

Data From Sponsor H-1B Petition

****Regarding the H-1B, the alien must qualify to fill a position that requires a bachelor's or higher degree and a specialized body of knowledge. The period of employment is three years, with a three-year extension possible. Once an alien is hired, no "material" changes can occur with the employment without first obtaining the approval from the US Citizenship and Immigration Services. No others in your department with similar duties, responsibilities, education, and experience may be paid more during the time this alien is in your department in H-1B status (per the Department of Labor).**

Unless the alien is an H-1B transfer, he or she may not begin work in this status for UAMS until the H-1B petition is approved and the U.S. Citizenship and Immigration Services **notifies UAMS in writing**. If you have any questions about these requirements, please contact the Immigration Office at Tel.501-686-7073, Fax-501-686-8872, edwardstiffanyf@uams.edu

Please note, based on 20CFR655.731, the employer must pay for all filing fees and legal fees incurred for H-1B sponsorship. The filing fee \$325.00, check made payable to Department of Homeland Security and the \$500.00 Fraud Prevention and Detection fee, separate check made payable to Department of Homeland Security must be paid by the Department. The Fraud Prevention and Detection fee is only applicable for new H-1B's and H-1B transfers.

The alien will be paid the **higher** of:

- (a) the university-wide "actual wage" paid to all other individuals with similar experience and qualifications for the position in question in your department, **or**
- (b) the prevailing wage for the occupation in the area of employment. The Immigration Office will obtain the prevailing wage from the Arkansas Employment Security Department or the Department of Labor's online wage library and your department will need to supply the actual wage information on the attached form.

The two wages will then be compared and the sponsoring Department must pay the higher.

To submit the H-1B petition on behalf of the alien, complete the following:

Name of Alien	
Name of Sponsor	
Department	
Date	

a. Statement of Actual Wage -- fill in attached form, "Actual Wage for the File".

b. Statement of Return Transportation Obligation below – sign to show agreement:

"The University of Arkansas for Medical Sciences, Department of _____, agrees to pay the reasonable cost of return transportation to home country for the H-1B alien, if the alien is dismissed before the end of the period of authorized employment."

Signature of certifying individual in Department (i.e. Chair)

c. Period of Intended Employment -- to allow for visa processing, start date should be at least 3 weeks prior to the submission of paperwork to immigration office. Start date (m/d/y) _____ End date (max is 3 years) _____
(If start date is less than 4 to 6 months, premium processing is suggested)

d. Percent of time employed (paid) by UAMS (full or part-time) _____ %, and state other institution if split appointment, i.e., VA _____.

e. **Specific locations and exact addresses** of where the alien will work. The Department must post an Internal Posting including the Labor Condition Application at each work site per Dept. of Labor. The posting, with instructions, will be forwarded to you to complete once the petition has been filed.

Location #1 Location #2 Location #3 Location #4

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Statement of Actual Wage for the File

Name of Alien:	Job Title:
Proposed Salary: \$	If Housestaff, show year (ex. PGY-1)

If bonus is not guaranteed, do not include it in the proposed salary amount.

Fully describe proposed Job Duties:

Number of employees supervised _____ Level of those supervised _____

Education required (degree) _____ (field) _____ License required _____

Experience **required** (yrs. & board certification or fellowships) _____

City/County where work will be performed _____ Basic hours/week _____

Department and Division _____

Alien's degree & field _____

Alien's Experience: Attach a separate page if additional space is needed.

<u>Dates</u>	<u>Position</u>	<u>Location</u>

Statement of Wage -- a statement of your compensation system for employees in this job title addressing experience, qualifications, education, specific job responsibilities, and function that shows how salary was calculated. (Example: State Legislature sets \$75,000 as entry level salary for Instructor plus \$5,000 for each additional year of teaching experience). _____

The alien will be paid as much as any other employee who works in the same job title in this department at UAMS and who has the same education, experience, and job skills. In this department, there are (#) _____ individuals with the same title performing the same general duties. (#) _____ are paid more because they have more experience or education and (#) _____ are paid the same. Employees with same and higher salary are as follows (if additional space is needed please attach a separate page)

<u>Name</u>	<u>Salary</u>	<u>Degree</u>	<u>Years' Experience</u>	<u>Responsibilities</u>

Note: After hiring, if the alien changes to a different level in the same occupation--sponsor must submit documentation to the UAMS Immigration Office explaining the changes.

Sponsor

Name:	Department:	Email:
Telephone:	Slot #:	Date:

Sponsor's Signature