



REQUEST FOR H-1B SPECIALITY WORKER SPONSORSHIP

Location: ☐ UH-Central ☐ UH – Clear Lake ☐ UH - Downtown

This document must be completed and signed only by the College or Department Business Administrator, or other designated personnel responsible for employment matters.

The H-1B applicant is not permitted to complete or sign these forms.

PROSPECTIVE H-1B EMPLOYEE AND OFFERED POSITION:

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Last/Family Name

First/Given Name

PeopleSoft ID, or N/A

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Proposed H-1B Job Title

Job Posting #, or N/A

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Hours per Week

FTE

Pay Rate (specify per year, month, or hour)

☐ Staff

☐ Faculty

If Faculty: ☐ 9-month, ☐ 12 month, or ☐ other

Does the employee current work
for the UHS?

☐ No

☐ Yes

If yes, status:

Expiration date:

Is the worker already in the U.S.?

☐ No

☐ Yes

If yes, status:

Expiration date:

Supervisor's name

Supervisor's Title

Department name

CBA/DBA/Designee Name

FILING REQUEST TYPE: This information will allow us to determine the correct filing type for your application.

☐ **Initial:** The H-1B applicant is currently outside the United States and will apply for the H-1B visa at a U.S. Consulate/Embassy Abroad.

☐ **Change of Status:** The H-1B applicant is currently in the United States in another visa status and will change status to H-1B.

☐ **Extension:** The department wants to extend the employee's current H-1B employment in the UH System under the same terms (same department, title, duties, FTE, location)

☐ **Amendment:** The terms of employment of a current UH System H-1B employee will change, and an Amendment may be needed. (i.e. **Change in Duties, FTE, Location, or wage will decrease.**)

☐ **Change of H-1B Employer:** The worker has H-1B at another employer, but is Changing Employers to UH only.

☐ **Concurrent:** The worker has H-1B at another employer, and will still work there after joining UH Concurrently.



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REQUESTED H-1B SPONSORSHIP PERIOD

- The duration requested may be from 1 day up to 3 years after the requested start date.
- Your department may wish to request a full three year period to “lock in” current wage rates.
- Your department must notify the Immigration Specialist if the H-1B employment will cease prior to the H-1B end date.
- If anything will change, an Amendment request must be made through our office first, before new terms can go into effect. Overflow requests should be submitted to HR in advance.
- The Employer obligation for return transportation applies if the H-1B employee is terminated for any reason (including loss of grant funding) prior to end of the requested/approved H-1B period.

Requested H-1B Duration (MM/DD/YYYY) format: From

to

WORKSITE LOCATION (S)

USCIS may select this employee for a random site inspection. It is important that the worksite information provided below is full and complete, to ensure we are in compliance. <https://www.uscis.gov/about-us/directorates-and-program-offices/fraud-detection-and-national-security/administrative-site-visit-and-verification-program>

Primary Mailing Address for Employee

(Physical Address is required)

Secondary Mailing Address for

Employee (if applicable)

Any/all off-campus work site(s),

incl. Sugar Land, Katy, or TMC:

Who will supervise the employee at

any off-campus locations? (**Name,**

Position, Phone, Email)

UHS OFFERED H-1B POSITION INFORMATION

The H-1B visa program enables U.S. employers to temporarily hire foreign professionals to perform services in specialty occupations. Each H-1B petition is specific to both the employer and the position offered. Our responsibility is to file a petition to US Citizenship & Immigration Services that clearly demonstrates the role qualifies as a “specialty occupation.” Under U.S. immigration law, a specialty occupation is defined as one that requires:

1. The theoretical and practical application of a body of highly specialized knowledge, and



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2. The attainment of at least a bachelor's degree (or its equivalent) in a specific specialty as a minimum requirement for entry into the occupation.

In your answers below, please be descriptive enough to assist the USCIS officer who will ultimately review this case in understanding the duties involved, the nature of this role, and its importance within your discipline and to the University, above and beyond what may have appeared in the University's job posting. True and correct information is also needed in order to obtain an accurate prevailing wage determination.

A list of duties that is too short or broad, or responsibilities or requirements that are inflated beyond the true nature of the role, may result in an inaccurate prevailing wage determination, delays, additional legal expenses, and/or the denial of this H-1B petition.

H-1B sponsorship may not be possible if the job requirements or the worker's education and experience do not meet the requirement of a "specialty occupation," or if your department is unable or unwilling to meet both the prevailing wage and actual wage levels that will be determined as part of this process.

List all major duties of the position offered in order of their importance.

A list that is too short, or wording that is too broad and incomplete may lead to inaccurate prevailing wage determination and/or denial of this application by USCIS.

Will worker supervise non-student Staff and/or Faculty?	☐ No ☐ Yes	If yes, how many?

Minimum Requirements and Qualifications for any/all Qualified Applicants

Do not tailor to the specific qualifications held by the prospective H-1B worker.

Education: specify both the minimum degree level and the field or discipline of study related to the position offered. Indicate the field or discipline that would be required for any/all qualified applicants that would be considered/hired for this role, not the specific degree held by the H-1B worker.



****A field or discipline of study is required in all cases.****

Other General Requirements: List any other requirements below which would be necessary for any/all candidates applying to this position. Specific knowledge, skill, evidence of publications, etc.
(Not a list of the qualifications held by the individual being offered this position.)

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EMPLOYER LABOR CONDITION STATEMENT

The U.S. Department of Labor has specific requirements that an organization must meet under the terms of a petition for H-1B status for a nonimmigrant employee. The signature of the designated representative of the Human Resources Department on the Labor Condition Application denotes a declaration under penalty of perjury that the information the University of Houston provides is true and correct and that the University of Houston will comply with the regulations governing the employment of a foreign national.

The responsibility for compliance of employment regulations is shared by the Department of Human Resources, the Office of the Provost, the Office of General Counsel and the employing department. The selection, hiring and pay decisions, reside within the employing department. For this reason, the hiring department official is required to read and understand the obligations when employing a foreign national. These obligations are listed below, and a signature line has been provided, declaring the University's absolute compliance with the regulations and University policy.

DECLARATION OF THE EMPLOYER

I will comply with the following regulations during the petition process and during the employment of the above-named H-1B employee under the terms of the petition for H-1B status.

- I will pay the H-1B employee at least the salary paid to other UHS employees with similar experience and qualifications in the same occupation, or the prevailing wage for the occupation as determined by DOL or the University; whichever is higher.
- The employment of an H-1B employee will not adversely affect the working conditions of the employees similarly employed in the area of intended employment.
- I have allocated funds for the payment of the H-1B employee's salary for the duration of his/her employment under the terms of the petition.
- When notified, we will post a notice of this filing, and it will remain posted for 10 consecutive business days in a conspicuous place where employees work in the occupation of the above-named foreign national.
- I will request to file an amended petition should the terms or condition of employment change during the appointment period of his/her H-1B.
- I agree to pay the reasonable costs of the H-1B employee's return trip to his/her home country should he/she be terminated before the expiration date of the employment period approved by the United States Citizenship and Immigration Services.

Name & Signature of Department Head or Principal Investigator

Date





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FILING FEES PAYABLE TO USCIS

Since the sponsoring Department is considered the employer of the named H-1B beneficiary, the department will be responsible for paying all fees associated with the filing of H-1B petition. This includes the premium processing fee, if expedited approval is necessary for the employee to begin work before the petition can be processed under the standard timeline.

Effective October 28, 2025, U.S. Citizenship & Immigration Services will no longer accept checks. Only credit card or ACH debit can be used to cover the associated H-1B petition fees. Please complete the appropriate form for the chosen payment method for this H-1B petition.

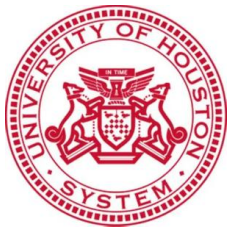
Credit Card	G-1450, Authorization for Credit Card Transactions

Filing Fee Amounts:

\$460	Form I-129 filing fee (USCIS). This is the base petition filing fee for any H-1B petitions. <i>(Mandatory department fee)</i>
\$500	"Anti-fraud" Fee (USCIS). This is a one-time fee, which must be paid by the department. This fee is required for any individual being sponsored for H-1B status by the UH System for the first time, even if they are already in the U.S. in H-1B status with another employer <i>(i.e. Initial & Change of Employer)</i> .
\$2,805 (Optional)	Premium Processing Fee (USCIS). An additional fee which can be paid to request USCIS expedited processing. This does not expedite Department of Labor portion, or the processing steps within UHS. For legal compliance, this fee should be paid by your department, not the employee. The fee may be paid by the H-1B employee only if it is a personal request and is unrelated to employment needs (for example, if needed for personal travel, but not when needed to obtain a start date).

- ☐ Yes, the department wishes to pay the Premium Processing fee to expedite this case.
- ☐ No, Premium Processing is not desired at this time.

NOTE: Dependent application fees for H-4 status via Form I-539/I-539A for family members (spouse, children under 21 years of age) must be paid by the employee and/or their family. The UH department is not permitted to cover the fees for H-4 Dependents. <https://www.uscis.gov/i-539>



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Department Head and Business Administrator: Please read carefully before signing

I certify that the position referenced in this request qualifies as a specialty occupation and that the beneficiary of the petition meets all the listed job requirements.

I further certify that the beneficiary of this request will work in the department, with the title requested, and that the higher between the actual and the prevailing wages will be met. There will be no material changes (i.e. title; FTE; department; wage; or, place of work changes), before the Immigration Specialist has been consulted to determine if an amended H-1B petition will be necessary.

By my signature on this request, I agree to comply with all regulations during the petition process and during the beneficiary's employment. I certify that the funds have been allocated to meet the terms of the H-1B petition for the beneficiary listed above.

I understand that the H-1B process will not officially begin until all the complete and signed H-1B request paperwork has been submitted to the Immigration Specialist.

I understand that as the employer of the beneficiary the department will be responsible for paying all fees associated with this filing, and that fees are subject to change. If the Beneficiary is dismissed before the end of the period of authorized employment, the department will pay the reasonable costs of return transportation abroad.

Department Head's Name	Signature	Date



Department Business Manager	Signature	Date



College Business Manager	Signature	Date





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ACTUAL WAGE DETERMINATION WORKSHEET

The purpose of this document is to report in writing the wage rates of those individuals at the College or Department in question holding the same position title as the H-1B worker in question and that are getting paid the same or higher rate than the H-1B worker in question. This worksheet may be made available to the U.S. Department of Labor and the Citizenship and Immigration Services (USCIS) at the U.S. Department of Homeland Security (DHS).

List the names of the employees holding the position title in question, and their annual salaries and hours worked per week. If the salary of a named employee is higher than that offered to the H-1B worker in question, provide detailed explanation that justifies the higher salary based on the following criteria:

- Experience (length, depth, or type)
- Qualifications
- Educational background
- Position responsibility and function
- Specialized knowledge or research field
- Other legitimate business factors

****Note that limited grant or departmental funding, or market conditions, cannot be used to justify paying the H-1B worker a lower salary.***

Prospective H-1B Employee:

Prospective H-1B Salary:

Department or College Name:

Position Title:

☐

Check this box if there is no other employee holding this position title besides the H-1B worker

☐

Check this box if nobody holding this position title is earning the same as or higher than the H-1B worker

Required Work Experience (check each item that applies and complete each applicable blank):

Employee Name	Annual Salary	Hours per week	Explanation of Higher Salary

Department Business Manager

Signature

Date

Department Head's Name

Signature

Date