



Office of International Student and Scholar Services
Department Request for H-1B Sponsorship

Please complete and upload this form to the ISSS intranet here.

Employee and Sponsor Information	
Employee's Name	
E-mail Address & Phone	

Sponsoring Department Information		
School/Dept. Name:		
Department Budget Code Number to be Charged:		
Supervisor's Name:	Email:	Phone:
Main Contact Name:	Email:	Phone:

Type of Sponsorship Requested	
	New H-1B employment
	H-1B Extension (continuation of previously approved employment at Stevens without change)
	Amended H-1B to reflect a change in previously approved employment
	New concurrent employment (work with more than one H-1B employer at the same time. Each H-1B employer must have a separate petition approved by USCIS)
	Change of H-1B employer under the "Portability Provision" (currently in valid H-1B with an employer but would like to change to a different employer)

Employment Information	
Appointment Period (Start & End dates)	
Employee's Job Title	
Salary	
Salary Range for the Position	\$ TO \$
Job Location	
Minimum College Degree Required for Position	
Specific Academic Major(s) or Area Required	
Employee is currently in the U.S?	YES NO

Employment Information (Continued)

Job Description

[Note: Please provide detailed narrative of how the employee will perform the specific duties and go into more detail. ISSS will need action-oriented sentences describing the day-to-day job duties of the role. If additional space is need, please attach a separate page in pdf format.]

Request to Premium Process

The Department will pay for Premium Processing. (Petition processing time after filing with USCIS: 15 days)

For extension applicants, if travel is necessary while the H-1B application is pending with USCIS, premium processing should be considered.

The case will not be Premium Processed. (Petition processing time after filing with USCIS: 4-6 months)

An employee is authorized to continue to work for a period of 240 days after the expiration of the current H-1B while the application is pending with USCIS.

Hiring Authority Attestation

As the hiring authority, I understand and agree to abide by the following conditions and requirements:

- I will **notify the ISSS immediately when a sponsored employee terminates employment** (either by resignation or dismissal) prior to the expiration of the H-1B petition.
- The department will **pay for the reasonable cost of transportation abroad to the last place of residence** if the sponsored employee is terminated, even if for cause, prior to the expiration of the H-1B petition.
- Sponsored **employee will not engage in employment, unless authorized to do so, until USCIS approves Stevens' H-1B petition and the employee obtains H-1B status.**

Further, I understand that failure to abide by these conditions and requirements may result in serious consequences to the University, including sanctions, fines, and penalties.

Name and Title of Hiring Authority:

Signature of Hiring Authority:

Date: