



H-1B Request To Be Completed By Department



<p>In order to begin processing this H-1B request, please submit all required forms and supporting documents four to six months in advance of start date. Processing currently takes approximately four months. This is subject to change without notice. Please type or print clearly. Write "N/A" where appropriate. The Department and College recognize that a positive result cannot be guaranteed and that the Division of International Programs cannot be held responsible for a negative adjudication by USCIS.</p>									
Name of Beneficiary									
Type of Petition (check one)		New Employment (First time working at NIU in H-1B status)							
		Extension (Continuation of previously approved H-1B employment without change)							
		Amendment (Change in previously approved H-1B employment with title/duties/salary/sponsoring department)							
		New Concurrent Employment (Will continue H-1B at another place of employment and will work simultaneously at NIU)							
Sponsoring Department									
Name of Supervisor of the Beneficiary					Title of the Supervisor				
Phone #					Fax #				
Beneficiary's Job Title at NIU									
Percent FTE					Hours/Week (must be equal FTEx37.5)				
Non-Technical Description of Position									
Intended Employment Dates For Petition (not to exceed 3 yrs & these dates must agree with employment letter dates)		From			To				
		Mo	Day	Yr	Mo	Day	Yr		
Wage	\$				Annually			Monthly	
<p>All Addresses (actual physical locations) where the beneficiary will work (e.g. DeKalb, another NIU campus—state which ones -- Fermilab, Argonne). Beneficiary can only work at locations named below:</p>									
Departmental Contact Person					Phone				
Address of Departmental Contact Person									
Signature of Department Chair Person					Date				
Signature of Dean					Date				

Hiring Department Checklist (original only)

<p>To avoid delay, please review request before submitting. Verify that employment dates match in all documents, and that salary is correct and matches in all documents. Please submit all the items indicated below at the same time:</p>	
<p>Beneficiary Forms and Supporting Documents</p>	
	<p>Please be sure to submit all required documents from the H-1B Worker's checklist.</p>
<p>From Department: Fees subject to change.</p>	
	<p>Filing Fee \$320 (as of 07/30/2007) payable to Department of Homeland Security</p>
	<p>Check for \$500 payable to Department of Homeland Security; this covers the "anti-fraud" fee. Please note this is only needed for employees new to H-1B or new to NIU.</p>
	<p>Optional Premium Processing Fee \$1000</p>
	<p>H-1B Request Form – Completed by Hiring Department</p>
	<p>Department of Labor Compliance and Actual Wage Determination (original only)</p>
	<p>Department's Employment letter to support this petition. (1 original & 2 copies) See sample for suggested format.</p>
	<p>Copy of signed PAF (Personnel Action Form)</p>
<p align="center"> Please Submit All the Above Items Together To: International Student and Faculty Office Attn: Heesun Majcher 406 Williston Hall Northern Illinois University Phone: 815-753-8275 Fax: 815-753-1488 <i>(Please note these items DO NOT go to Human Resources.)</i> </p>	

**Sample
H-1B Employment Letter
On Dept Letterhead
(1 original and 2 copies)**

Date

United States Citizenship and Immigration Services
California Service Center
ATTN: I-129 or H-1B Extensions
24000 Avila Road
2nd Floor, Room 2312
Laguna Niguel, CA 92677

Re: H-1B Petition of Northern Illinois University
Department of Nuclear Industry
On behalf of **DOE, John**

Dear Examiner:

This letter is in support of the petition to classify Dr. Doe, a Finnish national, as an H-1B nonimmigrant in a specialty occupation, to serve as an Assistant Professor in our department on a **temporary basis**. The intended period of employment is three years (*this must match the period of time requested below and in the H-1B request form completed by the Hiring Department*).

The Position Offered (*To demonstrate the degree requirements and duties of position. Must match information on Prevailing Wage Form*)

Dr. Doe is being offered **temporary employment** as an Assistant Professor with expertise in foreign nuclear teaching methods, to serve as coordinator of basic nuclear courses and supervisor of the teaching assistants who will serve as instructors of these courses. The position of Assistant Professor requires a Ph.D. degree which is a standard requirement for this type of position. In addition, we expect the holder of the position to advise undergraduate majors in Nuclear Industry and to possess the enthusiasm and energy to motivate students and attract them into the program. Finally, we expect knowledge of contemporary methods and business practices of the countries with extensive nuclear facilities. These are all areas necessary for growth of the program.

The Beneficiary (*To demonstrate that the applicant meets the minimum requirements for the position.*)

Dr. Doe received his Ph.D. from the University of Southern California in 1988 in nuclear technology, with a specialization in radioactivity reactions and a dissertation on nuclear technology teaching. A copy of his degree and transcripts are included. His work before and since the Ph.D. has included an adjunct professorship in the School of Medicine at Indiana University and a position as nuclear appliances consultant for the Nuclear Home Appliances Society. His scholarly publication and participation in professional conferences since the Ph.D. has been impressive, including articles in Radioactivity Today (The Nuclear Home) and papers read at national conventions of the Fusion Association and the American Council on the Creation of Nuclear Appliances. He has served as annotator and co-editor for Nuclear textbooks with publishers Physics Inc. and Wiley Reactions Inc. His energy and enthusiasm have been well attested. These credentials make Dr. Doe especially well suited to assist us in strengthening our undergraduate program.

Terms of Employment

We intend to employ Dr. Doe for a three-year period, from October 1, 2001 to September 30, 2004 in the position offered. A shorter period would not provide the necessary momentum and continuity for program development. We understand the temporary scope of Dr. Doe's employment and have informed him of this condition. He is being compensated at the rate of \$37,235 per year. **In the event that we are unable to continue his employment, we will pay the reasonable cost of Dr. Doe's transportation back to Finland** (*his/her country of origin*).

Sincerely,

Chair, Department of Nuclear Industry

(Do not type what is written in italics, these are instructions for the hiring department)
(Words in Red are required.)

US DEPARTMENT OF LABOR
COMPLIANCE INFORMATION & ACTUAL WAGE INFORMATION

Department Name _____ Name of Dean or Department Chair _____

Beneficiary Name _____ Job Title _____

Employment Dates for this petition _____ to _____ Actual Wage \$ _____ per _____

Location of Work Place _____

I request that the International Student and Faculty Office (ISFO) submit a Labor Condition Application on behalf of the above named employee and I further certify that:

- (a) The H-1B nonimmigrant will be paid at least the actual wage level paid by the employer to all individuals with similar experience, qualification, job responsibility, and specialized knowledge for the specific employment in question or the prevailing wage level for the occupation in the area of employment, whichever is higher;
- (b) The employment of H-1B nonimmigrants will not adversely affect the working conditions of workers similarly employed in the area of intended employment;
- (c) On the date this form is signed and submitted, there is not a strike, lockout or work stoppage in the course of a labor dispute in the occupation in which H-1B nonimmigrants will be employed at the place of employment. If such a strike or lockout occurs after this form is submitted, I will notify ISFO immediately of the occurrence of such a strike or lockout. I will not hire another H-1B nonimmigrant in the same occupation at the place of employment until ISFO notifies our department;
- (d) A copy of the Labor Condition Application will be provided by ISFO to each H-1B nonimmigrant employed, and, as of this date, notice of our intention to hire an H-1B nonimmigrant in the occupation at the place of employment has been or will be posted and was, or will remain posted for 10 days in at least two conspicuous locations where the H-1B nonimmigrant will be employed.

After posting, the 10 day notice/posting verification form for the Labor Condition Application (to be provided later by ISFO) will be returned to ISFO by the hiring department.

Actual Wage Memorandum for Public Access File

The actual wage for other employees in our department with similar work experience, qualifications, education, job responsibility, function and specialized knowledge are paid \$ _____ per year.

There are _____ employees in our Department with the job title of _____ (same as above).

The wage range for these employees is \$ _____ to \$ _____ per year (inclusive of this petition).

Within this range, an individual salary is determined by taking various factors into consideration, specifically:

- (1) _____
- (2) _____
- (3) _____
- (4) _____
- (5) _____
- (6) _____

DECLARATION OF DEAN OR DEPARTMENT CHAIR: *I declare that the information provided on this form is true and correct. In addition, I declare that I will comply with the Department of Labor regulations governing this program and, in particular, that I will make required information, supporting documentation, and other records, files and documents available to officials of the Department of Labor, upon such official request, during an investigation under this application of the Immigration and Nationality Act.*

Print Name

Signature and Title

Date

Note: the department should maintain a list of the surveyed employees and their credentials and experience used to determine their wage. The list may be needed in the case of a Department of Labor audit.