Documents Included in Packet:

- **H-1B Visa Process Overview** .................................................. Page 2
  - Document for administrators who are looking for a brief overview of UCF’s H-1B Visa petition process.

- **H-1B Visa Request Guide** ...................................................... Pages 3-10
  - Document for administrators who need an in-depth understanding of UCF’s H-1B Visa sponsorship guidelines and its process.

- **H-1B Considerations** ............................................................ Page 11
  - Document that lists specific items that departments should be aware of before electing H-1B Visa sponsorship. (Updated versions posted on IHP.ucf.fdbl.com)

- **H-1B Visa Intake Checklist** .................................................. Page 12
  - Document for administrators who are familiar with the UCF’s H-1B Visa guidelines but need a checklist to quickly reference the appropriate steps.

- **Sample Actual Wage Form** .................................................. Page 13
  - Document that must be prepared by the department and signed by the Department Head before H-1B Visa processing can begin. (Updated versions posted on IHP.ucf.fdbl.com)

- **Sample Actual Wage Memo** .................................................. Page 14
  - Document that must be prepared by the department and signed by the Department Head before H-1B Visa processing can begin. (Updated versions posted on IHP.ucf.fdbl.com)

- **Sample Export Control Questionnaire** .................................. Pages 15-16
  - Document that must be prepared by the department and signed by the employee’s PI or direct supervisor before H-1B Visa processing can begin. (Updated versions posted on IHP.ucf.fdbl.com)

- **Requisition Instructions** ..................................................... Pages 17-19
  - Document with F&A’s instructions for processing check requests related to visa fees. (Updated versions can be requested at isc.ucf.edu)

- **H-1B Declaration Form** ...................................................... Page 20
  - Document that must be signed by the Department Head before H-1B Visa processing can begin.

- **Sample Part-Time H-1B Visa Timesheet** .................................. Page 21
  - Excel document that must be completed by all part-time H-1B Visa employees and submitted to ISC on a weekly basis. (Updated versions can be requested at isc.ucf.edu)
H-1B Visa Requests: Starting Point

UCF Hiring Departments may consider the H-1B (Temporary Work) Visa when seeking to hire Foreign Nationals for temporary employment in specialty occupations.

The H-1B Visa is valid up to (3) years with the option to extend an additional (3) years for a total of (6) years.

Departmental Requirements:
- Access to Fragomen’s IHP Website - The Hiring Department’s designated administrator may request IHP access by emailing ISC at isc@ucf.edu
- List of Fees to be paid to Fragomen for H-1B processing -- Applicable fees are listed below
- ISC’s H-1B Visa Request Packet – The packet provides detailed instructions for H-1B Visa sponsorship
- ISC’s H-1B Visa Intake Checklist for Hiring Department
- ISC’s H-1B Visa Requisition Instructions

Eligibility:
The H-1B nonimmigrant status may be granted to a non-U.S. resident who has been offered a professional-level position in the U.S. To qualify for H-1B visa sponsorship by UCF, the position must require at least a Bachelor's Degree, and the individual must possess at least a Bachelor's Degree in a field related to the position. The offered salary must meet the Department of Labor’s (DOL) Prevailing Wage.

In order for a person to obtain H-1B status, UCF must file a petition with the U.S. Citizenship and Immigration Services (USCIS). ISC and UCF's immigration attorneys (Fragomen) file all official H-1B requests on behalf of UCF. Official and formal requests are submitted by the Hiring Department through Fragomen's IHP online portal. It is very important for the Hiring Department's administration to understand the U.S. laws and regulations related to the H-1B status before submitting an H-1B Request. Please review ISC’s H-1B Request Packet.

Timeframe:
In general, processing times for H-1B petitions vary from (3.5) to (8) months. Much of the processing time is beyond the control of ISC; however, Premium Processing and Rush Processing may be needed for start-dates less than (4) months away. If H-1B status is being requested for an individual outside of the U.S., processing times are significantly longer, and departments should be mindful of this when planning for employee start dates.

Filing Fees:
Requisition instructions for processing fees can be obtained by submitting a request to ISC via email.

H-1B Process Phases

Step 1 Preliminary Phase
- The Hiring Department identifies a qualified candidate for H-1B sponsorship; the candidate may be a new or current employee.
- An offer of employment must be established by the Hiring Department.

Step 2 Intake Phase
- The Hiring Department’s designated administrator must complete the H-1B questionnaire through Fragomen's IHP website: https://ucf.fdbl.com/
  - The IHP attachments must be completed before submitting questionnaire:
    1. The Actual Wage Form
    2. The Actual Wage Memo
    3. Offer Letter
    4. Export Control Questionnaire
    5. H-1B Declaration Form
  - For A&P Positions, submit an Official Position Description, signed by Human Resources, a Class Specification, and a Compensation Analysis.
  - Fragomen will subsequently grant IHP access to the H-1B candidate via email; the candidate must complete the employee IHP questionnaire.
  - The Hiring Department must submit the required filing fees to Fragomen; see applicable fees below.

Step 3 DOL Phase (2-3 Months)
- Fragomen requests Prevailing Wage Determination from the Department of Labor (DOL). This can take up to (2.5) months.
- Upon determination, the Hiring Department must agree to the DOL's Prevailing Wage requirement.
- Next, the Labor Condition Application (LCA) must be posted for (2) weeks while it's pending the DOL's approval.

Step 4 USCIS Phase (4-5 Months Regular Processing)
- Fragomen submits I-129 Petition to U.S. Citizenship & Immigration Services (USCIS) for approval.
- USCIS responds with Receipt Notice.
- Then, USCIS will respond with an Approval notice. (Approvals not guaranteed)
- H-1B must complete hiring paperwork with ISC upon USCIS approval or in some cases upon receipt of petition.

Step 5 Post Approval Phase
- Hiring Department is required to inform ISC of any changes to H-1B work status per the H-1B Declaration form signed by the department.
- ISC maintains Public Access File on H-1B’s behalf for audit purposes.
- ISC runs monthly reports to identify any H-1B employment changes.

H-1B Processing Fees
I-129 Petition: $325
Antifraud Fee: $500
Premium Processing Fee: $1225
Rush Fee: $800

H-1B Process Phases

Eligibility:
The H-1B nonimmigrant status may be granted to a non-U.S. resident who has been offered a professional-level position in the U.S. To qualify for H-1B visa sponsorship by UCF, the position must require at least a Bachelor's Degree, and the individual must possess at least a Bachelor's Degree in a field related to the position. The offered salary must meet the Department of Labor’s (DOL) Prevailing Wage.

In order for a person to obtain H-1B status, UCF must file a petition with the U.S. Citizenship and Immigration Services (USCIS). ISC and UCF's immigration attorneys (Fragomen) file all official H-1B requests on behalf of UCF. Official and formal requests are submitted by the Hiring Department through Fragomen's IHP online portal. It is very important for the Hiring Department's administration to understand the U.S. laws and regulations related to the H-1B status before submitting an H-1B Request. Please review ISC’s H-1B Request Packet.

Timeframe:
In general, processing times for H-1B petitions vary from (3.5) to (8) months. Much of the processing time is beyond the control of ISC; however, Premium Processing and Rush Processing may be needed for start-dates less than (4) months away. If H-1B status is being requested for an individual outside of the U.S., processing times are significantly longer, and departments should be mindful of this when planning for employee start dates.

Filing Fees:
Requisition instructions for processing fees can be obtained by submitting a request to ISC via email.

H-1B过程的阶段

第1阶段 预备阶段
- 招聘部门确定了具备H-1B签证资格的候选人；候选人可以是新员工或现有员工。
- 需要提供一份由美国劳工部（DOL）确定的实际工资。

第2阶段 入境阶段
- 招聘部门的指定管理员需要通过Fragomen的IHP网站填写H-1B签证申请表。
  - 需要填写的实际工资表单包括：
    1. 实际工资表单
    2. 实际工资备忘录
    3. 岗位信
    4. 出口控制问卷
    5. H-1B声明文件
    - 对于A&P职位，需提供官方的职位描述、由人力资源部门签署的类职位描述，以及薪酬分析。
    - Fragomen将通过电子邮件授予IHP访问权限给候选人；候选人需要完成员工IHP问卷。
    - 招聘部门需向Fragomen支付要求的申请费用；见适用的费用表单。

第3阶段 DOL阶段（2-3个月）
- Fragomen向美国劳工部（DOL）申请确定实际工资。
- 若申请被批准，DOL将要求招聘部门同意实际工资要求。
- 劳动条件申请（LCA）将被公开（2周）。

第4阶段 USCIS阶段（4-5个月常规处理）
- Fragomen向美国公民和移民服务局（USCIS）提交I-129签证申请。
- USCIS将回复受理通知。
- USCIS将回复批准通知。（批准不保证）
- H-1B需完成与ISC的招聘工作。

第5阶段 事后批准阶段
- 招聘部门需通知ISC任何H-1B工作状态的变化。
- ISC将维护公共访问文件。
- ISC将每月运行报告来识别任何H-1B就业变化。

H-1B签证处理费用
I-129申请：$325
反欺诈费用：$500
优先处理费用（可选）：$1225
急件处理费用（可选）：$800
Introduction

The University of Central Florida's International Services Center (ISC) has prepared this guide to aid departments and staff at the university with facilitating H-1B visa sponsorship.

In general, non-U.S. citizens and LPRs must have U.S. work authorization under an appropriate visa status in order to be employed by a UCF department, college, or school. As per UCF policy, work-visa sponsorship must be facilitated and approved exclusively by ISC. If the H-1B, E3, TN or O1 is selected as the most appropriate visa, then the Hiring Department may initiate an official sponsorship request by submitting an online questionnaire to ISC.

At a minimum, a job offer, contingent upon visa approval, must be extended by the Hiring Department before initiating a sponsorship request. The Hiring Department will also need access to UCF’s Immigration Home Page (IHP) in order to submit the H-1B questionnaire and other necessary paperwork. Hiring Departments may request access to UCF’s IHP by emailing isc@ucf.edu.

ISC facilitates sponsorship requests by gathering and reviewing the required paperwork and subsequently submitting it to Fragomen for completion and filing with the Department of Labor (DOL) and U.S. Citizenship and Immigration Services (USCIS). Before the H-1B petition can be filed with USCIS, the Hiring Department must agree to pay the DOL's prevailing wage or otherwise terminate the H-1B process.

After receiving all required documents from the Hiring Department, the approval process for an H-1B visa can take up to (8.0) months under regular processing or as little as (3.5) months with rush/premium processing. Although these time frames are general estimates, there is no guarantee on any processing times. The Hiring Department should consider an appropriate start date based on these time constraints in order to avoid gaps in employment, delayed employment, or rush/premium processing fees.

The sections that follow explain the most important aspects of H-1B sponsorship as well as ISC’s detailed steps for sponsoring an H-1B employee at the university.
H-1B Visa Guidelines

Eligibility
» The H-1B non-immigrant visa allows foreign nationals to temporarily work in the U.S. in positions that require specialized training or knowledge. To qualify for visa sponsorship at the university, the position must require at least a Bachelor’s Degree in a specialty occupation. Staff positions that require any Bachelor’s Degree or no degree at all, generally, do not qualify.

» In addition to the Bachelor’s Degree qualification, the position must be classified as a benefits-eligible position by H.R. to qualify for H-1B visa sponsorship at the university; in other words, the position must maintain benefits for the H-1B employee even if the employee doesn’t elect to use them.

» At the time of application, H-1B candidates must meet the minimum degree requirement or its equivalent in the field in which they are seeking employment based on H.R.’s official job description.

» Candidates with degrees from foreign institutions must provide an academic credentials evaluation from a reputable service provider such as WES, or Josef Silny when providing other required documents to the university (see Resource Box on page 7).

» Prior J-1 visa holders are not eligible for H-1B visa sponsorship if they have a 212(e) restriction requirement and have not met the requirement by returning home for (2) years. The candidate may however apply for a 212(e) waiver with the Department of State. Please note that waiver requests can take at least 4-6 months.

H-1Bs Transferring to UCF
» Current H-1B visa holders employed by another employer are allowed to transfer/port their status to UCF if the university files a new H-1B petition prior to the existing H-1B visa expiring or by the time they are terminated by the other employer (whichever is earliest).

Porting H-1Bs can start immediately once the petition is filed. Note that employment gaps are not allowed. Candidates must maintain employment at their current job until the petition is filed, and then should start their new job immediately after their prior job ends.

Period of Stay
» In general, the H-1B visa status permits U.S. employers to temporarily employ foreign workers in increments of up to (3) years at one time, for a maximum of (6) years; there are special exceptions to the (6) year limit when a Green Card is pursued.

Pay Requirements
» Hiring Departments must pay H-1B employees the higher of (1) the DOL’s certified prevailing wage or (2) the highest salary of any other similarly employed worker in the department (known as the actual wage). This wage obligation is required throughout the period of an H-1B visa holder’s employment; however, when a Hiring Department files for an extension or amendment, a new prevailing wage must be obtained. Hiring Departments must maintain the higher of the newly certified prevailing wage or the highest salary of similarly employed and qualified workers in the department at the time of filing the extension or amendment.

» Hiring Departments must begin paying their H-1B employees once the visa holders enter into employment with the university; H-1B regulations explain that H-1B visa holders have entered into employment once they make themselves available even when waiting for an assignment.

A&P Hiring
» In general, Administrative & Professional positions require a more cautious approach to the H-1B process due to the DOL’s limited selection of job categories under the prevailing wage requirement.

» Hiring Departments are responsible for working with H.R.’s compensation unit in order to meet the prevailing wage. If the department and H.R. are unable to meet the required wage, the department must end the H-1B process or terminate the H-1B employee when applicable.

» Petitions for A&P hires require submission of an official job description approved and signed by H.R., a Class Specification, and a Compensation Analysis.

Part-Time H-1Bs
» Hiring Departments are permitted to sponsor part-time H-1B employees, but they must follow strict H-1B regulations that pertain to this classification:

1. Hiring Departments must track and maintain an hourly timesheet for each part-time H-1B employee in their departments; this timesheet must be submitted to ISC weekly. Timesheets are required whether the H-1B
employee is hourly or salaried (such as teachers, lecturers, or professors).

2. All part-time H-1B employees must be in benefits-eligible positions; there are no exceptions to this requirement. Most H.R. positions that are Adjunct or OPS aren’t classified as benefits-eligible positions. Please check with H.R. on applicable job classifications.

**H-1B Termination**

» Hiring Departments are required to notify ISC immediately when terminating an H-1B employee so that ISC may submit the proper documents to USCIS to avoid potential liability.

» In addition to notifying ISC, Hiring Departments must provide return-fare home when they have terminated an H-1B prior to the end date of an H-1B visa holder’s approved petition.

**Restrictions (Non-Exhaustive)**

» The H-1B visa status is employer specific; therefore, visa holders may only work for the employer that sponsors their status. However, a visa holder may have more than (1) H-1B approval and work for more than (1) employer as long as each employer has an approved petition on the H-1B employee’s behalf.

» H-1B candidates who are outside the U.S. may enter the U.S. no more than 10 days before the H-1B start date, but cannot begin working until their start date.

» An H-1B employee’s position, title, salary, and working hours, which are attested to by UCF on the I-129 and LCA, cannot be changed by the Hiring Department without first filing an H-1B amendment.

» Dependent family members in H-4 status are not eligible to work, but they are able to attend school. Hiring Departments must pay all fees for sponsoring an H-1B including premium and rush processing fees; the only exception applies to dependent filing fees and dependent legal fees.

» In the event that an H-1B candidate needs an export control license, he or she will not be allowed to work on specified projects until the license has been issued; ISC will bring this matter to the Hiring Department’s attention.

**General Topics**

» The H-1B visa status is considered a dual intent visa. This means that the foreign worker may apply for a Green Card while in H-1B status.

» Upon H-1B visa approval, foreign workers must come to ISC to obtain a copy of their approved Labor Condition Application (LCA) and I-129 application packet.

» UCF does not pay for any fees associated with dependent family members such as visas (H-4), etc. The H-1B recipient would incur these costs out of pocket if needed.

**H-1B Filing Classifications**

<table>
<thead>
<tr>
<th>Classifications</th>
<th>Description</th>
<th>Initial Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>New H-1B (In U.S.)</td>
<td>Filing allows for change of status (COS) from one Non-Immigrant Visa category to another</td>
<td>H-1B must start work on the approved start-date (pay may be retroactive to start date)</td>
</tr>
<tr>
<td>New H-1B (Outside U.S.)/Consular Processing</td>
<td>Filing allows for consular processing of H-1B visa outside the U.S.</td>
<td>H-1B may not enter the country earlier than 10 days before the approved start-date</td>
</tr>
<tr>
<td>Porting/Transferring H-1B</td>
<td>Filing allows for change of employer (COE) for existing H-1Bs (H-1B may start once petition is filed)</td>
<td>The timing of filing must allow no gap of employment Must be filed by the new employer before current H-1B expires</td>
</tr>
<tr>
<td>H-1B Extensions/Amendments</td>
<td>Filing allows for current employer to extend (EOS) an H-1B’s length of employment or file for material changes in an H-1B’s employment</td>
<td>H-1Bs may work up to (3) years per each filing for a maximum of (6) years total H-1Bs must file for an amendment before any changes to employment are implemented</td>
</tr>
</tbody>
</table>
H-1B Visa Processing Times (Estimated)

The time frames listed below are applicable to processing times once ISC has received all necessary paperwork from the Hiring Department and H-1B candidate.

Based on the chart below, H-1B Visa requests that have ineligible start dates will be rejected. When a requested start date falls outside eligible time frames listed below, ISC may recommend other options, if applicable. These options may be recommended when a candidate’s visa is soon to expire or a gap in employment is likely.

In limited cases when the prevailing wage is certified early, the department may be given an optional earlier start date by ISC. In all cases, Hiring Departments must begin H-1B employment based on the approved start date whether it’s the initial date requested or an optional earlier start date (if elected by the Hiring Department).

<table>
<thead>
<tr>
<th>Filing Classifications</th>
<th>Processing Timeframes (In increments of .5)</th>
</tr>
</thead>
<tbody>
<tr>
<td>New H-1B (Regular Processing)</td>
<td>Approximately 8.0 Months prior to desired start date (anything less requires Premium Processing)</td>
</tr>
<tr>
<td>New H-1B (Premium Processing)</td>
<td>Approximately 4.0 Months prior to desired start date (anything less requires Premium &amp; Rush Processing)</td>
</tr>
<tr>
<td>New H-1B (Premium/Rush Processing)</td>
<td>Approximately 3.5 Months prior to desired start date (anything less will not be approved and ISC will recommend other options or another start date)</td>
</tr>
<tr>
<td>New H-1B Outside U.S./Consular Processing</td>
<td>Add at least 1.0 Month in addition to the (3) applicable options above</td>
</tr>
<tr>
<td>Porting/Transferring H-1B (Regular Processing)</td>
<td>Approximately 3.5 Months prior to desired start date</td>
</tr>
<tr>
<td>Porting/Transferring H-1B (Rush Processing)</td>
<td>Approximately 3.0 Months prior to desired start date</td>
</tr>
<tr>
<td>H-1B Extensions/Amendments (Regular Processing)</td>
<td>Approximately 3.5 Months prior to desired start date</td>
</tr>
<tr>
<td>H-1B Extensions/Amendments (Rush Processing)</td>
<td>Approximately 3.0 Months prior to desired start date</td>
</tr>
</tbody>
</table>

Note: If the time frames given above fall outside of the Hiring Department’s desired start date, please inquire with ISC about possible alternatives.

Violations & Penalties

Hiring Departments will be responsible for any penalties or fines due to violations associated with the employment of H-1B employees within their department.

According to the Department of Labor’s website:

When violations are found, the Administrator of the Wage and Hour Division may assess civil money penalties with maximums ranging from $1,000 to $35,000 per violation, depending on the type and severity of the violation. The Administrator may also impose other remedies, including payment of back wages.

Employers found to have committed certain violations may also be precluded from future access to the H-1B program as well as to other non immigrant and immigrant programs for a period of at least one year and as much as three years depending on the nature of the violation.
H-1B Filing Fees

<table>
<thead>
<tr>
<th>Fee</th>
<th>Amount</th>
<th>Applicability</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>I-129 Petition Filing Fee</td>
<td>$325</td>
<td>For all H-1B filings</td>
<td>Employer responsibility</td>
</tr>
<tr>
<td>Anti-Fraud Fee</td>
<td>$500</td>
<td>For initial H-1B filings and porting (transfers)</td>
<td>Employer responsibility</td>
</tr>
<tr>
<td>Premium Processing Fee (Optional)</td>
<td>$1225</td>
<td>For expediting adjudications from USCIS; a denial, approval, or RFE is received within (15) days from USCIS</td>
<td>Employer responsibility (in most cases)</td>
</tr>
<tr>
<td>Fragomen Rush Fees (Optional)</td>
<td>$800</td>
<td>When attorney’s prevailing wage processing needs to be done in less than (4) weeks</td>
<td>Employer responsibility (in most cases)</td>
</tr>
<tr>
<td>I-539 H-4 Dependent Fee Application</td>
<td>$290</td>
<td>When the beneficiary’s dependents need H-4 status</td>
<td>Employee’s responsibility (UCF does not pay for any dependent fees)</td>
</tr>
<tr>
<td>Fragomen Dependent Processing Fee</td>
<td>$600</td>
<td>When the beneficiary’s dependents need H-4 status</td>
<td>Employee’s responsibility (UCF does not pay for any dependent fees)</td>
</tr>
</tbody>
</table>

ISC’s H-1B Processing Phases

The H-1B Visa sponsorship involves several steps that ISC has grouped into (5) main phases:

1. Preliminary Phase:
   » During this phase, Hiring Departments should determine if the H-1B candidate qualifies for H-1B visa sponsorship. Once eligibility is determined, Hiring Departments must establish an offer of employment.

2. Intake Phase:
   » During this phase, ISC and Fragomen gather the required documents to file an H-1B petition. The information and documents are submitted electronically via the IHP portal by the Hiring Department and H-1B candidate. (Full details on the Intake Checklist)

3. Department of Labor (DOL) Phase: (2.5 Months)
   » During this phase, the appropriate wage/salary is determined by the DOL, and upon the Hiring Department’s approval, an LCA is posted for 10 business days at the worksite. The Hiring Department must meet the certified prevailing wage before it can move to next phase.

4. U.S. Citizenship & Immigration Services (USCIS) Phase: (4-5 Months under regular processing)
   » During this phase, the I-129 Petition is filed with USCIS, and a subsequent approval is normally obtained.

5. Post Approval Management Phase:
   » During this phase, the Public Access Files must be maintained by ISC, and the Hiring Department must ensure the H-1B employee is in compliance throughout the approved period.

ISC Resource Box

WES - World Education Services
http://www.wes.org

Josef Silny & Associates
http://www.jsilny.com

USCIS
http://www.uscis.gov

DOL
http://www.dol.gov

IHP
https://ucf.fdbl.com

ISC
http://www.intl.ucf.edu
Please read this entire guide before proceeding with an H-1B Visa sponsorship request. In addition, access to the IHP website must be requested from ISC beforehand in order to initiate a request.

Section A: Eligibility
1. __ Confirm that the proposed position meets the H-1B eligibility requirements.
   » To qualify for H-1B eligibility, the proposed position must require a Bachelor's Degree or higher degree. Although the candidate may have a Bachelor's Degree, the position will not qualify if a Bachelor's Degree is not a job requirement. (Ex. If the hiring department posts a computer programmer position that requires a (2) year technical degree, this would not qualify for H-1B sponsorship although the prospect may have a Bachelor's Degree.)
   » Only benefits-eligible positions qualify for H-1B visa sponsorship at UCF.
   » Part-time positions are eligible for H-1B sponsorship; however, they are highly scrutinized and require weekly timesheets to be submitted to ISC for review, whether hourly or salaried positions.
   » Non-faculty positions are eligible for H-1B sponsorship; however, A/P, USPS, and OPS positions may be more difficult to assess an appropriate prevailing wage. Any unresolved conflicts with H.R. policies will need to be finalized between the Hiring Departments and H.R. ISC will not process an H-1B request until the Hiring Department resolves all impeding matters.
   » Please refer to the H-1B Visa Guidelines section for additional requirements.
2. __ Confirm that the H-1B prospect has an employment offer and meets the minimum requirements for the position.
   » To begin the H-1B process, an employment offer is required, and the prospect must meet the minimum requirements for the specified position; H.R.'s official Posting Description should be obtained to confirm the minimums.
   » Please refer to the H-1B Visa Guidelines section for additional requirements.
3. __ Confirm that the candidate qualifies for the H-1B visa.
   » In general, candidates with an employment offer and a (4) year degree in the required field are eligible for H-1B sponsorship; however, they still must meet all U.S. immigration requirements.
   » Foreign nationals who are current or previous J-1 visa holders may be subject to the 212(e) restriction. These individuals will not be eligible for H-1B sponsorship until after they have returned home for (2) years after their most recent DS-2019's expiration or have obtained a waiver.
   » In most cases, H-1Bs cannot exceed more than (6) years of sponsorship; any current (including porting) H-1Bs will be limited to any remaining years of eligibility.
   » Please refer to the H-1B Visa Guidelines section for additional parameters.

Section B: Start Date
4. __ Confirm the H-1B employee's start date.
   » Due to regulatory constraints, generally, the selected start date for an H-1B sponsorship can range between (3.5) months (the earliest) to (8.0) months from the receipt of the completed H-1B Visa sponsorship request and its required documents. ISC considers the submittal of the IHP questionnaire and all of the required documents as the official H-1B request date. Any start date less than (3.5) months from the request's submittal may not be possible. Check with ISC for possible options.
   » In general, Consular Processing will require an additional (1) month of processing that should be factored into the desired start date. (1) Month is only an estimate, and the actual time may vary depending on the H-1B candidate's appointment with the U.S. embassy/consulate.
   » Please refer to the H-1B Visa Guidelines section for additional parameters.
5. __ Confirm whether premium/rush processing will be needed. Any start date less than (8.0) months away will require premium processing.
Exception: In general, premium processing is not needed for H-1B extensions or transfers (porting).

Any start date less than (4.0) months away will also require Fragomen’s Rush fees. (Ex. Today is January 1st and a current H-1B wants to begin his H-1B April 1st; rush fee processing applies in this case.)

(Ex. Today is June 1st and a Chinese National residing in Beijing wants to begin his H-1B December 1st; premium processing will be required.)

» Please refer to the H-1B Visa Guidelines section for additional parameters.

Section C: Salary Considerations

6. __ Prepare a detailed job description for ISC’s review (This will be used to complete the H-1B questionnaire)

» A detailed job description (or the official job description) and the proposed salary should be provided to ISC in order to accurately assess the job classification associated with the sponsorship; this information is screened against the DOL’s database in order to choose the right occupation and wage level for the appropriate prevailing wage. Inaccurate information could lead to significant issues or termination of the H-1B sponsorship request.

7. __ Prepare a list of individuals (including your candidate) within the hiring department who perform similar responsibilities to the H-1B candidate—with same job title and/or responsibilities (This will be used to complete the Actual Wage Form).

» Per regulations, H-1Bs must be paid the higher of: (1) the actual wage paid by the department for that position or (2) the Prevailing Wage Determination (PWD) from the Department of Labor (DOL) for that position.

» Consequently, a list of similarly employed individuals within the department must be prepared. This should be a comprehensive list of all individuals in the department who will be performing the same or similar duties or who have the same or similar responsibilities as the proposed H-1B candidate. The information will be used as a comparison tool, and per regulations, the Hiring Department may have to raise the H-1B candidate’s wages to meet the pay of others within the department performing the same work.

Section D: Intake Requirements (Information & Document Submission)

1. __ Access IHP Questionnaire.

» To submit an official request (and all necessary information) for an H-1B Visa sponsorship, access to the IHP Website will be required; please request access through ISC. The IHP can be reached at: https://ucf.fdbl.com

2. __ Complete Actual Wage Form.

» As mentioned previously, H-1B employees must be paid at least the higher salary amount designated between (1) the actual wage (in the department) and (2) the certified prevailing wage determination from the DOL.

» Please use the Actual Wage Form from the IHP website under the “Case Initiations” section to record the other similarly employed individuals in the department, their salaries, and the other necessary information required by the form.

» The form must include the H-1B candidate and his or her proposed job.

» The form must be signed by the Department Head, Chair, or Dean.

3. __ Complete Actual Wage Memorandum.

» The Actual Wage Memo is used to explain why (if applicable) there might be similarly employed workers in the department who will be paid more or less than the H-1B candidate. When an H-1B candidate will be paid less than other workers, justified business reasons will normally suffice, and those reasons need to be stated clearly in the memo. Reasons include things such as: more experience, additional responsibility (such as supervising), etc.

» When there are no other similarly employed workers, this should be stated in the memo.

» The memo must be signed by the Department Head, Chair, or Dean.
» Please refer to the Actual Wage Memo on the IHP website under the "Case Initiations" section.

4. __Complete Export Control Questionnaire.

» The Deemed Export Control Questionnaire is used by UCF's Export Control Officer to determine if the H-1B prospect will be working on or exposed to any “Deemed Export” information. The results of the review could require a Deemed Export License or restrictions from specific research, work, or information.

» The Questionnaire must be signed by the PI, Hiring Manager, or Supervising Manager.

5. __Complete ISC’s H-1B Declaration.

» Due to the highly restrictive nature of the H-1B Visa, ISC must ensure that Hiring Departments share in its commitment to H-1B compliance requirements thus helping prevent potential fines or penalties in the event of a government audit. Furthermore, since many of the H-1B compliance requirements center around the H-1B employee’s worksite, most can only be monitored in detail by the Hiring Department versus ISC.

» ISC’s H-1B Departmental Declaration communicates clearly what requirements the departments should adhere to regarding their sponsorship and what liability it will be responsible for in the event of noncompliance.

» The declaration must be signed by the Department Head, Chair, or Dean.

6. __Confirm whether Regular Processing or Premium Processing is required.

7. __If an A&P hire, provide an official position description approved and signed by H.R., a Class Specification, and a Compensation Analysis.

8. __Complete and submit IHP Questionnaire

» As stated previously, to submit an official request (and all necessary information) for H-1B Visa sponsorship, access to the IHP Website will be required; please request access through ISC. The IHP can be reached at: https://ucf.fdbl.com

» Be sure to follow all instructions under the “Case Initiation” section on the IHP website. Ensure that all job, salary, and employment information pertaining to the sponsorship is accurately inputted into the portal. If you have partially completed a “Case Initiation” on the site, you may save it as a draft and complete it at a later point.

» Once ready to submit to ISC, please attach the following:
1. Actual Wage Form
2. Actual Wage Memo
3. Deemed Export Control Questionnaire
4. Offer Letter

9. __Submit H-1B processing checks to Fragomen.

» Please submit checks to Fragomen:
1. Anti-Fraud (1st Filing) $500*
2. Petition $325*
3. Premium (Optional) $1225*
4. Rush Fees (Optional) $800**

** Payable to: Fragomen

UCF Immigration Attorneys

» Fragomen, Del Rey, Bersen & Loewy LLP
One Alhambra Plaza
Coral Gables, Florida 33134
Phone: (305) 774-5800

» Aaron Blumberg
Immigration Attorney
Phone: (305) 774-5800
E-mail:ablumberg@fragomen.com

» Enrique Gonzalez
Managing Partner
Immigration Attorney
Phone: (305) 774-5800
E-mail:egonzalez@fragomen.com
H-1B Considerations

» The H-1B visa process consists of 5 phases that take 3 ½ to 8 months for an approval

» The H-1B visa fees range from $825 up to $2850 when expedited *(does not include dependent fees)*

» Expedited H-1B filing fees must be justified in writing and approved by Finance & Accounting

» UCF departments are not permitted to pay for dependent filing fees

» Positions at UCF that offer no benefits *(or only Affordable Care Act)* are not eligible for H-1B sponsorship

» H-1B sponsorship is subject to the Prevailing Wage *(wages are computed by the Department of Labor)*

» H-1B candidates who are faculty hires must rely exclusively on their 9-month contract wage in order to meet the Prevailing Wage *(cannot include summer pay)*

» Any current H-1B employees who seek to change any element of their role and responsibilities must file an H-1B amendment *before* the change takes place

» H-1B requests for A&P positions require the most recent copy of the position’s HR-approved job description and compensation analysis

» If you terminate an H-1B employee prior to the visa end-date, the department must pay return fare home for the individual *(does not include dependents)*
# UCF International Services Center: H-1B Intake Checklist

## Filing Fees include:

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>I-129 Petition</td>
<td>$325</td>
<td>(Applicable to all petitions)</td>
</tr>
<tr>
<td>Antifraud Fee</td>
<td>$500</td>
<td>(Applicable to new and porting/transferring petitions)</td>
</tr>
<tr>
<td>Premium Processing</td>
<td>$1225</td>
<td>(Optional; cannot be paid by employee without ISC approval)</td>
</tr>
<tr>
<td>Fragomen Rush Fee</td>
<td>$800</td>
<td>(Optional; consult with ISC to determine if it’s necessary)</td>
</tr>
<tr>
<td>Dependent Filing Fee</td>
<td>$290</td>
<td>(This is per H-1B filing not per dependent)</td>
</tr>
<tr>
<td>Fragomen Dependent Fee*</td>
<td>$600</td>
<td>(If filed with a H-1B petition)**</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Please note: $850 if filed separately</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>UCF does <strong>not</strong> incur costs associated with dependent filings</td>
</tr>
</tbody>
</table>

## Processing Times: (These times are only estimates and cannot be guaranteed.)

<table>
<thead>
<tr>
<th>Service</th>
<th>Processing Time</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>New H-1B</td>
<td>8.0 Months</td>
<td>prior to desired start date</td>
</tr>
<tr>
<td>New H-1B (Premium)</td>
<td>4.0 Months</td>
<td>prior to desired start date</td>
</tr>
<tr>
<td>New H-1B (Premium/Rush)</td>
<td>3.5 Months</td>
<td>prior to desired start date</td>
</tr>
<tr>
<td>Porting H-1B/Extension/amendment</td>
<td>3.5 Months</td>
<td>prior to desired start date</td>
</tr>
<tr>
<td>Porting/Extension/Amendment (Rush)</td>
<td>3.0 Months</td>
<td>prior to desired start date</td>
</tr>
</tbody>
</table>

## INTAKE PHASE
(Hiring Department Steps)

- **STEP 1**: Hiring Department generates Offer Letter for H-1B position.
- **STEP 2**: Hiring Department obtains access to IHP website from ISC.
- **STEP 3**: Hiring Department completes Actual Wage Form & Actual Wage Memorandum.
- **STEP 4**: Hiring Department completes Deemed Export Control Questionnaire.
- **STEP 5**: Hiring Department completes ISC’s H-1B Declaration after reading ISC’s H-1B Guide.
- **STEP 6**: Hiring Department confirms whether Regular Processing or Premium Processing is required.
- **STEP 7**: Petitions for A&P hires require submission of an official job description approved and signed by H.R., a Class Specification, and a Compensation Analysis.
- **STEP 8**: Hiring Department completes IHP questionnaire and submits it and the above documents to ISC for approval.
- **STEP 9**: Hiring Department submits checks to Fragomen.

## DOL PHASE

- A Prevailing Wage Determination (PWD) must be obtained from the Department of Labor (DOL); the DOL will base their assessment on the Hiring Department’s detailed job description in order to give the best wage and job classification.
- A PWD may take up to (2.5) months for certification.
- Hiring Department must agree to meet the prevailing wage or if not, terminate the process.
- In general, the Labor Condition Application (LCA) is filed once the PWD is returned from the DOL.
- After receipt of PWD, the LCA is posted at the worksite and filed with DOL; certification takes about (2) weeks. Include (2) locations, with (1) being ISC.

## USCIS PHASE

- The I-129 Petition is filed with USCIS after the LCA has been certified.
- USCIS normally sends an H-1B receipt notice to the university within (2) weeks.
- H-1Bs who are porting may begin work after verification of receipt from USCIS and after completing the payroll sign-in.
- USCIS approval takes up to 4 to 5 months under regular processing.
- USCIS approval takes up to (3) weeks under premium processing.
- H-1Bs must pickup their approval and H-1B packet at ISC.
- After receipt of packet, new H-1Bs must complete the payroll sign-in before working under the H-1B visa status.

## POST APPROVAL PHASE

- A Public Access File is created on the behalf of the H-1B position.
- A DOL H-1B inspection file is created for the H-1B position and the H-1B employee.
- To comply with regulations, part-time H-1B employees or their departments must submit a weekly time sheet to ISC showing their hours worked.
- Periodic reports (weekly and monthly) are run by ISC to identify H-1B employees who have changes in their job titles, work hours and or salaries.
- Although the above mentioned reports are run periodically, it is the department’s responsibility to inform ISC prior to any changes being made to an H-1B visa holder’s employment as detailed in the H-1B Declaration Form signed by the department at the beginning of the visa process. Next steps will be determined on a case by case basis as required.
Please complete this form for all others in the Department/Division/Center with the same classification as the H-1B employee.

<table>
<thead>
<tr>
<th>Name</th>
<th>Job Title &amp; Job Code</th>
<th>Job Classification (OPS, A&amp;P, Etc.)</th>
<th>Benefits (Amount or % of Salary)</th>
<th>Initial Start Date</th>
<th>Start Date at New or Current Position</th>
<th>Contract Length 9/12</th>
<th>FTE</th>
<th>Annual Salary</th>
<th>Highest Degree</th>
<th>Date Degree Earned</th>
<th>Univ/Sch. of Highest Degree</th>
</tr>
</thead>
</table>

The salary of the prospective/current H-1B employee has been determined by comparing the education, experience, specialized knowledge and other relevant factors with those for all other persons in the same job classification within the Department/Division/Center.

PRINTED Name and Title (Dept/Div/Center Head)  Signature (REQUIRED)  Date
MEMORANDUM

To: Public Access File

From: [Insert name of Chair/Director, Hiring Department/Division/Center]

Re: Actual Wage Memorandum for [Insert name of Prospective/Current Employee]

Date: [MM/DD/YYYY]

As indicated by the attached Actual Wage Form, in addition to ________________ (Name of Prospective/Current Employee) there are three other _____________ [Insert Job Title] in the ________________ (Name of Department/Division/Center). Two of those employees earn a higher salary as they both have more years of experience in the field. The reason that the one employee’s salary is lower is that he/she has fewer years of experience in the field.

________________________________
Signature of Chair/Director
Instructions: The questionnaire must be answered by the sponsoring faculty member and not by someone acting on behalf of the sponsor for all H-1B, H-1B1, L-1, O-1 non-immigrant worker visa applicants and J-1 applicants being sponsored by a technical college. Please answer the following questions to the best of your ability.

Faculty/Sponsor Name: _____
Beneficiary Name: _____
Department: _____
Phone: _____
Country of Citizenship: _____
Email: _____
Dept. Coordinator: _____
Foreign University or Foreign Employer: _____
Email: _____
Phone: _____

1) Will the beneficiary be provided access to any controlled UCF-owned technical data or technology (hardware or software) that is considered proprietary or confidential to UCF or any third party? (see 2nd page for definitions)
   - Yes
   - No
   - Unknown/Unsure

2) Will the beneficiary be provided access to any controlled technical data or technology (hardware or software) furnished to UCF that is proprietary or confidential to a sponsor or third party? This includes U.S. government furnished technical data with access, publication, participation or dissemination restrictions or other restrictive markings, as well as ITAR-controlled information, articles and software.
   - Yes
   - No
   - Unknown/Unsure

3) Will the beneficiary be provided access to any government furnished equipment, information, or software specifically designed or developed for military or space applications?
   - Yes
   - No
   - Unknown/Unsure

4) Will the beneficiary participate in sponsored research?
   - Yes
   - No
   - Unknown/Unsure
   a. Provide the UCF Account Number or Research Identification Number of the project(s). _____
   b. Project Sponsor(s): _____
   c. Is the sponsored research funded in whole or part by DoD, NASA, or defense industry sponsor(s)?
      - Yes
      - No
      - Unknown/Unsure
   d. Are these sponsored research projects export controlled or subject to access, publication, participation or dissemination restrictions?
      - Yes
      - No
      - Unknown/Unsure
   e. Will the beneficiary be provided access to any ongoing DoD, NASA, or defense industry research or research results?
      - Yes
      - No
      - Unknown/Unsure
   f. Please specify the research type:
      - Basic
      - Applied
      - Advanced
      - Development
      - Testing
      - Service Oriented
   g. Will the research results be published or taught in an official UCF course or otherwise shared with the interested public?
      - Yes
      - No
      - Unknown/Unsure

5) Additional comments or questions? _____

Faculty/Sponsor Name: _____
Faculty/Sponsor Signature: _____
Date: _____

The person signing this is attesting that they have full knowledge of the scope of research work of the beneficiary.

Rev. 5 9/14/11
Background:
The U.S. Citizenship and Immigration Services (USCIS) now requires the UCF visa signatory for foreign nationals to perform a “deemed export attestation” and under certain circumstances obtain a “deemed export” license. The information on this form must be accurately collected from the faculty sponsor and is part of UCF’s due diligence for deemed export controls. It will be used to submit responses to USCIS and assist with evaluating if a “deemed export” license is required. The government may have a policy of denying licenses with regard to certain types of technology. UCF has a compliance program in place to assist with this attestation requirement. Please contact the Office of Research & Commercialization, Export Control Officer at (407) 882-0660 should you require assistance. Additional information is available on the Export Compliance website at: http://www.research.ucf.edu/ExportControl/I-129.html

UCF Technical Colleges/Departments
The following departments are required to complete and submit this questionnaire for J-1 visa applicants. H-1B, H-1B1, L-1 and O-1 applicants from all UCF departments are required to complete and submit this questionnaire.

<table>
<thead>
<tr>
<th>Research Centers &amp; Institutes</th>
<th>College of Sciences</th>
<th>College of Optics &amp; Photonics</th>
<th>College of Engineering &amp; Computer Science</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Advanced Materials Processing and Analysis Center</td>
<td>- Biomolecular Science</td>
<td>- Entire College</td>
<td></td>
</tr>
<tr>
<td>- Center for Advanced Turbines &amp; Energy Research</td>
<td>- Biological Sciences</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Florida Solar Energy Center</td>
<td>- Chemistry</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Florida Space Institute</td>
<td>- Forensic Science</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Institute for Simulation &amp; Training</td>
<td>- Physics</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Nanoscience Technology Center</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Siemens Energy Center</td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

Controlled Technologies
Controlled technologies and any related technical data associated in any capacity with the following broad categories may require deemed export licensing. The technologies listed are not all inclusive. Additional information concerning these categories is available on the UCF Export Compliance website at: Export Administration Regulations (EAR) http://www.research.ucf.edu/ExportControl/ear.html; International Traffic in Arms Regulations (ITAR) http://www.research.ucf.edu/ExportControl/itar.html

General Technologies relating to:
- Conventional Munitions
- Nuclear Technology, Physics, or Engineering including Materials, Facilities & Research Equipment (Miscellaneous Items)
- Materials, Chemicals, Microorganisms and Toxins used in Chemical, Biotechnology and Biomedical engineering
- Materials Technology and Processing equipment/methods
- Electronics Design, Development and Production
- Advanced Computer and Micro-electric Technology
- Telecommunications
- Information Security related to cryptography
- Sensors and Lasers and direct energy systems
- Navigation, Avionics and Flight Controls usable in rockets or Unmanned Air Vehicles
- Marine Technology (propulsion systems)
- Robotics (AI, Automation, Machine tools)
- Rocket or Propulsion Systems, Space Vehicles and Related Equipment
- Remote Sensing, Imaging, Reconnaissance (radar, satellites)
- Urban Planning/Civil Engineering

Military Technologies relating to:
- Firearms, Close Assault Weapons and Combat Shotguns
- Guns and Armament
- Ammunition / Ordinance
- Launch Vehicles, Guided Missiles, Ballistic Missiles, Rockets, Torpedoes, Bombs and Mines
- Explosives and Energetic Materials, Propellants, Incendiary Agents and Their Constituents
- Vessels of War and Special Naval Equipment
- Tanks and Military Vehicles
- Aircraft and Associated Equipment
- Military Training Equipment and Training
- Protective Personnel Equipment and Shelters
- Military Electronics
- Fire Control, Range Finder, Optical and Guidance and Control Equipment
- Auxiliary Military Equipment
- Toxicological Agents, Including Chemical Agents, Biological Agents, and Associated Equipment
- Spacecraft Systems and Associated Equipment
- Nuclear Weapons, Design and Testing Related Items
- Classified Articles, Technical Data and Defense Services Not Otherwise Enumerated
- Direct Energy Weapons
- Submersible Vessels, Oceanographic and Associated Equipment

Assistance to foreign atomic energy activities (10 CFR 810):
- Unclassified nuclear research activities, instruction, assistance, or applied research
Current Instructions on Requisitions/Invoices for Visa Fees (U.S. Department of Homeland Security)

A requisition needs to be created by the department. On the requisition Line Description, please include the description of the service (such as visa or visa processing fee for a specific person and include respective PID#). You will need to have one line for each fee. There are 3 fees at the present time. (See below in bold)

I.e. Regular Visa Processing Fee ($325.00) for specific person
   OR
I.e. Anti-fraud Fee ($500.00) for specific person
   OR
I.e. Premium Processing Fee ($1,225.00) for specific person

Note: Departments are supposed to attach the justification for Premium Processing Fees to the requisition for ISC approval. Example justifications are:
- In order for the employee to maintain or avoid a gap in employment, premium/rush processing is necessary.
- In order for the job candidate to begin work on specified start date listed on the offer of employment, premium/rush processing is required.
- In order for the employee to reestablish compliance, premium/rush processing is required.

Departments are no longer allowed to pick up these checks. Instead they are to scan and email the shipping label made out to:
Maria Leviste, Univ. Team
Fragomen, Del Rey, Bernsen & Loewy LLP
One Alhambra Plaza Suite 600
Coral Gables, FL 33134

Vendor Number is 25128
CATEGORY is 99005002 Fees/Sponsor/Warranty/Title
Code to Account Code 749999.

After you have initiated the requisition and it has been sourced to a Purchase Order, you will use the appropriate proforma invoice PDF and fill out the following information:

Description: Choose the correct invoice type from the drop down box
Date: (Date of Invoice – mm/dd/yy)
PO: (6 Digit Purchase Order Number)
Name of Department
7/23/14

Address of Department
Contact (Person responsible)
Telephone # (Telephone # of Contact)

Note: Invoice number will auto generate with Purchase Order number.
The Drop down box will auto generate the correct totals for the invoice.

Please have the invoice(s) signed by an authorized approver on the Department Authorization List (DAL) for the department or project charged.

Then, please scan/email and/or fax the invoice along with the shipping label to Jasmin Johnson (Jasmin.Johnson@ucf.edu)

Or Alternates
Holly Terpos (Holly.Terpos@ucf.edu)
Laura Crouch (Laura.Crouch@ucf.edu)

(One requisition/purchase order for all fees is ok, but each fee needs to be entered as a separate line on the requisition/purchase order.)
PLEASE PROCESS AS A SEPARATE PAYMENT

Pay to: U.S. Department of Homeland Security  
Vermont Service Center  
75 Lower Welden St  
Saint Albans, Vermont 05479

Bill To:  
University of Central Florida

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular Visa Processing Fee for ____________________________________</td>
<td>325.00</td>
</tr>
</tbody>
</table>

TOTAL $ 325.00

Department is responsible for including or bringing the shipping label to the F&A Front Desk with all pertinent documents that will be mailed with the check.

Contact: ________________  Telephone #: ________________

F&A Form 41-982 - Proforma Invoice for H-1B Visa Fees (06/2012)
Since H-1B visa sponsorship is a regulatory privilege that has been afforded the university, ISC requires hiring departments to acknowledge their obligations under the H-1B regulations. This declaration serves as the Hiring/Sponsoring Department’s acknowledgement to abide by specific regulations while sponsoring any H-1B in its department, college, or school.

H-1B Applicant Name: ____________________________

AGREEMENT

1. The Hiring/Sponsoring Department agrees to pay for the H-1B employee’s return fare home if he or she is dismissed prior to the end date of the H-1B visa sponsorship.

2. The Hiring/Sponsoring Department agrees to pay the H-1B employee at minimum the stated salary or wage that is listed on both the Labor Certification Application (LCA) and H-1B petition (I-129) throughout the entire H-1B sponsorship.

3. The Hiring/Sponsoring Department agrees to maintain hourly and weekly timesheets for H-1Bs who are sponsored for part-time employment, whether it’s a salaried or hourly position and even if the position does not normally require such action.

4. The Hiring/Sponsoring Department accepts responsibility for all fines and penalties associated with violating applicable H-1B federal regulations.

5. During nonproductive times (e.g., lack of assigned work, between grants, etc.), the Hiring/Sponsoring Department agrees to pay the H-1B employee at minimum the stated salary or wage that is listed on both the Labor Certification Application (LCA) and H-1B petition (I-129).

6. The Hiring/Sponsoring Department agrees to immediately notify ISC in writing (email is acceptable) when the H1-B’s employment is terminated.

7. The Hiring/Sponsoring Department agrees to notify ISC prior to making any substantial changes regarding the H1B employee’s position, such as: job title, place of employment, transfer to another department, material changes in duties, salary changes, termination, resignation or change in export control circumstances. It is the responsibility of the department to inform ISC before the changes are implemented.

8. The Hiring/Sponsoring Department acknowledges that the hiring of the above-mentioned H-1B employee complies with UCF’s Human Resources and/or Academic Affair’s job placement requirements.

9. The authorized representatives of the Hiring/Sponsoring Department have read Form ETA 9035 and its instructions 9035 CP.

10. The Hiring/Sponsoring Department agrees to the following (4) Labor Condition Statements from Section H of Form ETA 9035 that will be filed with the Department of Labor for the position offered to the above-mentioned H-1B employee:

   » Wages: Pay nonimmigrants at least the local prevailing wage or the employer’s actual wage, whichever is higher, and pay for nonproductive time. Offer nonimmigrants benefits on the same basis as offered to U.S. workers.

   » Working Conditions: Provide working conditions for nonimmigrants which will not adversely affect the working conditions of workers similarly employed.

   » Strike, Lockout, or Work Stoppage: There is no strike, lockout, or work stoppage in the named occupation at the place of employment.

   » Notice: Notice to union or to workers has been or will be provided in the named occupation at the place of employment. A copy of this form will be provided to each nonimmigrant worker employed pursuant to the application.

ACKNOWLEDGEMENT

By signing below, the Department Representative acknowledges that he or she has the authority to act on behalf of the hiring department and agrees to the terms listed above.

Department Head Name: ____________________________

Department Head Signature: ____________________________ Date: ____________________________
<table>
<thead>
<tr>
<th>Date:</th>
<th>00/00/00</th>
<th>00/00/00</th>
<th>00/00/00</th>
<th>00/00/00</th>
<th>00/00/00</th>
<th>00/00/00</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Day of WK:</td>
<td>Saturday</td>
<td>Sunday</td>
<td>Monday</td>
<td>Tuesday</td>
<td>Wednesday</td>
<td>Thursday</td>
<td>Friday</td>
</tr>
<tr>
<td>Input Hours Worked:</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Total Hours Worked: 0.00

Employee Signature: ____________________________  Date: ___________