



**Approval to Initiate, Extend or Amend an H-1B Visa Application for Faculty & Staff Members**

**At the time that the department agrees to sponsor an individual for an H-1B visa, this form must be completed, approved by the department chair and sent to the Diana Garcia Acero in Human Resources at MS 92. This must occur before initiating the process with the immigration attorneys.**

- 1) Name of individual seeking H-1B Visa: \_\_\_\_\_
- 2) Individual's email address: \_\_\_\_\_
- 3) Individual's phone/cell number: \_\_\_\_\_
- 4) Current type of visa held: \_\_\_\_\_  
Expiration date of current visa: \_\_\_\_\_
- 5) Name of Sponsoring Department: \_\_\_\_\_
- 6) Name of Department Chair/Head: \_\_\_\_\_
- 7) Department contact/phone/email: \_\_\_\_\_
- 8) What is the current or anticipated job title and position number of the individual to be sponsored? \_\_\_\_\_
- 9) Current employee of Rice University?  
 YES  NO  
If not a current employee, please indicate the anticipated start date: \_\_\_\_\_
- 10) Will the individual be physically working at Rice University?  
 YES  NO  
If No, please indicate the exact address of the employee's work location: \_\_\_\_\_
- 11) How many hours a week will the employee work for Rice?  
 40 hrs. /wk. - full time  \_\_\_\_\_ hrs. /wk. – part time

As the Department Chair/Head, I commit to paying the anti-fraud fee\* associated with the H-1B visa application. I also commit to paying the revocation fee in the situation that the H-1B employee ends employment, voluntarily or involuntarily, prior to his/her H-1B visa end date.

**\*Extensions and Amendments do not require the antifraud fee**

- 12)  Department will only pay for the anti-fraud fee
- 13)  Department will pay \_\_\_\_\_ % of the H-1B fees/costs for employee
- 14)  Individual will pay \_\_\_\_\_ % of the H-1B fees/costs for employee
- 15) Department will pay  or will not pay  for dependents.  
If dept. will pay for dependents, how much: \_\_\_\_\_
- 16) Premium Processing is requested and will be paid by:  
(\$1475 Legal Fee = \$250 & Processing Fee to USCIS = \$1225)  
 Department  Individual
- 17) Other: \_\_\_\_\_

***These financial commitments have been worked out between the individual and the department and are noted in a written and signed memorandum, which is on file within the department.***

**Department Chair Approval/Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

***For Staff:*** Return this form **and** a copy of the job description from RICEWorks directly to the attention of Diana Garcia Acero, Human Resources: MS 92 as soon as you are aware of the need for H-1B sponsorship.

***For Faculty:*** Return this form **and** a copy of a brief job description directly to the attention of the Diana Garcia Acero, Human Resources: MS 92 as soon as you are aware of the need for H-1B sponsorship.

***If anything changes that would halt the H-1B application process after sending this form, IMMEDIATELY notify Diana Garcia Acero at dmgarci@rice.edu.***