

**COLLEGE & DEPARTMENT H-1B AUTHORIZATION:**

**University of South Florida**

Office of International Services - USF World

The College of \_\_\_\_\_ and the Department of \_\_\_\_\_ authorize and support the (*check one*)[  New  Transfer/Transport  Extension or  Amendment due to change of USF position/department] petition to be filed by the University of South Florida on behalf of \_\_\_\_\_ (*Employee Name*), to serve in a (circle one) Faculty/Admin position with the following title \_\_\_\_\_ and position number \_\_\_\_\_.

The petition includes the following costs above and beyond legal fees. The outside legal counsel can cut the checks and bill the department or the department can cut checks made payable to **Department of Homeland Security** for the following amounts (check all that apply):

- \$325 petition fee (required for all categories – new, transport/transfer, extension)
- \$500 fraud fee (required only for new and transport/transfers)
- \$1225 premium processing (used ONLY for RUSH 30 day processing)

By signing below, the department agrees that the employee named above

1. meets the official minimum qualifications for the position; and
2. the position meets the USCIS definition of a specialty occupation (requires a bachelor’s degree or higher in a *closely related field* as a minimum requirement and the nature of the specific duties are so specialized and complex that the knowledge required to perform the duties is usually associated with the attainment of a bachelor’s or higher) and;
3. the above named employee has a bachelor’s degree or higher in a closely related field.

Additionally, all parties understand that the Office of International Services must be contacted prior to any changes in position, work duties, salary, hours, or work location to determine if an amendment must be filed with USCIS. Furthermore, all parties understand that should the department terminate the petition’s employment before the expiration date on the H1-B approval notice, the department is responsible for the reasonable costs associated with return transportation to the petitioner’s last place of residence abroad. If the petitioner voluntarily terminates the employment, the department is not liable for the costs associated with home return.

_____ <i>Signature of USF Supervisor</i>	_____ <i>Print Name</i>	_____ <i>Date</i>
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_____ <i>Signature of USF Department Head</i>	_____ <i>Print Name</i>	_____ <i>Date</i>
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_____ <i>Signature of USF College Dean/VP</i>	_____ <i>Print Name</i>	_____ <i>Date</i>
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**USF Health Requests ONLY must be submitted to USF Health Faculty Affairs for additional VP Signature**

_____ <i>Signature of USF Health VP</i>	_____ <i>Print Name</i>	_____ <i>Date</i>
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