



INTERNATIONAL STUDENT
& SCHOLAR SERVICES

The University of Alabama at Birmingham

H-1B NEW HIRE PACKET – NON-CLINICAL

H-1B Employee Name: _____

Please complete this packet to begin the process of hiring an employee who requires H-1B employment authorization. Email the complete packet and additional required documents to iss@uab.edu. Hard copy originals are not required.

ISSS needs to receive the following materials contained in this packet:

- LCA Form
- Export Control Screening Form
- Check Request Memo (for ISSS to request UAB check(s) in Oracle)
- Signed Expectations document

In addition to a signed offer letter, LOI, contract, or postdoc appointment letter (as applicable)

Once we receive the LCA form below, we will review and send you H-1B posting notices.

A **general**, absolute best-case timeline for the entire H-1B process, **depending on how quickly and accurately the necessary information is provided by both the department and the employee**, is:

- 7-10 business days for the LCA portion of the process (*i.e.*, while the Department of Labor certifies the wage, which is an electronic process that cannot be expedited)
- 10 business days to finalize the H-1B forms and obtain necessary signatures
- 15 calendar days for USCIS to adjudicate (meaning approve, deny, or send a Request for Evidence) the H-1B petition if premium processing is requested
- 2.5-4 months for adjudication by USCIS if premium processing is not requested (NOTE: If the employee is currently in H-1B status with another employer and is “porting” that H-1B status to UAB, the employee can begin working with us as soon as USCIS receives the petition (we do not need to wait for an approval notice) and can work for up to 240 days while the extension petition is pending)
- 7-10 business days to receive the hard copy Approval Notice from the USCIS California Service Center

Again, the above timeline is valid only to the extent ISSS receives all information in a timely and complete manner. Depending on volume, it can easily take six weeks to two months to prepare the entire filing. ISSS will collect any documents needed from the employee separately via email.

You and the H-1B employee will receive an automated email from the ISSS system on the day the H-1B petition is filed. Please let us know if you have any questions!



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INFORMATION REQUIRED TO FILE A LABOR CONDITION APPLICATION (“LCA”) WITH THE DEPARTMENT OF LABOR PRIOR TO FILING AN H-1B PETITION (NON-CLINICAL)

Do not forward to the employee for completion. The employee’s supervisor and/or a department administrator with actual knowledge of the job duties must complete this form. Thank you!

Basics

Job title in Oracle: Salary: \$

Supervisor:

Sponsoring Department/Division:

Desired dates of employment: MM/DD/YYYY to MM/DD/YYYY (3 years maximum per petition)

Physical Location(s) and Schedule

Please provide every address where the employee can be found working on a daily basis. Do NOT list the department’s administrative office address. Do include the employee’s office address if they will have office space in addition to a lab location. We need all address(es) where, if a Department of Labor or US Citizenship and Immigration Services Fraud Detection and National Security Unit (USCIS FDNS) representative arrived unannounced on campus, he/she could possibly find the employee working. Please list all locations where the employee will work. We must know all such addresses to protect both the University and the employee in the event of a site visit from a federal agency. UAB and other employers nationwide routinely have such visits.

Street number & name Room/lab/hospital/clinic Schedule

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If more space is needed, please include the additional address(es) in the body of your email when you return this pdf.

Duties

Please describe the employee’s daily duties/tasks/projects, including a percentage effort for each task in detail below, or provide the duties and research project information in a Word document along with this pdf. We use this fillable pdf and Word documents to expedite transferring information into the H-1B support letter we draft, so ability to cut-and-paste is highly valued.

Duty 1: _____

Percentage of time spent on Duty 1: _____%

Duty 2: _____

Percentage of time spent on Duty 2: _____%

Duty 3: _____

Percentage of time spent on Duty 3: _____%

Duty 4: _____

Percentage of time spent on Duty 4: _____%

Is the employee working on or supporting any particular research projects which we could read about on the UAB website? If so, list the names or provide the websites of the specific project(s) below (Please provide the summary and the aims/goals of the research project/s in a word doc):

→ Qualifications

What **specific** degree field(s) prepare someone for this job? We must be able to tell US Citizenship and Immigration Services a few related fields. *E.g.*, “biomedical engineering, molecular biology, or a related field.”

What specific **skills** (*e.g.*, certain programming language, certificate in a particular area of research, etc.) *beyond education* are required to do this job? _____

How many other employees will this person supervise (*i.e.*, how many people will they have the authority to **hire, discipline, and fire**)? _____ Do **not** include general oversight of undergraduate/graduate students.

Indicate which level of each of the following factors the position itself requires. Do not base your answers on the prospective H-1B employee's particular level of knowledge or responsibilities.

FACTOR

LEVEL

- 1. Knowledge Basic understanding of occupation
 Advanced skills and diversified knowledge

- 2. Complexity Requires worker to perform routine or moderately complex tasks
 Requires judgement and independent evaluation

- 3. Supervision Worker receives specific instructions
 Worker receives only technical guidance

- 4. Review of Work Work is closely monitored & reviewed for accuracy
 Work is reviewed for sound judgment and effectiveness

REQUIRED SIGNATURES AND CONTACT INFORMATION

Direct Supervisor or PI Signature: _____ Date: _____

Direct Supervisor or PI Printed Name (please print neatly): _____

Department administration contact information for questions pertaining to this H-1B petition and to be copied on automatic email reminders:

Name and Email Address(type or print neatly): _____

Departmental UPS or FedEx account (*not* GL string or corporate card number) for shipping H-1B petition* to USCIS: UPS Account _____ or FedEx account _____



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INFORMATION NEEDED FOR H-1B EXPORT CONTROL SCREENING

Under federal Export Administration Regulations (EAR) and International Traffic in Arms Regulations (ITAR), US employers must seek and receive a license before releasing controlled technology or technical data to non-immigrant workers employed in H-1B status. Even if such information is released to the H-1B employee within the US, the regulations consider the release a “deemed export” as if the information had actually been sent to the H-1B employee’s home country.

In essence, the [EAR](#) pertains to the production, development, or use of “dual use” items found on the [Commerce Control List](#), while the [ITAR](#) pertains to technical data directly related to defense articles found on the [US Munitions List](#).

As part of the USCIS forms to file an H-1B petition, UAB is required to attest and certify that it has reviewed the EAR and ITAR and determined whether or not controlled technology or technical data will be a deemed export in this situation and has applied for a license, if necessary.

For additional background and help determining whether export control regulations will apply to your international hire, please refer to the University Compliance Office’s [Export Control Decision Tree](#).

Job Title/Position Offered: _____

Employee surname/family name: _____

Employee first/given name(s): _____

1. To what research technology and academic facilities, including computer servers and laboratories, will the employee have access? [Include information about access to potentially controlled and sensitive equipment, software, personnel, etc.]

2. Will the employee be involved with any projects that (select all that apply):

Are proprietary or involve proprietary information? Yes No

Require the employee to obtain a certain security clearance? Yes No

Involve research overseen by the Office of Sponsored Programs? Yes No

If yes, have any of the projects been issued a Technology Control Plan (TCP)? Yes No

If yes, please attach a copy of the TCP to this form.

Have publication or access and dissemination restrictions imposed by the sponsor, including but not limited to confidential disclosure, proprietary information agreements, and/or material transfer agreements? Yes No

Are departmentally-funded? Yes No

Require foreign national approval by the sponsor? Yes No

If you answered "yes" to any of the above, please explain. List and describe all projects. [Use additional space as needed.]

With respect to technology or technical data UAB will release or otherwise provide to the international employee, I certify that I have reviewed the Export Administration Regulations (EAR) and the International Traffic in Arms Regulations (ITAR) and, to the best of my knowledge, have determined that at the time of filing the H-1B petition, a license is not required from either the US Department of Commerce or the US Department of State to release such technology or technical data to the international employee.

Supervisor/PI Name: _____ Supervisor/PI Signature: _____

Supervisor/PI Title: _____ Date: _____

FOR OFFICE OF INTERNATIONAL COMPLIANCE AND EXPORT CONTROL USE ONLY

Director of International Compliance and Export Control

Date: _____



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INSTRUCTIONS AND JUSTIFICATION FOR H-1B IMMIGRATION CHECK REQUEST

Three different fees can be required to file a *new* H-1B petition on behalf of a UAB employee.

A \$460 processing fee is required *every time* UAB files a petition for H-1B employment—whether for initial employment, change of employer, or extension of status. The department/division **must** pay this fee.

An additional \$500 fraud prevention and detection fee is required when UAB files either: a) an *initial* petition to hire an H-1B non-immigrant worker, or b) a petition allowing an H-1B non-immigrant worker to *change* employers and join UAB. The department/division **must** pay this fee.

For an additional \$2,500 the department can request Premium Processing. USCIS will make a determination (approval, denial, or Request for Evidence) on the petition within 15 calendar days. **Except in the School of Medicine**, either the department **or** the employee can pay the Premium Processing fee—it is up to each department/unit to decide who will pay. **All School of Medicine petitions must include a check for Premium**

Processing paid for by the department/division.

Department administrators: Please provide the Oracle account string you wish ISSS to use to request a USCIS filing fee check drawn on a UAB account: _____

IF YOU WISH TO CREATE THE PAYMENT REQUEST IN ORACLE ON YOUR OWN, you must enter the correct Payment Type (Vendor Services), Vendor Number (422584), and Object Code (8609990) correctly in order to prepopulate the field with the correct Call Extension number. If you do not enter this precise combination, ISSS will not be able to receive a paper check. USCIS requires paper checks to be attached to each H-1B petition.

*Please enter the above combination of information correctly so that the UAB Post Office can easily identify USCIS checks and remove them from the mail pile. ISSS picks up USCIS checks in-person every Thursday from the 801 Building and staples them to the H1B petition being filed for each individual employee. **THANKS!***

Department administrators are responsible for requesting any check(s) needing to be drawn on an HSF account, as ISSS does not have access to the Lawson HSF accounting system.

- This is a new hire. We need a check for **\$960**.
- This employee has been working for UAB in another immigration status and needs to change that status to H-1B, so in effect is a “new hire” for USCIS purposes. We need a check for **\$960**.
- We need an additional premium processing check for **\$2,500**. **[MUST include if in SOM]**

H-1B Beneficiary (employee) name: _____

If you have any questions, please contact International Student & Scholar Services at iss@uab.edu.