

# H-1B EXCEPTION REQUEST CHECK SHEET

H-1B Request For: Last Name:  First Name:

Effective Date:  Title:  Step:  Salary:

Department:  Contact:  Faculty Sponsor:

**Please initial each line and sign at the bottom of this form**

\_\_\_\_\_ This request is **not** being made to avoid a two year home residency requirement. All parties are aware that waivers are available for J-1 holders who are subject.

\_\_\_\_\_ *(For current employees changing from F-1 OPT visa)* The appointee has consulted with the Berkeley International Office and has been counseled regarding this change in visa status.

\_\_\_\_\_ The appointee's participation is vital to the success of the research project.

\_\_\_\_\_ Equity with other employees, both international and domestic, will be maintained, specifically if the prevailing wage for H-1B status is set higher than salaries paid to employees (with similar backgrounds and experience). I confirm that I have sufficient funding secured to compensate eligible appointees equally, should the prevailing wage exceed the equitable salary offer to the proposed international appointee.

\_\_\_\_\_ If the appointment involuntarily ends before the established ending date of the H-1B visa, the faculty sponsor will be required to pay the appointee's (and dependents) airfare home. I have discretionary funds sufficient to cover such expenses.

\_\_\_\_\_ I confirm that I have sufficient funding to pay all H-1B processing fees. *To find out current processing fees, contact the Berkeley International Office at 642-2818.*

\_\_\_\_\_ I understand that ample lead time is required to process appointment requests, extensions, and visa documents: approximately 5 months. Offers of employment (new or continued) as well as confirmation of a specific visa status, will not be made until final appointment is granted.

**This H-1B Request is in compliance with all the conditions listed above.**

Faculty Sponsor Signature:  Date:

Associate Dean Jeffrey Bokor Approval:  Date: