

**INFORMATION ABOUT THE CANDIDATE’S APPOINTMENT WITH THE UNIVERSITY:**

Family Name:

First and Middle Names:

**REQUESTED IMMIGRATION STATUS:**

- E-3 (Australian)
- H-1B (Specialty Occupation)
- O-1A (Extraordinary Ability)
- TN (only extensions)

**APPLICATION TYPE:**

- Initial Application (New employment)
- Amendment (Change in previously approved employment)
- Extension (Continuation of previously approved employment)

Premium Processing: Yes  No

**DEPARTMENT INFORMATION:**

Department:

PO Box:

Contact:

Telephone:

Email:

Candidate’s Supervisor:

Telephone:

Email:

Fiscal Officer:

Telephone:

Email:

**INFORMATION ABOUT THE POSITION:**

Position Title:

Hourly Rate:

Bi-Weekly Rate:

Is this position: Teaching Only  Research Only  Teaching & Research  Non-technical description of job:

Major/Primary Field of Teaching/Research:

Requested Start Date:

Requested End Date:

*Requested dates of employment may not exceed three (3) years. If the employee is terminated for any reason prior to the authorization end date, under U.S. Department of Labor regulations, the **employer is responsible** for the reasonable cost of transportation of the employee to the last place of foreign residence (E-3 and TN status is excluded from this policy).*

Supervisory responsibility: Yes  No  If yes, how many workers the employee will supervisor:

Experience required for the position: Yes  No  If yes, how many years?

Primary Work Site Location Physical Address:

Primary Work Site Location Mailing Address:

Will the employee be required to work at a secondary work location? Yes  No

*If yes, please include additional info to include full physical address and for how long. ISSS must be notified, **in advance**, if the primary work site will not be on campus in Fairbanks, AK. **NOTE:** Any and all outside employment is not allowable.*

Is this position Full-Time? Yes  No  If no, please contact ISSS immediately.

Will travel be required in order to perform the job duties? Yes  No

If yes, explain the travel requirements, in detail:

**FEES:**

USCIS fees should be paid in the form of a separate check for each fee and made payable to the “U.S. Department of Homeland Security” and should be submitted with the department’s application to ISSS. These fees cannot be paid by the Candidate under any condition. Fees are as follows:

- \$460 – Regular Processing for all new/amendment/extension requests
- \$500 – Fraud/Prevention Detection Fee (required for new applications only)
- \$2,805 – Premium Processing, if applicable

Departments are charged \$250 by Journal Voucher (JV) for original/amendment/extension immigration status requests. JV copies will be forwarded to the Department contact named above. This is a unit responsibility and cannot be paid by the Candidate per the U.S. Department of Homeland Security regulations.

UAF Fund: UAF Org:

All shipment fees will be charged to the department’s designated fund and org. UAF Fund:

UAF Org:

All Fund 3 and Fund 17 requests require additional approval from the Fiscal Officer:

Signature:

Date:

**FUNDING CERTIFICATION:**

Funding is available to meet the offered salary and applicable employee benefits for the duration of the requested authorization period.

Approval Signature of Fiscal Officer:

Date:

Print Name of Fiscal Officer:

**DECLARATION OF DEPARTMENT:**

The department will comply with the following regulations during this application process and during the Candidate’s employment as required by the INA, CFR, DOL and University policy.

- Reasonable cost of transportation to the last place of foreign residence will be provided to the employee if dismissed prior to the end of the appointment (excluding E-3 and TN) by the hiring department.
- The Candidate will be paid at least the actual wage level of the those individuals with similar experience & qualifications for the specific employment in question or the Prevailing Wage determined by the U.S. DOL, whichever is higher. **University & DOL policies require full-time employment (30 workload units) in E-3, H1-B, O-1 and TN status. There is no exception.**
- On the date that this application is signed & submitted, there is no strike, lockout, or work stoppage in the course of a labor dispute in the occupation in which the beneficiary will be employed at the place of employment.
- The department is responsible for notifying ISSS of any changes in employment (terms and place of employment, transfer to another university department, significant changes in duties, salary increases over 10% or more, termination, resignation, etc.). **It is the responsibility of the department to inform ISSS immediately. Federal regulations require that DOL and USCIS be notified BEFORE any changes in employment take place.**

**DEPARTMENT\$ APPROVALS:**

Approval Signature of Sponsor/Supervisor:

Date:

Print Name of Sponsor/Supervisor:

Approval Signature of Dean/Director:

Date:

Print Name of Dean/Director: