

Sponsorship Intake Form

ISSS will serve as the liaison between hiring departments and outside immigration counsel to process sponsorship cases. Sponsorship petitions are a multi-step process involving the employer (Kansas State University), U.S. Department of Labor (DOL) and U.S. Citizenship and Immigration Services (USCIS). ISSS will collect the necessary paperwork to open the case with outside counsel.

The employee may not begin work until U.S. Citizenship and Immigration Services (USCIS) has issued an approval notice granting the H-1B classification as well as valid starting and ending dates. This can be a lengthy process so paperwork requests should begin approximately 8 months prior to the requested start date.

Effective August 1: Departments will be responsible for administrative fees to be paid to ISSS, legal fees paid to outside counsel and filing fees to USCIS. See [Employment Based Administrative Fees](#). *Invoices for both ISSS and Bordeaux & Noulles, LLC (B&N) will be sent via email.*

Section 1: For Department to Complete

Department Name: _____

Department Contact Name: _____

Department Contact Email: _____

Department Billing contact information if different from above (name and email):

Proposed Employment Dates for H-1B petition (start and end date): _____

- *This period should not exceed 3 years. Contact ISSS if less than one year.*
- ***It will be the department's responsibility to notify the International Student and Scholar Services if the employment is terminated prior to the end date of the petition.***

Job Title: _____

Job Details:

Name of Direct Supervisor: _____

Title: _____

Length of appointment: ☐ 9 months ☐ 12 months

Type of Employment:

☐ Full time - Salary offered: _____ per/year

☐ Part time Specify Hours/Week _____ Salary offered: _____ per/hour

(Please attach the [H-1B Part Time Certification](#))

Daily Work Schedule: _____ (e.g. 8 AM to 5 PM)

Section 2: For Employee to Complete

Last name (as it appears in the passport): _____

First name (as it appears in the passport): _____

Have you ever been in J-1 status before? ☐ Yes ☐ No

a. If yes, which category/categories? _____

b. If yes, what were the start and end dates on your DS-2019? (MM/DD/YYYY)

start date: _____ end date: _____

c. If yes, are you subject to the two-year home residency requirement? ☐ Yes ☐ No

d. If you are subject, do you have a waiver from the US Department of State? ☐ Yes ☐ No

Gender: _____ Date of Birth (MM/DD/YYYY): _____

Country of Birth: _____ Country of Citizenship: _____

Country of Citizenship is usually the country that issued your passport. If you have passports from more than one country, only write in the country whose passport you will be using.

Current immigration status (if you are in the U.S.): _____

a. When does your status expire? (MM/DD/YYYY): _____

Use the end date on your immigration document (I-20, DS-2019, EAD, I-797, etc.). Do not type "D/S".

Have you received the equivalent of a U.S. bachelor's degree? ☐ Yes ☐ No

Do you have dependents? ☐ Yes ☐ No

Document Checklist

- ☐ Copy of your Curriculum Vitae (CV) or resume. Be sure it is up to date and clearly specifies all employment.
 - ☐ Copy of your passport ID page
 - ☐ Copy of your EAD card if on OPT
 - ☐ Copy of your [most recent I-94](#)
 - ☐ [Export Control Compliance Approval Form](#) from University Research Compliance Office.
 - ☐ B&N Questionnaire
 - [NEW Employee to KSU or Change of Status](#) from another visa status
- OR
- [Extension or Amendment](#)

Signature of Department Chair: _____

Printed Name of the Department Chair: _____

Signature of Employee: _____

FOR ISSS USE ONLY

Date rec'd by ISSS: _____

Date submitted to B&N: _____

Date Invoice rec'd and forwarded to dept.: _____