



An H-1B temporary worker is defined as a person who will perform services in a specialty occupation defined by the U.S. Department of Homeland Security as **one which requires the theoretical and practical application of a body of highly specialized knowledge to fully perform the occupation and requires the completion of a specific course of education culminating in a baccalaureate degree or higher in a specific occupational specialty [I.N.A. 214 (i) (1)]**. The H-1B petition is employer and employment specific.

The Immigration Act of 1990 and the Fiscal Year 2005 Omnibus Appropriations Bill dramatically affected the H-1B visa. It is very important that you read the following directions closely and not sign anything unless you are in total agreement. Any misrepresentation of facts or employer's failure to comply may result in serious fines and/or penalties.

In order to insure compliance, the Office of International Affairs has been designated as the only representatives to file H-1B petitions on behalf of the institution. Private legal counsel **may not** file these applications on behalf of the institution.

Departments or visitors seeking H-1B sponsorship are encouraged to consult with the Office of International Affairs as early as possible.

There are three preliminary steps that must be taken before we may file the H-1B Visa Petition with the U.S. Department of Homeland Security, U.S. Citizenship & Immigration Services (USCIS).

**First, the institution must determine that the international visitor qualifies for the H-1B non-immigrant visa.** It is important to note that non-immigrants who are currently or have been in the United States on the J-1 Exchange Visitor Visa may be subject to the two year home residency requirement and ineligible for the H-1B status unless a waiver of the two year home residency requirement has been granted or the individual has fulfilled this requirement. To determine H-1B eligibility, departments must obtain copies of immigration documents that reflect a complete history of visitor's entries and stay within the U.S.

**Second, the department must obtain the appropriate administrative approval to support the H-1B Visa Petition.**

**Third, approval from the Department of Labor for the labor condition application (LCA) must be obtained.**

The University of Texas Health Science Center at Houston must pay 100% of the employee's salary to be considered the employer. The employer is required to pay the H-1B applicant and all peers the prevailing wage or actual wage, whichever is higher.

Once the prevailing wage, actual wage, and administrative approval have been received, the Office of International Affairs will notify the department if the salary being offered is below the salary required to process the LCA. If the salary offered is below the salary required to process the LCA, the department will be required to seek administrative approval to upgrade the salary and provide a copy of the approval to the Office of International Affairs. Once the salary has been confirmed, the Office of International Affairs will process the LCA through the Department of Labor and will post two copies of the LCA. The posting requirement of 10 business days will identify to all employees of the institution that the employer will be filing an H-1B visa petition for a prospective employee with the title and salary identified on the LCA. The visual posting will not identify the international visitor.

## Instructions for completing the H-1B packet:

### I. Memorandum of Support:

Have the Chairman of the Department prepare a memorandum seeking institutional support from the appropriate Vice President or Dean. The memorandum must contain the following information:

- a. Identify the individual you want to support, indicating if this is an initial, modification, extension, transfer, or concurrent H-1B petition request, and state the visitor's qualifications that satisfy the requirement of "possessing highly specialized knowledge." Also, indicate the hours and base rate of pay offered – list how many hours per week and the annual salary. If the applicant is on a part-time basis list the hours per week along with the hourly rate.
- b. State the job title and description; salary; and, period of appointment;
- c. State that all H-1B non-immigrants will be paid at least the actual wage level paid to all other individuals with similar experience and qualifications for the specific employment in question or the prevailing wage level for the occupation in the area of employment, whichever is higher. If there are no employees, so state;
- d. State that the Department will pay the reasonable cost of return transportation for the visitor if the visitor is dismissed from employment before the end of the period authorized admission; and,
- e. State that the terms of the approved labor condition application will be fully complied with.
- f. On the last page of your correspondence, type: ( ) Approved ( ) Disapproved  
By: \_\_\_\_\_ Date: \_\_\_\_\_

### II. Prevailing Wage Form:

Fill out the Prevailing Wage Form (Revised 04/05/2007) accordingly:

- a. Specify in Box 3 the address where work will be performed;
- b. Specify in Box 4 title of the job being offered for which the H-1B petition is being sponsored;
- c. Specify in Box 5 the general description of job duties to be performed. Include all locations where services will be rendered at. If the visitor is to conduct rotations *for example: LBJ Hospital, Hermann Hospital, etc.* It is essential that the first line of the job description must be typed in this area and if more space is required, attach additional page(s) as needed. Failure to type this information as indicated will result in the description print being so small that the Texas Workforce Commission will not be able to read the information and thus, unable to provide a prevailing wage determination.
- d. Specify in Box 6 the number of employees supervised by the position;
- e. Specify in Box 7 the **minimum** number of months of experience required to perform job duties (**not preferred experience**);
- f. Specify in Box 8 Any special minimum requirements for the position (e.g. Board certification, special training – not preferred special requirements);
- g. Specify in Box 9 the license required – indicate "Yes" or "No". If yes, what type of license (e.g. *Texas Medical License; Texas Nursing License, etc*)?
- h. Specify in Box 10 the field of study - the discipline in which the degree is required. e.g. *Natural Science, Biochemistry, etc.* Do not indicate the discipline for training and/or experience;

- i. Specify in Box 11 - the **minimum** education required to perform the job duties by marking the appropriate box. If "other", specify the minimum education required.

### III. **Actual Wage Form:**

- a. Employees - list all employees in your department who hold the same job title as the one to be accorded to the H-1B applicant. Use additional sheets as needed.
  1. Education - Indicate each employee's degree or educational equivalency;
  2. Experience – indicate each employee's years of experience accrued since the degree awarded [see III (a). (1)]; and,
  3. Salary - indicate the current salary of reach employee listed.
- b. Exclusions - Draw a single line through any person listed that you do not consider to be a peer of the H-1B applicant. State specific reasons why they should not be considered as peers. Reasons should relate to:
  1. Experience - length, type, relevancy, specialized knowledge.
  2. Education – degree(s), class rank, GPA.
  3. Job responsibilities – major differences in the job duties performed such as major tasks, supervisory responsibilities.
  4. Other legitimate business factors – professional distinctions, awards, publications, documented meritorious performance.
- c. Identify the highest salary of the employees whose names have not been eliminated. This will be the actual wage. As previously stated to support the H-1B either the prevailing wage or the actual wage, whichever is the higher, must be paid to the H-1B applicant and all peers.
- d. Have the preparer, Chairman of the Department, and appropriate Vice President or Dean sign the actual wage form

**By signing the actual wage form, the Department Chair understands that the exclusions must be defensible in a court of law, and should we be challenged on any of the exclusions, it would be the Department Chair's responsibility to defend the exclusions. Consequently, Departmental personnel records must be properly documented.**

### IV. **International Visitor's Credentials and/or Immigration documents:**

- a. Evidence the visitor has the required degree by submitting either:
  1. A copy of the person's U.S. baccalaureate or higher degree which is required by the specialty occupation; or
  2. A copy of the foreign degree and evidence it is equivalent to the U.S. degree. (Generally established through a credential evaluation); or
  3. Education, specialized training, or progressively responsible experience that is equivalent to the U.S. degree required by the job.
- b. A copy of any written contract between the employer and the international visitor, or a summary of the terms of the oral agreement under which the visitor will be employed (if applicable);
- c. A completed H-1B bio data form;
- d. A copy of the visitor's curriculum vitae; and,

- e. Copies of all immigration documents that reflect a complete history of visitor's entries and stay within the U.S.

V. **Employer fees:**

- a. All H-1B petitions (initial, extensions, modifications, or transfers) are subject to a **\$320.00** application fee. The \$320.00 fee **must** be an institutional check payable to USCIS.  
**No personal checks will be accepted.**
- b. All H-1B (filed as initial for someone outside the U.S.; transfer for a new employee who is currently on an H-1B with another employer; or, as a change of status for someone with the institution but on a different visa status) petitions are subject to the Fraud Prevention and Detection Fee of **\$500.00**. **This fee must be paid by the institution seeking to sponsor an initial H-1B non-immigrant classification or seeking to change a beneficiary's employer.** The fee is not applicable to petitions filed as modifications or extensions by the existing H-1B employer. **Institutions of Higher Education ARE NOT exempt from the \$500 fee.** The \$500 fee **MUST be an institutional check payable to USCIS – No personal checks will be accepted.**
- c. Premium Processing fee **\$1000.00 (optional)** - Departments may wish to pay this fee in order to expedite H-1B applications **once they are received by USCIS.** USCIS regular processing is taking between 120 and 180 days to process. Premium Processing shortens the response time (e.g. approval, denial, or request for further evidence) to 30 days.
- d. Institutional checks sent to OIA for H-1B applications (as indicated above) **must** identify the name of the individual for which the check is to be used. Failure to have this noted on the check will result in delays of processing the application.

Forward the Chairman's memorandum, prevailing wage form, actual wage form, and attachments to the appropriate administrative office. Instruct the appropriate office to send the memorandum and all supporting documents to the Office of International Affairs when the approval or disapproval is given. The approval triggers the submission of the Prevailing Wage to the appropriate agency. Upon receipt of the of the prevailing wage survey, if there are no salary discrepancies, the Labor Condition Application (LCA) will be submitted to the Department of Labor. At this point the first official contact with the visitor will be made. After the Department of Labor approves the LCA and the international visitor's application information and filing fee have been received, the Office of International Affairs will submit the H-1B visa petition to the U.S. Citizenship & Immigration Service.

The USCIS recommends that the employer file the petition as soon as possible, but no earlier than six months before the visitor is expected to begin the appointment. Because the International Office has no control over petition processing, departments are urged to allow eight months from the time they begin seeking institutional support to complete the process.

The International Office will notify the department and the visitor when USCIS approves the H-1B petition. **If the visitor will be entering the U.S. from abroad, it is important to note that entry into the U.S. cannot be made any earlier than 10 days prior to the begin date on the approval notice.** It is important that the department and the visitor understand the visitor's employment is contingent upon always having the appropriate working visa.

Also, the institution is liable to begin paying wages no later than 30 days after the H-1B nonimmigrant first enters the U.S. in H-1B status, or no later than 60 days after a change of status becomes effective, if the nonimmigrant changed status in the U.S.

The Office of International Affairs stands ready to assist you and the visitor in complying with the procedures outlined above. If you have any questions needing immediate attention, please do not hesitate to contact me at (713) 500-3176. The Office of International Affairs is located in the University Center Tower, 7000 Fannin, Suite 130. The office hours are Monday – Friday from 8:00 a.m. to 5:00 p.m. with the exception of Tuesdays when the office is closed between 9 am and 11 am for staff meetings.