

H-1B/ TN/ E-3 Process Authorization Form

Please email completed form to icfacultystaff@umich.edu

Requested Status: <input type="checkbox"/> H-1B <input type="checkbox"/> TN **) <input type="checkbox"/> E-3/H-1B1 **) <input type="checkbox"/> No preference	Requested Action: <input type="checkbox"/> Amendment <input type="checkbox"/> Extension <input type="checkbox"/> New	Status & Travel: <input type="checkbox"/> Currently abroad/ will travel to obtain status <input type="checkbox"/> In US in a different status <input type="checkbox"/> In US, in same status, with a different employer <input type="checkbox"/> At UM, in same status; no intent to travel	Premium Processing: <input type="checkbox"/> Yes <input type="checkbox"/> No
--	--	--	---

Employee Family Name: _____	Hiring Unit: _____
Employee Given Name: _____	Unit Contact Person: _____
Employee UMID: _____	Unit Contact Email: _____
Employee Email: _____	Proposed Job Title: _____
Employee Immigration Status: _____	Proposed Start Date: _____ or select <input type="checkbox"/> ASAP
Current Status End Date: _____	ATTACH: <input type="checkbox"/> Offer Letter / <input type="checkbox"/> Job Posting (if any)

Dean/Director or Chair Approval:

By signing this form, I give permission to Faculty and Staff Immigration Services (FSIS) in the International Center (IC) to begin the process of obtaining the requested nonimmigrant status for the employee named above, under these conditions:

- 1.) If the employment of an individual in H-1B/H-1B1 or E-3 status is ended prior to the expiration date of that individual's latest approval period, including non-renewal of appointment, the unit must pay the reasonable cost of the return airfare to that employee's country of last residence. I understand that the unit is responsible for that cost. (Not applicable if an employee resigns from their position.)
- 2.) The prospective employee cannot begin employment until FSIS advises the unit that the necessary approvals have been obtained and/or steps have been completed. Should the unit decide to discontinue the process at any point or to terminate the position prior to the employment authorization expiration date, the unit will notify FSIS immediately.
- 3.) Any changes in the conditions of employment (e.g. title, duties, work location, termination) will be reported to FSIS *before* the change takes effect as an amendment may need to be filed. Per 8 CFR 214.2(h)(2)(i)(E)(2), amendment must be filed before their effective date.
- 4.) The unit understands that, per 8 CFR 214.2(h)(4)(i)(B)(2), the United States Citizenship and Immigration Services (USCIS) reserves the right to conduct compliance reviews, including site inspections, to verify information provided in petitions filed with USCIS. USCIS's inability to verify facts may result in a denial or revocation of approval of a given petition.
- 5.) FSIS cannot guarantee the outcome of any case, and the hiring unit will not make any such guarantees to the employee
- 6.) The unit is responsible for all FSIS and USCIS filing fees associated with the application, as described in the [FSIS fee schedule](#).
- 7.) FSIS will charge the processing fee for each case as soon as the process begins. USCIS filing fees will be charged as soon as the petition is filed with USCIS; I authorize the transfer of these funds from the Department's short code account as listed below.

- ☐ IC FSIS processing fee: short code # _____
- ☐ USCIS filing fees: short code # _____ (if different from short code for FSIS fee)
- ☐ UPS shipping charges (if any): short code # _____ (if different from short code for FSIS fee)

Signature: _____ Print Name: _____ Date: _____

**) E-3, TN and H-1B1 status can be obtained without the need for a petition with USCIS. To benefit from the petition less process, the foreign national must be abroad or, if already in the US, leave the country, apply for a visa (if applicable) and re-enter the US.

Version: 03/2025