



H-1B 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 H-1B 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 H-1B 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 H-1B Department Request Form
 - a. 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.
 - b. Have appropriate signatures on all forms. Because of the legal and immigrations implications of hiring an employee who is in H-1B nonimmigrant status, unsigned forms will not be processed.
3. Submit the below supporting documents along with the completed request form via PDF to Jessica Cordisco at jgc45@drexel.edu.
 - a. Support letter indicating the *employer's position, salary* and the *start and end date* of H-1B nonimmigrant status at Drexel University.
Note: The letter should be printed on a letter head. Sample of the support letter can be found on the ISSS website [Support Letter](#)
 - b. Official job description
 - c. Job offer letter
4. ISSS will notify hiring department to request checks
 - a. Departments are responsible for the fees associated with filing an H-1B 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.
 - i. Complete separate checks for:
 1. \$460 application fee
 2. \$500 one-time fraud fee (for new Drexel H-1B applications only: if the foreign national has been on approved H-1B at Drexel in the past, this fee is not required unless requested by USCIS)
 3. \$1,410 premium processing fee (This fee is required if the H-1B is needed within 2-3 months of the application submission to ISSS)
 - ii. Complete check request via Smart Source with only the first page of the department instruction form (this page) as the documentation
 1. Make checks payable to: Department of Homeland Security
 2. Clearly state who the checks are for (Name of the H-1B/Permanent Resident Applicant) in the product descript.
 - a. *Example; \$460 application fee for H-1B John Doe. This must be done separately for each check requested*



DREXEL UNIVERSITY

International Students and Scholars Services

Student Life

H-1B Temporary Employees Department Request Form

Overview

This form must be completed by the sponsoring department, and the appointment of the H-1B temporary employee must be approved by the Dean of the College.

- Drexel University**
- Drexel University ANS**

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: _____ E-mail: _____

5. Supervisor Contact:

Tel: _____ E-mail: _____

6. Name of employee: _____

7. Job title: _____

8. Check one:

Initial H-1B petition (new to Drexel)

Extension of previous H-1B petition

9. Salary: _____

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 H-1B beneficiary. 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 H-1B petition (up to 3 years): From: ____/____/____ to ____/____/____ (mm/dd/yyyy)

I certify the following:

- All information in this form is accurate.
- 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 H-1B status; I further certify that this department will be able to pay this salary.
- If the employee is terminated by Drexel University, the department is legally required to pay the plane expenses for the employee to return to his/her home country.
- If the employee will not be employed or ceases to be employed before the ending date in item 13 of this petition request, the department must notify International Students and Scholars Services before termination.
- I understand that should USCIS issue a Request for Evidence(RFE) the department will be required to provide the additional information. This may delay the employee's ability to work. If a law firm is necessary for responding to the RFE, the department will be required to pay the associated fees.
- I understand that we may not make any changes to the details below before receiving International Students and Scholars Services (ISSS) approval and/or ISSS files a Labor Condition Application and H-1B petition:
 - **any change in job title or level**
 - **any changes in job duties or responsibilities**
 - **any changes in salary (other than a merit or cost of living adjustments)**
 - **any change in location of work**
 - **any changes in supervising college/school/unit**
- I have read and understand the processing time requirements as laid out on http://drexel.edu/studentlife/get_involved/international_students_scholars/hiring-fn/h1b-temp/
- I understand that ISSS will confirm when work may begin (or continue)

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