



# Department Checklist for H-1B Process

Employee Name:

A-Number:

Index Number:

Job Description (2 Parts)

(1) A detailed breakdown of what the employee does, include percentages. (please do not add preferred qualifications)

(2) A short generalized job description that is only a paragraph or two.

Sponsorship Time:      1 year              2 years              3 years

Dates:

Are we doing Premium Processing?      Yes              No

Signed Offer Letter on Department Letter Head

Department Head

Phone Number

Email address

Please fill out and send to the Human Resources Department with the requested documents.