

Please contact the International Employment (IE) Manager at 919-515-4518 immediately if you are trying to sponsor someone for an **SHRA position**, before you begin to prepare any paperwork. There are **some SHRA positions that do not qualify for any employment sponsorship**, and we will not be able to provide immigration sponsorship for those positions, regardless of the educational and experience credentials of the candidate.

The following information is to be completed by the hiring department/unit. Please keep a copy for department records.

*****Please, no staples or double-sided documents.*****

Department Name: _____

Department Contact Name: _____

Contact Phone Number: _____ E-mail: _____

I. International Applicant Information

Name: _____
Last Name First Name Middle Name

Employee ID Number (if none, leave blank): _____ Gender: _____

Date of Birth (mm/dd/yyyy): _____ Country of Citizenship: _____

Applicant's highest degree earned and field of study:

Current Immigration Status: _____ Current Status Expires (mm/dd/yyyy): _____

Immigration Status Being Requested: H-1B TN* E-3* O-1

* If requesting TN or E-3 status (only), please select one of the following options:

- Employee will travel outside of the U.S. to receive the TN or E-3 status
- File petition with USCIS for \$460 (general filing fee)

If applicant is J-1 status and subject to the 2 year foreign residence requirement, did s/he receive a no-objection letter from the Department of State or waiver of the requirement? Yes No N/A

Please note that if the applicant is subject to this 2 year requirement, an H-1B petition cannot be filed without this waiver or the applicant's fulfillment of the 2 year foreign residence requirement.

II. Position Information

Position Title: _____

Degree and Field of Study Required for Position: _____

Does this position supervise any permanent employees? Yes* No *If yes, how many? _____

Dates of Requested Employment (not more than three years): _____
(mm/dd/yyyy) to (mm/dd/yyyy)

Please note that the start date must be a future date; this is the date we want USCIS to start the new or extended nonimmigrant classification.

Offered Annual Salary: _____ FTE: _____

Complete Street and Building Address of Campus Work Location:

Street Address

City

State

Postal Code

Source of Funding: _____

If grant funded, provide end date (mm/dd/yyyy): _____

Please note that H-1B, E-3, TN and O-1 employees may NOT be placed on the biweekly payroll and may NOT be hired directly (or through UTS) as temporary employees.

Does this position include NC State sponsored health insurance and benefits? Yes No

Will NC State be the site of work/research? Yes No*

*If no, or if multiple sites, please describe: _____

Complete Street and Building Address of Non Campus Work Location:

Street Address

City

State

County

Country

Postal Code

III. Employee Type

- a. EHRA/Faculty
- EHRA/Non Faculty
- SHRA
- Post Doc

b. Is this request for a 9 month faculty member?

- Yes*
- No

*If yes, please answer questions #1 and #2 below:

1. Will this employee continue to work over the summer for NC State?

- Yes No

2. Will this person be paid over 9 months or 12 months?

- 9 months 12 months

- c. This request is for: New H-1B/E-3/TN/O-1 appointment at NC State
- Extension of Stay of current nonimmigrant status
- Amendment to Appointment
- Other: _____

IV. Certifying Signatures

By signing this document you agree that:

1. The foreign national will be supervised by the faculty sponsor whose name appears below.
2. **The department will consult with International Employment regarding any changes with the NC State appointment (including position title, job description/duties, salary, location, FTE and dates of employment), BEFORE these changes occur, since they can directly impact our ability to continue with H-1B sponsorship.**
3. **The department will notify International Employment of termination and/or departure of the international employee before departure or termination. The department might be required to pay for the H-1B employee's return transportation abroad!**

SIGNATURES

Department Head

Date

NC State Faculty Sponsor

Date

Dean or Designee

Date

Return completed and signed form to:

International Employment
Campus Box 7210, Administrative Services II
2711 Sullivan Drive, Raleigh, NC 27695

Please keep a copy for department records.

Department Checklist - please complete and submit the following supporting documents:

Was JAR started? Date: _____, JAR AG # (if applicable): _____.

Background Check started. If the prospective employee obtained his/her highest degree (or the degree required for the position) from outside of the U.S., he/she will need to complete an education evaluation through one of Background Check's approved vendors. For the vendor list and for all new hires please contact Background Checks immediately at: background-checks@ncsu.edu

If this petition is for an **extension** of H-1B, TN, E-3 or O-1 status, the background check may not be required. Please contact Background Checks if you have questions regarding whether a background check is necessary for an extension.

Department Nonimmigrant sponsorship form (complete with all required signatures)

Copy of initial (or updated, if available) official offer or appointment letter, signed by department and new employee

Actual Wage Determination form - for H-1B and E-3 petitions only (on IE website)

Completed, signed Sponsor Letter (sample on IE website). This letter is separate from the official appointment or offer letter, and the requested employment dates do not have to coincide with the official appointment dates in the HR system. This letter is for H-1B/TN/E-3/O-1 time period requests to USCIS only. **The dates on this letter should match the dates requested on page 1 of this form!**

Foreign National Form (from the employee, complete with signature and supporting documents)

\$460 check for the general filing fee. This **must** be paid by the department/unit. *(Might not be necessary for certain TN or E-3 petitions)*

\$500 check (anti-fraud fee) for all **initial** H-1B petitions. This **must** be paid by the department. This fee does not apply to petitions filed to amend or extend an H-1B status. *(Not required for non-H-1B petitions)*

\$2500 check (optional) premium processing filing fee. Premium processing guarantees a 15-day process with US Citizenship and Immigration (USCIS) instead of the normal 3 - 5 month processing period. Recommended for the department/unit to pay this fee. *(Not available for E-3 petitions)*

All fees must be on separate checks and made payable to the U.S. Department of Homeland Security. IE is happy to pick up these filing fee checks from the AP office (located in our building), but you must include our name(s) on the check request form(s) as people authorized to pick up the checks n your behalf in order for the AP office to release the checks to IE staff.

H-1B Petitions:

California Service Center
ATTN: H-1B Cap Exempt
24000 Avila Road, Room 2312
Laguna Niguel, CA 92677

TN, E-3 and O-1 Petitions:

Vermont Service Center
ATTN: I-129
75 Lower Welden Street
St. Albans, VT 05479-0001

CVM only: copy of veterinary license/faculty certificate or explanation letter (on letterhead) why license or faculty certificate is not necessary or is currently unavailable