Northwestern

OFFICE OF INTERNATIONAL STUDENT AND SCHOLAR SERVICES

H-1B Department Request Form
Updated 10/2026

Please submit request as one pdf file to **oiss-scholars@northwestern.edu.** Send the G-1450 for payment to the Department of Homeland Security as a SEPARATE file to your OISS advisor.

Processing time for a new H-1B application varies from 3-5 months after OISS receives a completed request. The department contact submitting the request will receive email notifications when OISS receives the request, when OISS processes and sends the petition to USCIS, and when OISS receives the receipt and approval notices.

REQUIRED DOCUMENTS FOR ALL APPLICATIONS

DEPARTMENT'S RESPONSIBILITY

- ☐ H-1B Department Request Form
- ☐ Employment letter from department *must include requested H-1B start/end dates, annual salary, and job title of the H-1B.
- ☐ H-1B Itinerary Letter (see H-1B Itinerary Example for instructions). Please list all worksites including remote ones if working in a remote/ hybrid capacity.
- ☐ Official university position confirmation
  *Does not need to match dates of the H-1B request
  - ☐ Research Staff Appointment form – Research Positions
    http://www.research.northwestern.edu/policies/research-appointments/research-faculty.html
  - ☐ Postdoctoral Research Appointment form – Postdoctoral Positions
    http://www.tgs.northwestern.edu/resources-for/postdocs/appointments/index.html
  - ☐ Human resources offer confirmation letter **AND** HR job description – Staff Positions
  - ☐ Faculty Appointment Letter – Faculty Positions

- ☐ Form G-1450 for p-card payment of Department of of Homeland Security Fees. **PLEASE SUBMIT AS SEPARATE FILE.

BENEFICIARY'S RESPONSIBILITY

- ☐ Copy of passport biographical page
- ☐ If beneficiary once had/currently has H-1B status, submit copies of **ALL** previous H-1B approval Notices
- ☐ If beneficiary once had/currently has J-1 status, submit copies of all issued DS2019's and J-1 visa stamps
  - ☐ If beneficiary subject to 212(e), copy of waiver recommendation **AND** I-612
- ☐ Updated CV
- ☐ Copy of diploma **AND** transcript for position's required degree and beneficiary's highest degree (in English or with an English translation)
- ☐ Credential evaluation (if degree is not from the US)

  Credential Evaluation Company Examples:
  - One Earth International Credential Evaluations www.oneearthevaluations.org
  - Evaluation Service, Inc. www.evaluationservice.net
  - World Education Services (WES) www.wes.org
  - Educational Credential Evaluators (ECE) www.ece.org
  - Educational Perspectives http://edperspective.org

- ☐ If beneficiary has an approved permanent residency petition, copy of the I-140 approval

***The beneficiary will need to complete an online questionnaire through Docketwise. They will receive an email from OISS with further instructions.

PLEASE SEE FOLLOWING PAGE FOR **REQUIRED DOCUMENTS** FOR YOUR SPECIFIC **H-1B APPLICATION**

Northwestern

OFFICE OF INTERNATIONAL STUDENT AND SCHOLAR SERVICES

H-1B Department Request Form
Updated 10/2026

USCIS PREMIUM PROCESSING
- ☐ $2,965 to The Department of Homeland Security *Must be paid by the department via G-1450
  *Will guarantee adjudication (receipt and approval notices) of H-1B petition within twenty days.

FOREIGN NATIONAL OUTSIDE THE U.S.
- ☐ $500 Fraud fee *Must be paid by department via G-1450 subject to $100,000

CHANGE OF STATUS (COS) FROM F-1
- ☐ $460 processing and $500 fraud fee *Must be paid by department via G-1450
- ☐ Copy of EAD if applicable
- ☐ Copy of I-20
- ☐ Copy of visa stamp
- ☐ Copy of I-94 card

CHANGE OF STATUS (COS) FROM J-1
- ☐ $460 processing and $500 fraud fee *Must be paid by department via G-1450
- ☐ Copy of DS-2019
- ☐ Copy of visa stamp
- ☐ Copy of I-94 card

CHANGE OF STATUS (COS) FROM H-4
- ☐ $460 processing and $500 fraud fee *Must be paid by department via G-1450
- ☐ Copy of visa stamp
- ☐ Copy of I-94 card
- ☐ Card of previous H-4 Approval Notice
- ☐ Copies of documents related to spouse's H-1 B including:
- ☐ Employment letter, last 3 pay stubs, H-1B Approval Notice(s), visa stamp

EXTENSION AND/OR AMENDMENT
- ☐ $460 processing fee *Must be paid by department via G-1450
- ☐ Three most recent pay stubs
- ☐ Copy of visa stamp
- ☐ Copy of I-94

CHANGE OF EMPLOYER (COE)/CONCURRENT
- ☐ $460 processing and 500 fraud fee *Must be paid by department via G-1450
- ☐ Copy of visa stamp
- ☐ Copy of I-94 card
- ☐ Three most recent pay stubs from current employer
- ☐ Employment letter from current employer *must have recent date and confirm employment start date
- ☐ Copy of W2 from current employer

COS/COE/EXTENSION DEPENDENT APPLICATION

If beneficiary's dependent(s) are in the U.S.
- ☐ Completed form I-539 (see guide)
- ☐ Completed form I-539A for each additional dependent
- ☐ $470 fee paid via G-1450 to Department of Homeland Security
- ☐ Copy of dependent(s) passport biographical page
- ☐ Copy of dependent(s) visa stamp page
- ☐ Copy of dependent(s) I-94 card
- ☐ Copy of dependent(s) current status documents (DS-2019, I-20, etc.)
- ☐ Copy of previous H-4 Approval Notice(s)
- ☐ Copy/translation of birth certificate for children
- ☐ Copy/translation of marriage certificate for spouse

Northwestern

OFFICE OF INTERNATIONAL STUDENT AND SCHOLAR SERVICES

H-1B Department Request Form
Updated 10/2026

BENEFICIARY INFORMATION

Family Name:

First Name:

Personal Email **and** Northwestern Email:

Current Immigration Status: ☐ H-1B ☐ Dependent (H-4/F-2/J-2) ☐ J-1 ☐ Not currently in the U.S. ☐ F-1 Oversees Address:

Is the beneficiary currently employed by Northwestern?

DEPARTMENT INFORMATION

Consulate location for visa interview:

NU Department:

Administrative Contact Name:

Email:

JOB INFORMATION

H-1B Job Title:

Does this position supervise/manage the work of other **full-time** employees? ☐ Yes ☐ No How Many?

Title(s) of supervised employee(s):

WORKING CONDITIONS

Will travel be required in order to perform the job duties? ☐ Yes ☐ No If yes, explain:

Are there other conditions that affect the rate of pay? ☐ Yes ☐ No If yes, explain:

DEGREE/TRAINING/EMPLOYMENT REQUIREMENTS

Minimum Degree Required:
*If less than a Bachelor Degree, contact OISS for guidance

Major Field of Study Required:
*If none, contact OISS for guidance

Does the employer require a second U.S. diploma/degree? ☐ Yes ☐ No If yes, explain:

Is training for the job opportunity required? ☐ Yes ☐ No If yes, # of months: If yes, field/ name of training:

Is employment experience required? ☐ Yes ☐ No If yes, # of months: If yes, name of occupation

Northwestern

OFFICE OF INTERNATIONAL STUDENT AND SCHOLAR SERVICES

H-1B Department Request Form
Updated 10/2026

DATES OF H-1B REQUEST & SALARY

Start Date: End Date: Salary/year:

FEE AUTHORIZATION

An OISS fee of $1540 will be charged once your application is received by your office. For external fees payable to Department of Homeland Security, please submit the form G-1450 as a separate document to initiate p-card payment. Please ensure that the p-card limit is sufficient to prevent rejected petitions.

Hiring Department Chartstring:

Fund:	**Dept ID:**	**Project ID:**	**Activity:**	**Program:**
3 digits	**7 digits**	**8 digits**	**2 digits**	

TRANSPORTATION VERIFICATION

H-1B regulations require employers to provide all reasonable transportation costs to the beneficiary's home country or country of last residence in the event that they are terminated before the end date of the current H-1B. By signing below, I attest that I understand this regulation and will abide by the provisions stated above.

Hiring Principal Investigator or Faculty Sponsor:

First Name:

Middle Name: *required*

Last name:

Signature: _____ Date:

DEPARTMENT AUTHORIZATIONS

I certify that the information included in this application is correct. I further attest that the position meets the requirements for the H-1B and that the beneficiary meets the requirements for the position.

Hiring Principal Investigator or Faculty Sponsor (for staff or research positions only):

Printed Name: Signature: _____ Date:

Dean/Department Chair:

Printed Name: Signature: _____ Date:

Northwestern

OFFICE OF INTERNATIONAL STUDENT AND SCHOLAR SERVICES

H-1B Department Request Form
Updated 10/2026

H-1B/ E-3 employers must agree to pay the "required wage rate," which is defined as the higher of two figures: the *actual wage rate* and the *prevailing wage rate*.

To fully comply with the requirement:

1) The department determines the actual wage rate and documents the process (Actual Wage Memo).
2) OISS determines the prevailing wage rate and documents the process.
3) NU compares the two wage rates and pays the *higher* of the two during the H-1B/ E-3 and LCA validity periods.

ACTUAL WAGE MEMO

The actual wage rate for an H-1B or E-3 employee is the range of wages paid by the employer to all employees with similar experiences and qualifications for the same role in the same place of employment. Beneficiaries CANNOT be the lowest paid employee in the role, if similarly employed.

Northwestern Department:

Beneficiary's Title:

Department salary range of individuals with the same job title and qualifications: to

Beneficiary's Salary:

Please check all of the factors considered in determining salary:

- ☐ Degree Earned
- ☐ Experience
- ☐ Skills/specialized knowledge
- ☐ Licenses/certifications
- ☐ Level of responsibility/supervision
- ☐ Publications
- ☐ Other objective business-related criteria

☐ I hereby certify that the salary listed above reflects the wage level paid to all other individuals with similar experience and qualifications working in this school/department. If there is more than one wage paid to employees, I am able to explain the reason(s) for this differential in wage rates. If required to do so, I am able to provide documentation (which must include names and payroll records of similarly employed individuals) to the DOL to verify these statements. Further, I understand that I must meet 100% of the determined wage in order for the IO to continue the H-1B process.

BENEFITS ATTESTATION

☐ The H-1B beneficiary will be offered the same standard benefits as U.S. workers

Department Chair/Hiring Principal Investigator or Faculty Sponsor:

Printed Name: Signature: _____ Date:

Certification Regarding the Release of Controlled Technology or Technical Data to Foreign Persons in the United States

NORTHWESTERN UNIVERSITY POLICY

Northwestern University is committed to freedom of access by all interested persons to the underlying data, processes, and final research results through publication and broad dissemination of those results. Consistent with this approach, Northwestern does not undertake secret or classified research whose results may not be published without prior approval by the sponsor. Additionally, unless prohibited by law, no restriction of participation in research may be based on one's country of origin or citizenship.

Some research activities are excluded from export controls because of a general exception for fundamental research provided in the National Policy on the Transfer of Scientific, Technical, and Engineering Information as set forth in National Security Decision Directive 189. Fundamental research is basic and applied research in science and/or engineering where the resulting information is ordinarily published and shared broadly in the scientific community. By not accepting any restriction on publication or foreign nationals, Northwestern maintains the fundamental research exclusion.

For further information please see Northwestern University's Export Controls and International Compliance website.

DEPARTMENT AUTHORIZATIONS

I hereby certify that the technology or technical data released or otherwise provided access to the beneficiary is considered fundamental research. This fundamental research is in compliance with Northwestern University policy. A license from the U.S. Department of State or The U.S. Department of Commerce is NOT required to release such technology or technical data to a foreign national.

I have read and acknowledge the information provided on the second page of this form and will keep it for my records.

If there are any changes in the release of technology or technical data to the beneficiary during the term of the beneficiary's employment. I will contact the Office for Sponsored Research and the Office of the General Counsel for approval.

Hiring Principal Investigator or Faculty Sponsor:

Printed Name: Signature: _____ Date:

Department Chair:

Printed Name: Signature: _____ Date:

FURTHER INFORMATION ON DEEMED EXPORT CONTROL

U.S. Export Controls on Release of Controlled Technology or Technical Data to Foreign Persons

The Export Administration Regulations (EAR) and the International Traffic in Arms Regulations (ITAR) require authorization form the U.S. Government before releasing controlled technology or technical data to foreign persons. The release of controlled technology or technical data to foreign persons, even within the United States by an employer is a "deemed" export to the person's country(s) of nationality. U.S. entitles, including universities, must seek and receive a license or exemption from the U.S. Federal Government before releasing controlled technology or technical data to non-U.S. persons. This includes but is not limited to nonimmigrant workers employed as H-1B, L-1, or O-1A beneficiaries.

Requirement to Certify Compliance with U.S. Export Control Regulations

The U.S. Government requires each company or entity to certify that is has reviewed the EAR and ITAR and determined whether it will require a U.S. Government export license to release controlled technology or technical data to the beneficiary. If an export license is required, then the company or other entity must further certify that it will not release or otherwise provide the beneficiary access to controlled technology or technical data until it has received U.S. Government authorization. The petitioner must indicate whether a license is required on Page 6, Part 7 of For I-129.

U.S. Export Controls on Release of Controlled Technology or Technical Data to Foreign Persons

The export regulations (Commerce Control List (CCL) and the ITAR's U.S. Munitions List (USML) control the release of technology and technical data to foreign persons even within the United States. But most technology is not highly controlled and can be exported or released to foreign persons. Therefore, the licensing requirements affect only a small percentage of petitioners for their activities at Northwestern University.

CCL: The EAR-controlled technology on the CCL generally pertains to that which is for the production, development, or use of what is basically know as "dual use" items. See the ling for details: https://www.ecfr.gov/current/title-15/subtitle-B/chapter-VII/subchapter-C/part-774. The U.S. Department of Commerce's Bureau of Industry and Security (BIS) administers the CCL. BIS is responsible for issuing licenses for the release to foreign persons of technology controlled under the EAR. Contact Export Controls & International Compliance for assistance.

USML: The ITAR-controlled technical data on the USML generally pertains to that which is directly related to defense articles. See link for details: https://www.ecfr.gov/current/title-22/chapter-I/subchapter-M/part-121. The U.S. Department of State's Directorate of Defense Trade Controls (DDTC) administers the USML and is responsible for issuing licenses for the release to foreign persons of technical data controlled under the ITAR. Contact Export Controls & International Compliance for assistance.

***Some of the links may not work directly off of this form and you may have to copy and paste them into your browser.**