

## Departmental Instructions for applying for the H1-B Temporary Worker

- 1. Job must be posted in Drexel Jobs
- 2. Complete the H1B Department Request Form
- 3. Be sure to include the fund and org number for UPS charges. (All H-1B petitions are sent to and returned from the USCIS California Service Center via UPS to ensure guaranteed delivery to prevent loss of the petition. Forms without this number will not be processed.
- 4. Have appropriate signatures on all forms. Because of the legal and immigrations implications of hiring an employee on an H-1B visa, unsigned forms will not be processed.
- 5. Departments are responsible for the fees associated with filing an H-1B petition. Recent changes in immigration law do not permit the employee to pay the application or fraud fees. However, the premium processing fee can be paid by the employee.
  - a. Complete separate checks for:
    - i. \$325 application fee
    - ii. \$500 one time fraud fee (for new applications only)
    - iii. \$1225 premium processing fee (check with ISSS if recommended)
  - b. Make checks payable to: USCIS
    - U.S. Citizenship and Immigration Service California Service Center Laguna Niguel, CA 92607-0111
- 6. Send a copy of the entire application with the check requests to accounts payable.
- 7. Once checks are ready, deliver the completed application along with the appropriate checks, and copy of job description, to Angela Jeon-Huh in International Students and Scholars Services, Room 210, Creese Student Center.
- 8. The salary for all H1B applications must be approved by the Department of Labor after application is completed and return to ISSS. This is a 2 week process.
- 9. ISSS requires 1 month processing time once application & checks are received.
- 10. Support letter indicating the employer's position, salary and the start and end date of H1-B visa at Drexel University. The letter should be printed on a letter head and addressed to Angela Jeon-Huh.

Please note that H-1B petitions can take up to 120 days for adjudication by the United States Citizenship and Immigration Service (USCIS). Please plan accordingly. ISSS cannot be responsible for USCIS delays in adjudication. To guarantee approval before the proposed employment start date, USCIS "premium processing" is available. With premium processing, USCIS guarantees that the file will be reviewed within 15 business days of receipt. However, please note that review does not always mean approval. USCIS may request further documentation which can delay approval.

Make a copy of this form for your files!



## H1-B TEMPORARY WORKER

**Department Request Form** 

This form must be completed by the sponsoring department, and the appointment of the nonimmigrant temporary worker must be approved by the Dean of the College. To avoid delays in the H-1B application process the application package must be completed and submitted in its entirety (including the H-1B Temporary Worker Information Form, copy of official offer letter, job description and appropriate documentation). ISSS requires a minimum of one month to evaluate and process an H-1B application.

		Drexe	el University			
		Drexe	el University College of Medicine (DU	JCOM)		
1.	Department:					
2.	All locations where employee will actually be working: (Give COMPLETE and EXACT address. If more than one location, give locations and dates on separate sheet).					
3.	Fund & Org r	number	for UPS Shipping (cannot be a grant num	aber, or provide ISSS with shipping label):		
	Fund#:		Org: #			
4.	Administrativ	ve Conta	act Person:			
	Tel:		Fax:	E-mail:		
3.	Supervisor C	ontact:				
	Tel:		E-mail:			
4.	Name of emp	ployee: _				
5.	Proposed job	title:				
6.	Check one:		Initial H-1B petition (new to Drexel)	Extension of previous H-1B petition		
7.	Hours per we	eek:	Salary: \$	per		
8.	Will this emp	ployee b	e eligible for Drexel University group ins	surance and other benefits?		
9.	Any other co	mpensa	tion?			

10.	Minimum requirements for this position (please be specific): (NOTE: This refers to the minimum requirements for a person beginning this position; it is not a specific description of the qualifications of the H-1B applicant. These are minimum qualifications, not the desirable background.)						
	Education (degree and major):						
	Years of work experience <u>required</u> beyond highest degree listed above:						
	Other requirements:						
11.	Requested dates for this H-1B petition (up	to 3 years): From	to				
I cer	tify the following:						
	This is a full-time position.						
	I understand that this employee must be paid the salary listed on this request for the <u>entire</u> time he/she holds H-1B status; I further certify that this department will be able to pay this salary.						
	I understand the University's financial and other obligations to this employee under U.S. law.						
	This employee will be eligible for the same employee benefits as other employees in this job classification.						
	If the employee is terminated by Drexel University, this department will pay all travel expenses for the employee						
	to return to his/her home country.						
	☐ If this person will not be employed or ceases to be employed before the ending date in item 13 of this per will immediately notify International Students and Scholars Services.						
	I understand that we may not make the following changes unless International Students and Scholars Services files a new						
	Labor Condition Application and H-1B petition:						
	- Promotion or other change in job title						
	- Substantial changes in job duties or						
	- Decrease in salary or benefits						
	- Change in location of work						
	I understand that <b>only</b> tenure-track employees can be sponsored by Drexel University for permanent residency (green card)						
	and that I must contact International Students and Scholars Services before discussing possible permanent residency						
	sponsorship with this employee.						
	Application will not be proce	ssed without the approp	riate signatures.				
Signature	of department head (DU/DUCOM)	Name	Date				
Signatura	of Dean (DU only)	Name	Date				
Signature	or Dean (DO only)	Name	Date				