

Wichita State University H-1B Request Form

Steps to apply for an H-1B

Step 1: H-1B applicant completes Part A.

Step 2: Sponsoring department completes Parts B and C and forwards the H-1B Request Form and full position description by email to WSU Human Resources (HR) (employment@wichita.edu) to review the position description and to complete Part D.

Step 3: HR completes Part D and returns the H-1B Request Form and position description, with any recommended changes, to the sponsoring department to review.

Step 4: The sponsoring department must submit the H-1B Request Form and all supporting documentation (including

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‡Department Chair/Director

‡Dean or Vice President

‡Office of ([SRUW & RQWUROV DQG & RPSOLDQFH

‡Office of General Counsel

‡Office of the 3URYRVW

Step 5: Upon approval by all parties from Step 4, the Office of the 3URYRVW will forward all paperwork to HR (employment@wichita.edu).

Step 6: HR forwards all paperwork to Office of General Counsel and WSU's outside counsel for immigration. Outside counsel will reach out directly to the sponsoring department regarding the H-1B request. If th

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7KH GHIRIQ#YLRQDPHQWDO 5HVHDFK DV SURYLGHG &)5
EDVDSSDQEG UHVHDFK ZKHURWAGLH DJUHLVOXO@XLEQILM@HRGU
DQG VKDUHG EURDGO\ LQ WKH UHVHDFK UFRSPULXHOWLWU\ DVGL
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Part C: Departmental Agreement
By seeking to sponsor

_____ I understand that if the sponsoring department needs to terminate an H-1B employee before the H-1B expiration date, the sponsoring department must notify HR before taking any employment action.

_____ I understand that if the H-1B employee is involuntarily separated and/or leaves employment before the expiration of the H-1B visa, the sponsoring department must pay the reasonable cost of return transportation.

_____ I understand that if the H-1B employee resigns or is terminated, the sponsoring department must immediately notify HR.

_____ I understand that if the sponsoring department would like to make substantial changes to this H-1B position (e.g. duties, location, salary, etc.) after employment begins, the sponsoring department must notify HR before making the change.

_____ I understand that I am required to complete the Export Control Certification form and that I must immediately notify the Office of ([S R U W & R Compliance in the event any of the information provided in this application changes.

_____ I understand that sponsoring an H-1B employee may have long-term budgetary consequences. [Click here for details.](#)

NEXT: Return this form and all supporting documentation to HR (employment@wichita.edu) to complete Part D.

Part D: To be Completed by Human Resources

Is there a Formal Salary Range for the position? Yes No

If yes, what is the salary range?

Is there more than one person with the same job title and 4 (ore thi6 (e)6 (l)5 (ar)-6.004 (.00D 15174 (es)4.006 (o)-2p)-2p)-2p (p92 re

HUMAN RESOURCES

DATE

NEXT: Return this form and all supporting documentation to the sponsoring department for review and to obtain required signatures in Part E

Part E: Authorization Signatures

This form must be signed by all S D U W I C H R V Z D Q M E P H L Q Z W H I O X S S R U G R L X P J H Q W D W L R W H L O I S S O G E Q Q resume (or CV) and position description.

DEPARTMENT CHAIR or DIRECTOR

DATE

NEXT: Send this form and all supporting documentation to the Dean or Vice President for signature.

DEAN OR VICE PRESIDENT

DATE

NEXT: Send this form and all supporting documentation to the [Office of \(I S R & W Q W D I R C \) Compliance](#)

OFFICE OF (; 3 2 5 7 & 2 1 7 5 2 / 6) COMPLIANCE

DATE

NEXT: Send this form and all supporting documentation to the Office of General Counsel

OFFICE OF GENERAL COUNSEL

DATE

NEXT: Send this form and all supporting documentation to the Office of the 3 U R Y R V W

OFFICE OF THE 3 5 2 9 2 6 7

DATE

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NEXT: Once all approvals are complete, send this form and all supporting documentation to HR (employment@wichita.edu X).

Appendix A

Dual Representation Consent

Bordeau Immigration Law, LLC represents both the employer and the foreign national employee, as is customary for immigration practitioners. For H-1B cases, the employer is the petitioner on the case and the foreign national is the beneficiary, and it is in the interest of both parties that the case be filed in accordance with applicable regulations so that the H-1B can be granted. While rare, conflicts of interest can arise. The most common example is where either the employer or the employee decides to terminate the employ