



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.
 Premium Processing requested and paid by: Department Postdoc
 Other _____

Please complete information below and return to the Office of International Students & Scholars; MS-365.

- 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) Will Rice be filing for dependent H-4 visa(s)? YES NO
If yes, who will cover the cost? Department Postdoc
- 14) Has the export control attestation (which must be signed by the PI, Chair and the Dean) already been initiated?
 YES NO
- 15) As the chair/head of the department, I confirm that:
 - a. my department requests and supports the sponsorship of 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, a copy of a brief job description, **and** a copy of the Dean's Offer Letter and/or a print-out of Hiring Proposal from RiceWorks 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)