



WHO SHOULD COMPLETE THIS FORM?

The Loyola host department who wishes to host a foreign national in H-1B status must complete this form to request support from ISSS and our external legal counsel. If your candidate is outside of the U.S., please submit this request **at least 4 months prior** to the H-1B employee's intended start date. If your candidate is currently within the U.S., a shorter time frame can work, but earlier is always better.

H-1B Beneficiary Information

Last Name (Family Name)

First and Middle Names (Given Names)

Country of Citizenship

Birthdate (MM/DD/YYYY)

Sex: M F

Personal Email

Phone

Current U.S. Employer (if any): _____ Current visa status (if any): _____

Sponsoring Department: Name: _____ Location: _____

Department Contact – Responsible for invoices, payments & employment updates

Name: _____

Title: _____

Email: _____

Phone: _____

Supervisor – Responsible for position details, H-1B questionnaire & extensions

Name: _____

Title: _____

Email: _____

Phone: _____

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H-1B Department Request Form

Position Information

Classification: Faculty Staff
Title of Loyola position _____

Intended employment dates: _____ to _____*
MM/DD/YYYY MM/DD/YYYY **Initial H-1B requests may not exceed 3 years*

Proposed Salary/Wage \$ _____ Annually Hourly Hours per week: _____

Description of position

Actual Wage Statement Confirmation

Loyola University Chicago uses a market-based pay approach to compensate its H-1B employees.

Consistent with this approach, we determined that based on _____'s educational level and work experience, the salary offered of _____ is appropriate for the position held by this H-1B employee.

Salaries are normally adjusted on an annual basis, based upon performance.

Loyola University Chicago applies the same methodology to all U.S. and H-1B employees in this occupational classification when determining the wage rate, based on the above criterion.

Type of Petition (check one)

- Initial Employment:** first time working at LUC in H-1B status (check if beneficiary already holds the above position at Loyola, but in another visa status such as F-1 or J-1)
- Extension:** continuation of previously approved H-1B employment
- Amendment:** change in previously approved H-1B employment (changes include: title, duties, salary, sponsoring department, site of employment, state of employee residence)
- New Concurrent Employment:** will be concurrently employed at LUC and LUMC or an external organization

Required Signatures:

Name of Department Head	Electronic Signature	Date
_____	_____	_____

For Faculty Positions:

Name of Asst. Provost (LUC)	Electronic Signature	Date
_____	_____	_____
Name of R.D. Phys. Recr. (LUMC)	Electronic Signature	Date
_____	_____	_____

For Staff Positions:

Name of Human Resources Rep	Electronic Signature	Date
_____	_____	_____