

Request & Authorization Form for Immigration Services (Nonimmigrant Status)

Employer Information

Employee Information

Sponsoring College / Dept:	
Hiring Manager: Email:	
Chair or Director: Email:	

Name as It Appears in Passport	
Email Address & Phone Number:	

Proposed Terms of Employment

Proposed Job Title:	
Proposed Salary:	
Target Start Date:	

Current Immigration Status (if known):

Current Immigration Status (if known):	
Date Status Expires:	

Immigration Status Request

1. Requested Status	2. Action Requested	3. Status/Travel
<input type="checkbox"/> H1B	<input type="checkbox"/> New	<input type="checkbox"/> Candidate is currently in the U.S
<input type="checkbox"/> TN	<input type="checkbox"/> Extend Status	<input type="checkbox"/> Candidate is Abroad In _____ (country)
<input type="checkbox"/> E-3/H1B1	<input type="checkbox"/> Amend to reflect changes in terms of employment	
<input type="checkbox"/> O-1		

Estimated U.S. CIS Filing Fees

\$ 460 I-129 for H1B, E3, H1B1, O-1, TN Petition s (Applies to New, Extensions, Amendments).

\$ 500 Fraud Fee: (Applicable for NEW H1Bs only).

\$2500 Premium Processing (For 15-Day Adjudication Fee) with Business Necessity

Dean/Chair or Director Approval:

1. Except for current H1B holders, porting their status to TAMUCC and those with a valid Employment Authorization Document, the prospective employee may NOT begin employment until the necessary approval documents have been received.
2. TAMUCC Immigration Services cannot guarantee the outcome of any case, and no such guarantees will be made to the employee.
3. Any material changes taking place during the H1B period of employment, (e.g., title, duties, change of work hours, work location, termination) will be reported to TAMUCC's Immigration Services BEFORE the changes take effect.
4. Pursuant to the No Bench Rule - If the H1B nonimmigrant is in a nonproductive status due to lack of work, e.g., classes did not make, employer mandated closure; offices closed due to remodeling, etc., the employer is required to pay the employee the full salary/ wage for the occupation listed on the LCA. An exception: The H1B worker requests to temporarily cease the employment relationship due to personal reasons, in which case, the employer is not obligated to compensate the foreign national for the time away from the job. Such circumstances include extended vacations, employee or family member's illness, parental leave. The supervisor should request a written request of leave from the employee and forward it to the Human Resources Dept., Immigration Specialist.
5. If termination of the employee occurs prior to the end of the validity of the H1B, a Notice of Termination should be provided to the employee that includes an offer to provide return transportation to the last country of residence should be given to the employee as required by section 214(E)(5)(A) of the Immigration & Nationality Act and CIS regulations at 8 CFR 214.2(h)(4)(iii)(E). Advisory letters from the CIS indicate that the employer is responsible only for the costs of transporting the principal H1B employee to his or her last country of residence and does not include transporting personal property, family members or pets. Should the employee decide to remain in the U.S. the employer's responsibility for the return transportation ceases. The employee must accept or decline the offer within 15 days of termination.

I hereby authorize TAMUCC's Immigration Services to begin obtaining the requested nonimmigrant status for the employee named above. I have reviewed the A&M System Regulations 33.99.09, pertaining to the Hiring of Foreign National and understand the conditions set forth above.

Hiring Manager Signature:

Print Name:

Date:

Or

Chair or Director Signature:

Print Name:

Date:

Please submit your COMPLETED authorization to norma.lozano@tamucc.edu. Questions? Call @ Ext. 2198