



FORM A
REQUEST FOR H-1B PROCESSING
 for International Faculty, Staff or Researcher
To be completed by University of Maine Department

All questions must be answered as precisely as possible since they relate directly to information that must be provided on government forms. Any inaccurate information will jeopardize the University's ability to hire H-1B foreign nationals in the future.

DEPARTMENT INFORMATION						
DEPARTMENT NAME			DEPARTMENT ADDRESS			
DEPARTMENT HOST/SUPERVISOR		PHONE	FAX	DEPARTMENT ADMINISTRATIVE CONTACT		FAX
PEOPLESFT CHARTFIELD FOR BILLING H-1B FEES	DEPARTMENT	ACCOUNT	CLASS	FUND	PROGRAM	PROJECT
ARE YOU REQUESTING PREMIUM PROCESSING OF THIS PETITION AT A COST TO THE DEPARTMENT OF \$1,225.00? YES NO						
PLEASE NOTE THAT THE EMPLOYER IS REQUIRED TO PAY ALL FEES ASSOCIATED WITH H-1 B PETITIONS						
SCHOLAR (APPLICANT) INFORMATION						
FAMILY NAME		GIVEN (FIRST) NAME	MIDDLE NAME	DATE OF BIRTH	COUNTRY OF CITIZENSHIP	
GENDER	Scholar's Email Address		CURRENTLY IN U.S.?	IF "YES", IN WHAT IMMIGRATION STATUS?		
Female Male			Yes No	H-1B F-1 J-1	Other _____	
INFORMATION ABOUT THE POSITION						
POSITION TITLE		PROPOSED DATES OF EMPLOYMENT (MAX, 3 YEARS, INITIALLY)			IS THIS A PART-TIME POSITION?	IF "YES", HOURS PER WEEK
ANNUAL SALARY	PART-TIME SALARY, IF APPLICABLE:		SUPERVISOR		NO. OF EMPLOYEES APPLICANT WILL SUPERVISE	
per						
PROVIDE A BRIEF, NON-TECHNICAL DESCRIPTION OF THE POSITION, AND ATTACH THE FULL JOB DESCRIPTION AS POSTED FOR THE SEARCH						
LIST ALL LOCATIONS WHERE EMPLOYEE WILL WORK						
1. CITY:		COUNTY:		STATE:		
2. CITY:		COUNTY:		STATE:		
3. CITY:		COUNTY:		STATE:		
PREVAILING WAGE DETERMINATION INFORMATION						
What is the minimum education and experience for the position? List only the minimum requirements for the position. Do not simply list the applicant's qualifications. The more experience and education required, the higher the prevailing wage determination will be. Please note that post-doctoral positions should be treated as entry-level, requiring 0 years of experience unless post-doctoral experience is a requirement of the position.						
EDUCATION						
TOTAL YEARS OF COLLEGE REQUIRED:		DEGREE(S) REQUIRED:		MAJOR FIELD OF STUDY:		
OTHER SPECIAL REQUIREMENTS:						
EXPERIENCE						
NUMBER OF YEARS REQUIRED:		IN THE JOB OFFERED:	IN A RELATED OCCUPATION:	SPECIFY OCCUPATION:		
COLLECTIVE BARGAINING AGREEMENT						
IS THE SALARY FOR THIS POSITION DETERMINED BY A COLLECTIVE BARGAINING AGREEMENT?				IF "YES", UNDER WHICH UNION AGREEMENT WAS THE CONTRACT NEGOTIATED?		
Yes		No				