DREXEL UNIVERSITY
International Students and Scholars Services
Student Affairs

# H1-B Temporary Employees

## Instructions for the Department

### Overview

Federal regulations pertaining to maintenance of non-immigrant status allow little room for mistakes; thus it is imperative that the hosting Department, Human Resource and the International Students and Scholar Services (ISSS) work together to help Drexel University H1-B temporary employees their responsibility of maintaining their legal status while pursuing their employment. For that purpose ISSS office has established minimum processing times for issuing appropriate paperwork for inviting H1-B temporary employees to campus, as well as the paperwork for maintaining their legal stay once they are here.

### Processing Steps: Please submit all of the following documentations to ISSS

1. Job must be posted in Drexel Jobs
2. Complete the H1-B Department Request Form
3. Be sure to include the fund and org number for UPS charges. (All H-1B petitions are sent to and returned from the USCIS California Service Center via UPS to ensure guaranteed delivery to prevent loss of the petition. Forms without this number will not be processed.
4. Have appropriate signatures on all forms. Because of the legal and immigrations implications of hiring an employee on an H-1B visa, unsigned forms will not be processed.
5. Departments are responsible for the fees associated with filing an H1-B petition. Recent changes in immigration law do not permit the employee to pay the application or fraud fees. However, the premium processing fee can be paid by the employee.
   a. Complete separate checks for:
      i. $325 application fee
      ii. $500 one time fraud fee (for new H1-B applications only: if the foreign national has been approved of H1-B in the past, they do not need to pay for this fee unless requested by USCIS)
      iii. $1225 premium processing fee (check with ISSS if recommended)
   b. Make checks payable to: USCIS
      i. U.S. Citizenship and Immigration Service
         California Service Center
         Laguna Niguel, CA 92607-0111
6. Send all check requests directly to **Accounts Payable** with only the first page of the department instruction form and clearly state who the checks are for (Name of the H1-B/Permanent Resident Applicant).
7. **Once checks are ready, deliver the completed application, required documents and appropriate checks, to Angela Jeon-Huh in International Students and Scholars Services, Room 210, Creese Student Center.**
   **Note:** The salary for all H1-B applications must be approved by the Department of Labor after application is completed and returned to ISSS.
8. Support letter indicating the ***employer's position***, ***salary*** and the ***start and end date*** of H1-B visa at Drexel University.
   **Note:** The letter should be printed on a letter head and addressed to Angela Jeon-Huh. Sample of the support letter can be found on the ISSS website at Support Letter
9. Job Description on the Department Letter Head
10. Job offer letter
11. ISSS requires 2-3 months processing time once application & checks are received for premium processing and up to 6months for normal processing.

**Note: H-1B petitions can take up to 2-6 months for adjudication by the United States Citizenship and Immigration Service (USCIS). Please plan accordingly. ISSS cannot be responsible for USCIS delays in adjudication. To guarantee approval before the proposed employment Start date, USCIS "premium processing" is available. Be mindful that USCIS may request further documentation which can delay approval.**

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# H1-B Temporary Employees
## Department Request Form

**Overview**

This form must be completed by the sponsoring department, and the appointment of the H1-B temporary employee must be approved by the Dean of the College.

☐ **Drexel University**

☐ **Drexel University College of Medicine (DUCOM)**

1. Department:_____

2. All locations where employee will actually be working: (Give COMPLETE and EXACT address. If more than one location, give locations and dates on separate sheet).

_____

__ _____

_____

3. Fund & Org number for UPS Shipping (cannot be a grant number, or provide ISSS with shipping label):

| **Fund#:** | **Org#:** |
|---|---|

4. Administrative Contact Person:

Tel: _____ Fax: _____ E-mail: _____

3. Supervisor Contact:

Tel: _____ E-mail: _____

4. Name of employee: _____

5. Proposed job title: _____

6. Check one:

☐ **Initial** H1-B petition (new to Drexel) ☐ **Extension** of previous H1-B petition

7. Hours per week: _____Salary: $ _____ per _____

8. Will this employee be eligible for Drexel University group insurance and other benefits? (Check one): YES ☐ NO ☐

*If you answer **NO** explain _____

9. Any other compensation?_____

10. Minimum requirements for this position (please be specific): (NOTE: This refers to the minimum requirements for a person beginning this position; it is not a specific description of the qualifications of the H1-B applicant. These are minimum qualifications, not the desirable background.)

    Education (degree and major):

    _____

    Years of work experience required beyond highest degree listed above: _____

    Other requirements: _____

11. Requested dates for this H1-B petition (up to 3 years): From:____/_____/_____to____/_____/_____ (mm/dd/yyyy)

**I certify the following:**

☐ This is a full-time position.

☐ I understand that this employee must be paid the salary listed on this request for the entire time he/she holds H1-B status; I further certify that this department will be able to pay this salary.

☐ I understand the University's financial and other obligations to this employee under U.S. law.

☐ This employee will be eligible for the same employee benefits as other employees in this job classification.

☐ If the employee is terminated by Drexel University, this department will pay all travel expenses for the employee to return to his/her home country.

☐ If this person will not be employed or ceases to be employed before the ending date in item 13 of this petition request, we will immediately notify International Students and Scholars Services.

☐ I understand that we may not make the following changes unless International Students and Scholars Services files a new Labor Condition Application and H1-B petition:

- **Promotion or other change in job title**
- **Substantial changes in job duties or responsibilities**
- **Decrease in salary or benefits**
- **Change in location of work**

☐ I understand that **only** tenure-track employees can be sponsored by Drexel University for permanent residency (green card) and that I **must** contact International Students and Scholars Services before discussing possible permanent residency sponsorship with this employee.

**Application will not be processed without the appropriate signatures.**

| | | |
|---|---|---|
| **X** _____ **Signature of Departmental Head (DU/DUCOM)** | _____ **Print Name** | _____/_____/_____ **(mm/dd/yyyy) Date** |
| **X** _____ **Signature of Dean (DU only)** | _____ **Print Name** | _____/_____/_____ **(mm/dd/yyyy) Date** |