus specify: _____

Attach the position description. For faculty, provide the area of research, and classes the employee will be expected to teach.

Wage Determination

Salary range of all the individuals in the department with the same job title and similar qualifications as the applicant (do not compare someone with 10 years of experience to someone with 2 years of experience; they have different qualifications):

From \$ _____ to \$ _____ annually.

Indicate which factors were used in determining the salary:

Education

Experience

Skills/Specialized Knowledge

Licenses/Certifications

Other (explain): _____

Check each item below to confirm the statements:

The employment of the H-1B non-immigrant will not adversely affect the working conditions of employees similarly employed in the area.

The salary being paid to the above-named employee is at least the actual wage being paid to all other individuals with similar experience and qualifications for the specific employment in question or the prevailing wage level for the occupation, whichever is higher.

The vacation time, sick leave and other benefits offered to this employee are equivalent to that offered to other U.S. workers in the same classification.

There is no strike, lockout, or work stoppage due to labor dispute in this occupation.

Any change in employment or material change in working conditions must be reported to the Office of Human Resources immediately. This includes changes in responsibilities, such as reassignment of duties, i.e. new technical duties, or assignment to a different sponsored project from that originally assigned, changes in salary or if the employee is assigned to a position at a new location.

If the department terminates this employment before the expiration of the H-1B status, the department is required to report this immediately to the Office of Human Resources and is responsible for the reasonable transportation costs of returning the employee to his or her home country.

The salary listed above reflects the wage level paid to all other individuals with similar experience and qualifications working in this department. If there is a range, I am able to explain the reason(s) for this difference, and if required to do so, I am able to provide documentation to verify these statements for the U.S. Department of Labor.

Dean or Department Head Approval

Approved: Y N

Signature: _____

Comments: _____

