

Acknowledgment of Hiring Department's Responsibilities

By signing below, the department accepts responsibility for the accuracy of this form and certifies the following:

Please read the following information carefully. Failure to notify the Office of International Programs of any changes in the employee's working conditions may result in the legal responsibility of the University to continue the employee's salary until appropriate notifications are made.

Department of Labor Attestations

1. Employment of this H-1B nonimmigrant employee will not adversely affect the working conditions of workers similarly employed. Further, this employee will be afforded working conditions on the same basis, and in accordance to the same criteria, as offered to similarly employed U.S. workers.
2. The department will notify the Office of International Programs of any changes in this employee's working conditions including salary, physical location of the job, hours, title, benefits, etc.

Transportation Home

3. The department understands that it is liable for the reasonable cost of return transportation abroad of this employee if s/he is dismissed from employment by the University before the period authorized under H-1B status. The department also understands that a written offer of such must be made to the employee upon dismissal.

Fees*

4. The department understands that an administrative fee of \$1200 will be charged to the account number provided below. Administrative costs, such as copying, express mail delivery of the petition to USCIS(formerly INS), and other minor outlays will be covered by the administrative fee. In addition, checks will be cut from your department's account for \$325.00 to pay the USCIS processing fee for the H-1B petition and a \$500 USCIS anti-fraud fee (the anti- fraud fee is not charged for an H1B extension application). For cases requiring premium processing, an additional \$1225 USCIS filing fee will be charged to the department. Any other costs related to the filing of this petition will be borne by the department or by the employee. These will be discussed if, and when, they arise. The Office of International Programs will process all charges and check requests.

* Pursuant to federal regulations at 20 CFR § 655.731(c)(9)(ii), (c)(9) (iii) (c) and (c)(10)-(11), the USCIS regular filing fees and the OIP administrative fee MUST be paid by the employer as a normal business expense. If the petition is being submitted via "Premium Processing" because the department needs the foreign national employee to start right away, then the department MUST pay the \$1000 fee. If the petition is being submitted via "premium processing" for reasons purely personal to the foreign national employee, then the employee may be allowed to pay the fee of \$1000. Under no circumstances may the department require or force the international to pay the premium processing fee.

Department Approval

Signature of Department Host/Supervisor

Date

Signature of Department Chair

Date

