

### **Office of Research Security's H-1B Procedures**

The purpose of this document is to define the logistics of which department will process H-1B visa petitions and the procedures surrounding the Office of Research Security's submission process of H-1B petitions.

The University of Alabama in Huntsville (UAH) hires qualified staff who are not citizens of the United States or Lawful Permanent Residents. In some cases, those staff members require an H-1B visa in order to be employed by UAH. The Office of International Services (OIS) will continue to process H-1B petitions for UAH academic departments as they have previously. However, if a UAH research department wants to hire a non-U.S. citizen who will require an H-1B petition, the Office of Research Security (ORS) will now process the petition.

Once the home labor department has made contact with ORS, ORS will have the H-1B Applicant complete and submit the H-1B Information Request Form. The department must then provide the applicant's job information (including detailed job description and responsibilities, minimum job requirements, salary, and physical work location) to ORS. ORS will then submit the ETA-9141 Form (Application for Prevailing Wage Determination) to the Department of Labor (DOL).

Upon return of the ETA-9141 and the employing department's approval of DOL's wage determination, ORS will submit the ETA Form 9035 (Labor Condition Application for Nonimmigrant Workers) to the DOL. Upon certification of the form, ORS will post the approved ETA Form 9035 in two public locations for the required ten business days. After the required posting time, ORS will submit the H-1B petition to the United States Citizenship and Immigration Services (USCIS), including the required fees.

Timelines of issuance will vary based on DOL and USCIS' processing times. If requested by the hiring department, outside counsel may be sought.