



## Approval to Initiate or Extend H-1B Visa Application for Postdoctoral Associates

(Please return to: Office of International Students & Scholars – MS 365)

At this time the department agrees to sponsor an individual for an H-1B visa, by referring him/her to an outside attorney. The legal fees are requested as follows (check all that is appropriate):

Rice legal fees fund to pay H-1B, \$500 fraud and detection, and any \$200 revocation fee.

Department will pay all H-1B fees, including \$500 fraud and detection, and any \$200 revocation fee.

Postdoc will pay for the H-1B fees / Department will pay \$500 fraud and detection fee.

Premium Processing requested and paid by:    Department    Postdoc

Other \_\_\_\_\_

**Please complete information below and return to the Office of International Students & Scholars; MS-365.  
ATTN: Adria Baker or Ben Colston**

1) Name of Postdoc Applicant Seeking H-1B Visa: \_\_\_\_\_

2) Applicant Phone Number: \_\_\_\_\_ Cell \_\_\_\_\_

3) Applicant Email: \_\_\_\_\_

4) Current type of visa held: \_\_\_\_\_ Expiration date of current visa status: \_\_\_\_\_

5) Name of Sponsoring Department: \_\_\_\_\_

6) Name of Department Chair/Head: \_\_\_\_\_

7) Name of Dept. Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Email \_\_\_\_\_

8) What is the current or anticipated job title of the individual to be sponsored? \_\_\_\_\_

9) Current employee of Rice University?    YES    NO

10) Proposed appointment dates for H-1B(month/date/year) \_\_\_\_\_ to (mo/yr) \_\_\_\_\_

11) Will the individual be physically working at Rice University?    YES    NO    If No, please indicate the exact address of the employee's work location: \_\_\_\_\_

12) How many hours a week will the individual work for Rice?

a.    40 hrs/wk – full-time

b.    \_\_\_\_\_ hrs/wk - part-time

13) As the chair/head of the department, I confirm that:

a) my department requests and supports the sponsorship this H-1B visa holder, and the information stated above is correct to the best of my knowledge.

b) the hiree will have his/her PhD completed by the start of the postdoc appointment.

c) if the postdoc does not complete one year of employment under the Rice University H-1B visa, the department will be responsible for reimbursing fees paid by the Rice legal funds on a prorated basis, (based on the amount of time employed under the H-1B visa status).

Other Remarks: \_\_\_\_\_

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

### Important Note:

\*Return this form **and** a copy a brief of job description directly to the attention of the Office of International Students & Scholars, MS-365.

**If anything changes that would halt the H-1B application process after sending this form, IMMEDIATELY notify the Office of International Students & Scholars (x6095), ATTN: Adria Baker or Ben Colston**