



Hiring Department and International Employee H-1B Request Form

H-1B Application Instructions for Hiring Department:

- The H1B Application Packet consists of the Hiring Department and Employee H-1B Request Form, the Export Control Questionnaire, all supporting documents, and USCIS filing fees on Clemson University-issued checks.
- The hiring department is responsible for submitting the H-1B Application Packet to International Services at 230 Parkway Drive, 108 Long Hall, Clemson, SC 29634.
- Incomplete or unclear information will cause delays in reviewing and filing the H-1B application.
- If you have any questions about the H-1B application process or the supporting documents, please contact [International Services](#).

Type of H-1B Request:

- Initial/New Employment H-1B Employment
- Extension of Current Clemson H-1B Employment
- Amendment (To determine the need for an H-1B Amendment, submit the H-1B Amendment Determination Form).
- Amendment and Extension (To determine the need for an H-1B Amendment, submit the H-1B Amendment Determination Form).
- Transfer/Change of Employer (Non-Clemson H-1B employee being hired as a Clemson H-1B employee).
- New Concurrent Employment (Employee currently holds H-1B visa for employment elsewhere but will work concurrently for Clemson).
- Other: _____.
- Optional:** Request Premium Processing (Additional fee paid to USCIS to expedite a response to an application.)

Hiring Department Information:		
Last Name of Employee	First Name of Employee	Position/Title Offered to Employee
Wage Offered \$ _____ <input type="checkbox"/> Per Hour <input type="checkbox"/> Per Year	Employment <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	If Part-Time, how many hours per week?
Date Employment Begins (mm/dd/year)	Date Employment Ends (mm/dd/year)	Will Employee work on Clemson's Main Campus? <input type="checkbox"/> Yes <input type="checkbox"/> No
Name and Street Address of Worksite	City/State of Worksite	Zip Code of Worksite
Name of Supervisor	Title of Supervisor	Supervisor's Email
Name of Department	Name of College/Division	Will this position supervise any staff? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how many? _____
Department Contact	Department Contact Email	Department FedEx Account Number:

Hiring Department Documents Required for H-1B Application:

- University checks for the USCIS filing fees required to file the H-1B application.
- Completed *Hiring Department and International Employee H-1B Request Form*.
- Completed *Export Control: Visa Applicant Deemed Export Questionnaire*.
- Completed *Actual Wage Determination Form*.
- Official Department Support Letter from the hiring department on department letterhead and signed by the appropriate hiring authority.
- Copy of the original job offer letter issued by Clemson's Office of Human Resources on letterhead and signed by the appropriate hiring authority.
- Official Clemson University job description.
- For H-1B extensions or amendments, all to salary, position, etc., should be documented in an addendum to the original job offer letter signed by the hiring authority and on department letterhead.

Prospective Employee/Current Employee Information:		
Family/Surname (as it appears on passport):	First Name (as it appears on passport):	Full Middle Name (as it appears on passport):
Phone:	Email:	Date of Birth (mm/dd/year):
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Marital Status: <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Other	Country of Birth:
City of Birth:	Country of Citizenship:	Province of Birth:
Country of Legal Permanent Residency:	Passport Number:	Passport Country of Issue:
Date Passport Issued (mm/dd/year):	Date Passport Expiration (mm/dd/year):	Current U.S. Visa Status:
Most Recent I-94:	A# (if any):	Date of Last Arrival in U.S. (mm/dd/year):
In U.S., start date for current status (mm/dd/year):	In U.S., end date of current status (mm/dd/year):	Most Recent USCIS petition/application receipt number. If none, type none.
Current U.S. Residential Address:	City and State:	Postal Code:
Permanent Foreign Address:	City/Province:	Postal Code:
Emergency Contact Name and Relationship:	Emergency Contact Email:	Emergency Contact Phone:

Provide all other names used (include maiden names, names from previous marriages, and different spellings):		
Last Name:	First Name:	Middle Name:

The section below is required even if you are currently residing in the U.S. If you are outside the U.S. and will apply for an H1-B entry visa, or you may have to exit the U.S. to re-enter with an H-1B visa, please indicate which U.S. consulate or inspection facility should be notified if the petition is approved.

Entry Visa Processing Information:	
U.S. Embassy or U.S. Port of Entry	Foreign City & Country

Education:		
School(s) attended (mm/dd/year)	Location	Degree Granted

History of U.S. Non Immigrant/Immigrant Petitions:		
Has an immigrant visa petition or application for permanent residency ever been filed on your behalf? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, on what basis? <input type="checkbox"/> Family Sponsored <input type="checkbox"/> Employer PERM/I-140 <input type="checkbox"/> National Interest Waiver <input type="checkbox"/> I-485	Where did you apply? What is the status of the application?
Most recent USCIS I-797 Receipt Number:	Have you ever held L-1 status? <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you ever held H-1B status? <input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever held J1/J2 status? <input type="checkbox"/> Yes <input type="checkbox"/> No	If you held J status before, were/are you subject to 212(e)? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, did you receive a waiver of the 212(e)? <input type="checkbox"/> Yes <input type="checkbox"/> No

Full U.S. Immigration History (Provide an additional sheet if necessary):

Indicate Any Prior U.S. Nonimmigrant/Immigrant Status:	Dates in U.S.:	If employed in U.S., are you still employed with sponsor?	Following status, did you live outside the U.S.? If yes, how long?

H4 Dependents (spouse any minor child under 21 years of age):

Are applications for dependents being filed with this H-1B petition? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how many? _____	Are you currently planning any travel outside the U.S? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, please list dates of travel (mm/dd/year): _____
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Employee Documents Required for H-1B Application:

- Completed Hiring Department and International Employee H-1B Request Form.
- List of all previous and pending U.S. immigration statuses with corresponding dates and locations.
- Copy of the most recent [I-94 Arrival-Departure Record](#).
- Copy of the biographical page and most recent entry stamp within a valid passport.
- If applicable, provide copies of the following:
 - All previous H-1B or H-4 I-797A approval notices, I-797C receipt notices, and H-1B or H4 visa stamps.
 - If employed in the U.S., provide pay stubs/statements for the last three months of employment. If in a dependent status, provide pay stubs/statements for the last three months of employment for the primary visa holder as well.
 - All previous DS-2019s, J1/J2 visa stamps, and, if applicable, a USCIS I-612 showing approval of the 212(e) waiver.
 - All previous I-20s, F-1 visa stamps, front and back of all OPT and STEM OPT EAD documents.
 - I-797A Approval Notice of I-140.
- Most up-to-date CV or resume.
- Copy of all bachelor's, master's, and Ph.D. diplomas and corresponding transcripts for each degree.
- Official transcripts from degree relevant to the position at Clemson and highest degree obtained.
- U.S. credential evaluation of foreign degree if the relevant or highest degree was earned outside of the U.S.
- If applying to extend, transfer, or amend an H-1B, the following items are not needed:
 - All previous I-20s, F-1 visa stamps, front and back of all OPT and STEM OPT EAD documents.

Please enter any additional information relevant to this H 1B petition below:

H-1B Request Approvals:

Supervisor: _____ Signature: _____ Date: _____

Hiring Authority: _____ Signature: _____ Date: _____

Department Chair: _____ Signature: _____ Date: _____

If you have any questions about the information above or the H-1B process, please contact [International Services](#).