**New Sponsorship Request**
**H-1B status**

To complete the New Sponsorship Request (NSR), you will need to provide the following information. The document must be completed in its entirety.

*Scholar/Employee Information*

First Name:
Middle Name:
Last Name:
Email:

Current Immigration Status:                                          End Date:

 Has this person held a J in the past:          Yes          No

    If so, provide dates and category:

Date of Birth:
Country of Birth:
Country of Citizenship:

*Appointment*

Proposed Start Date:                         Proposed End Date:

Position Title:                              Annual Rate:

How many hrs/week engaged in the proposed activity?

PVL #:

Was a national search conducted?                          Yes          No

Will this position involve clinical duties (animals and humans)?          Yes          No

***Prevailing Wage Determination***

Work Address:

Will the Beneficiary work at any addition work locations?Additional work addresses:                                 Yes          No

Is this a postdoctoral training position?                         Yes          No

Is travel required for the position?                                  Yes          No

Does the position supervise full-time employees?          Yes          No

Are there employees in the department with the same title and qualifications?          Yes          No

*If their employees in the department with the same title, qualifications, and duties comparable to this position please list persons, below:*

    Name:                                        Salary:

    Name:                                        Salary:

    Name:                                        Salary:

***Hiring Authority Department***

Hiring Authority Name (supervisor):

Hiring Authority Title:                              Hiring Authority Email:

Department:                                             Contact:

*SOC/O\*NET Code*

Identifying a Standard Occupational Classification (SOC)/O\*NET code is an important part of the

H-1B prevailing wage process. To determine a code for a position, look at the job description

provided (caution: job titles or department area may not always be indicator of the appropriate SOC/

O\*Net code).

These code determinations assist IFSS in determining the minimum requirements in the industry and

assigning the appropriate wage level. IFSS makes prevailing wage determinations using guidance

from the Department of Labor. Incorrect SOC determinations can lead to Requests for Evidence (RFE)

and possible denials on the final non-immigrant petition.

To find the SOC codes:

1. Visit: https://www.bls.gov/soc/home.htm
2. Click on the most recent year "SOC System" (i.e. 2018 SOC System). SOC codes are only updated every 8 years.
3. Click the link on the following page that says it "Contains links to major groups, the complete hierarchical structure, broad occupational definitions, and detailed occupational definitions."

Suggested SOC (ONET/OES) Code:


*Visa Export Control Certification:*

All H-1B requests require that the PI complete an Export Control Form. Please complete the attached form

and submit with H1-B sponsorship request.


*Filing Fees*

Initiate filing fees:

> $460 Filing Fee
> $500 Fraud Prevention Fee (Only required for initial H-1B *-not extensions)*
> $2,965 Premium Processing Fee (optional)


*Required Supporting Documentation:*

- **Export Control Form**
- ***Appointment Letter***
- **CV/Vita**

Please forward all requests and supporting documents to coe-international-employment@engr.wisc.edu.