

H-1B Department Request Form update 10/2024

Please submit request as one pdf file to evareques@northwestern.edu. Checks must be initiated through accounts payable. Scholars who are sponsoring their own dependent must submit payment as check or money order from a US bank.

Processing time for new H-1B application varies from 3-5 months after OISS receives a completed request. The company's cost is \$10,000 (US) for the H-1B application fee, \$1,000 for the I-901 fee, and \$1,000 for the I-77.4It 17.

USCIS PREMIUM PROCESSING % \$2 U ò ñ check payable to The



Family Name:

DATES OF H-1B REQUEST & SALARY

Start Date:

End Date:

Salary/year:

FEE AUTHORIZATION

An OSS fee of \$1400 will be charged once your application is received by our office.

For the external fees payable to The Department of Homeland Security, please see [Check Request Form](#)

PLEASE NOTE: Your account number will always be 76780. Please keep it open for a period of two weeks X

3 digits

7 digits

8 digits

2 digits

TRANSPORTATION VERIFICATION

H-1B regulations require employers to provide all reasonable transportation costs to the beneficiary's home country or country of last residence in the event that they are terminated before the end date of the current H-1B. By signing below, I attest that I understand this regulation and will abide by the provisions stated above.

Hiring Principal Investigator or Faculty Sponsor:

First Name:

Middle Name: *required*

Last name:

Signature:

Date:

DEPARTMENT AUTHORIZATIONS

I certify that the information included in this application is correct. I further attest that the position meets the requirements for the H-1B and that the beneficiary meets the requirements for the position.

Certification Regarding the Release of Controlled Technology or
Technical Data to Foreign Persons in the United States

NORTHWESTERN UNIVERSITY POLICY

Northwestern University is committed to freedom of access by all interested persons to the underlying data, processes, and final research results through publication and broad dissemination of those results. Consistent with this approach, Northwestern does not undertake secret or classified research whose results may not be published without prior approval by the sponsor. Additionally, unless prohibited by law, no restriction of participation in research may be based on one's country of origin or citizenship.

Some research activities are excluded from export controls because of a general exception for fundamental research provided in the National Policy on the Transfer of Scientific, Technical, and Engineering Information as set forth in National Security Decision Directive 189. Fundamental research is basic and applied research in science and/or engineering where the resulting information is ordinarily published and shared broadly in the scientific community. By not accepting any restriction on publication or foreign nationals, Northwestern maintains the fundamental research exclusion.

For further information please see Northwestern University's [Export Controls and International Compliance website](#).

DEPARTMENT AUTHORIZATIONS

I hereby certify that the technology or technical data released or otherwise provided access to the beneficiary is considered fundamental research in compliance with Northwestern University policy. A license from the U.S. Department of State or The U.S. Department of Commerce is NOT required to release such technology or technical data to a foreign national.

I have read and acknowledge the information provided on the second page of this form and will keep it for my records.

If there are any changes in the release of technology or technical data to the beneficiary during the term of the beneficiary's employment. I will contact the Office for Sponsored Research and the Office of the General Counsel for approval.

Hiring Principal Investigator or Faculty Sponsor:

Printed Name: _____ Signature: _____ Date: _____

Department Chair:

Printed Name: _____ Signature: _____ Date: _____

FURTHER INFORMATION ON DEEMED EXPORT CONTROL

U.S. Export Controls on Release of Controlled Technology or Technical Data to Foreign Persons

The Export Administration Regulations (EAR) and the International Traffic in Arms Regulations (ITAR) require authorization from the U.S. Government before releasing controlled technology or technical data to foreign persons. The release of controlled technology or technical data to foreign persons, even within the United States by an employer is a “deemed” export to the person’s country(s) of nationality. U.S. entities, including