

Please complete and upload this form to the [ISSS intranet](#).

Employee and Sponsor Information	
<b>Employee's Name</b>	
<b>E-mail Address &amp; Phone</b>	

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

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

Employment Information	
<b>Appointment Period (Start &amp; End dates)</b>	
<b>Employee's Job Title</b>	
<b>Salary</b>	
<b>Salary Range for the Position</b>	\$ _____ TO \$ _____
<b>Job Location</b>	
<b>Minimum College Degree Required for Position</b>	
<b>Specific Academic Major(s) or Area Required</b>	
<b>Employee is currently in the U.S?</b>	YES <input type="radio"/> NO <input type="radio"/>

### Employment Information (Continued)

<b>Job Description</b>	<i>[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.]</i>
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### Request to Premium Process

	<b>The Department will pay for Premium Processing.</b> (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.
	<b>The case will not be Premium Processed.</b> (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.

<b>Name and Title of Hiring Authority:</b>	
<b>Signature of Hiring Authority:</b>	<b>Date:</b>