

H-1B Instructions and Application Packet (Initial and Extension)

H-1B Overview

H-1B Specialty Workers are authorized to work in specialized fields for a maximum period of six years. The University of South Alabama may sponsor an employee for H-1B authorization for a period of up to three years at a time. H-1B workers must be paid a salary that equals at least the US Department of Labor determined prevailing wage. To sponsor an H-1B worker, the University of South Alabama, through the Office of Immigration, must file petitions with the US Department of Labor (DOL) and the US Citizenship and Immigration Services (USCIS) indicating that the University will appoint and pay the individual the prevailing wage.

Eligibility

In general, to be eligible for H-1B sponsorship the position must be full-time and require a minimum of a bachelor's degree and the sponsored employee must meet that requirement and possess any necessary licensure. Some i

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H-1B Packet Appendix A: Position & Wage Info

PART 1: PROSPECTIVE EMPLOYEE/DEPARTMENT INFORMATION – TO BE COMPLETED BY DEPT

1. Prospective H-1B employee name:

Surname (Last) Given Name (First) Middle Name (if any)

2. Prospective H-1B employee's email address:

3. Degree(s) ~~with S. 0252300-10(e)-10728~~ / Form 10.9 () 10.9 () 10.8 () 10.9 () 9 A 0.9 ()

Office of Immigration
Meisler Hall 220 • 390 Student Center Circle
Mobile, AL 36688-0002
Phone: 251.466050
E-mail: immigration@southalabama.edu

PART

H-1B PACKET APPENDIX B: FILING FEE REQUEST

Instructions for USCIS Fee Payment

Required fees:

- \$460 Form I-129, H-1B petition
- \$500 Fraud Prevention and Detection (initial H-1B, H-1B coming from another employer)
- \$2, \$ S S U R [L S P D W R H U D Q H G O H L Q V
 Form I-907, Premium Processing, if applicable and requested

Below are the procedures for requesting USA checks or direct deposit to be issued for fee payments:

- x An Invoice will be emailed to the hiring department from the Office of Immigration.
- x The hiring department is responsible for submitting the request in Concur.
- x Accounting will initiate a direct deposit or issue paper check for the retained immigration attorney
 - o Adam Cohen – J00701495
 - o Kathleen Gasparian J00701624
 - o Klari Tedrow – J00424930
- x Do not submit payment request to Accounts Payable without a proper invoice from the Office of Immigration.
- x Request with Accounting department to identify W K H 2 I I, P P H L J U I D A V E R A Q H e r a direct deposit or paper check has been issued.

H-1B PACKET APPENDIX C: EMPLOYEE'S INFORMATION

PART 1: H-1B APPLICANT DEMOGRAPHIC INFORMATION

NAME AND RESIDENCE INFORMATION:

Full Name (as in passport)

Family Name (Surname)

Given Name (First)

Middle Name (if any)

All other names used:

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