

**Global Strategic Services**  
**Department Approval/Signature Form for**  
**H-1B/TN/E-3/O-1 Work Visa Processing**

Name of Visa Applicant: \_\_\_\_\_

Type of nonimmigrant visa requested (H-1B/TN/E3/O-1): \_\_\_\_\_

Visa Applicant's Job Title: \_\_\_\_\_

Sponsoring College (or equivalent): \_\_\_\_\_

Sponsoring Department/Hiring Unit: \_\_\_\_\_

Department Contact's Name: \_\_\_\_\_

Department Contact's E-mail: \_\_\_\_\_

Department Contact's Phone: \_\_\_\_\_

United Parcel Service (UPS) Account Number (we use this to mail documents related to this case): \_\_\_\_\_

IF your unit does not have a UPS Account Number, Fed Ex Account Number: \_\_\_\_\_

Is your unit requesting premium processing (additional gov't fee of \$2805 so USCIS adjudicates the case in 15 calendar days):\*                      Yes              No

*\*If the requested start date is more than 90 days from case initiation, premium processing generally is not required.*

By signing below, the Department Head (for academic units) or Senior HR Representative (for non-academic units) approves sponsorship for the above-named individual with the above-listed status, which requires the relevant attached government filing fees. In addition to the gov't filing fees, for all H-1B petitions prepared, GSS will charge a \$700 service charge. GSS will send your unit an invoice and instructions to pay the filing and GSS processing fees through an Interdepartmental Service Request in HokieMart. By signing below, the hiring unit understands these payments and the following important obligations per federal regulations. If you have questions about these two obligations, contact Global Strategic Services ([vtgss@vt.edu](mailto:vtgss@vt.edu)) prior to signing:

1) Separations prior to H-1B end date: **Your unit MUST notify GSS.**

- If the hiring unit initiates a separation (for any reason) of the H-1B employee prior to H-1B I-94 expiration date, the hiring unit must pay return transportation costs home for the employee (a plane ticket). If the employee resigns themselves and VT does not initiate the separation, there is no return transportation home requirement. Note that the hiring may have requested an H-1B end date that is beyond the end date of the current TOFO, and so it can be that separations initiated by the hiring unit at the TOFO end date require payment of return transportation costs home.
- Whether the hiring unit or the employee initiates separation prior to the H-1B end date, your unit **MUST notify GSS**, so that GSS can timely notify USCIS to revoke the H-1B and withdraw the LCA. These are federal regulatory requirements.

2) Material Changes in Position or Worksite Location: **Your unit MUST notify GSS.**

- **Your unit must notify GSS before any material changes to the H-1B position or worksite location.** Material changes to the H-1B position require the certification of a new Labor Condition Application with Department of Labor and filing a new H-1B petition before any changes occur. Examples include, but are not limited to: promotion to a position with different requirements; change in worksite location outside of the listed area of intended employment (even a new remote home worksite location outside of the area of intended employment); changing from part-time to full time position or vice versa; adding teaching or other job duties not listed in initial H-1B petition filing, etc.

Name of Dept Head or Sr HR Representative: \_\_\_\_\_

Signature of Dept Head or Sr HR Representative:

Date:

**Temporary Work Visa  
Government Filing Fee List  
(Current as of 02/26/2023)**

**Department of Homeland Security-US Citizenship and Immigration Services Government Filing Fees (we will send you a request with the fees that pertain to your case – this list is for your information only).**

H-1B-

H-1B filing fee for all cases: \$460

+ For VT's first H-1B for this individual: \$500

+ If Premium Processing (USCIS processes H-1B in 15 calendar days): \$2805

TN –

For port of entry case – no filing fees

For USCIS case - TN filing fee for all cases: \$460

+ For USCIS case, if Premium Processing (USCIS processes TN in 15 calendar days) \$2805

O-1-

O-1 filing fee for all cases: \$460

+ If Premium Processing (USCIS processes O-1 in 15 calendar days): \$2805

E-3 –

For consular case – no filing fees

For USCIS case - E3 filing fee for all cases: \$ 460

+ For USCIS case, if Premium Processing: \$2805