

## DETERMINATION OF NECESSITY FOR AMENDED H-1B PETITION

This form is to be completed by an H-1B employee's sponsoring department whenever the department is contemplating a change in the terms and/or conditions of that individual's employment. A change in the terms or conditions of employment would include any proposed change in location (change in department, move to off-campus site, etc.), duties/responsibilities, title, salary, or hours of employment. When there is a "material change" in the terms and/or conditions of H-1B employment, a new H-1B petition must be submitted to U.S. Citizenship and Immigration Services (USCIS) to amend the prior approved petition. The information entered on this form will help determine if an amended petition is necessary. If it is determined that a material change in employment will occur based on the proposed action, it is imperative that the Office of International Services submit an amended H-1B petition to USCIS as soon as possible. Please make every effort to complete and return this form to the Office of International Services in the Department of Human Resources at least 60 days prior to the proposed change, but no later than 30 days prior to the change.

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Name of H-1B Employee (First, Middle, Last):

Sponsoring Department:

Effective Date of Proposed Change (s) in  
Terms/Conditions of Employment:

Please indicate which of the terms/conditions of employment listed below will change for this employee by clicking on the appropriate boxes:

Department/Work

Location: Work Hours:

Job Title:  If box checked, enter new title:

Wage/Salary:  If box checked, enter new salary:

Duties/Responsibilities:

If you indicated that any of the terms/conditions of employment listed above will change for this employee, please provide the details associated with each change. For example, if the employee will receive a pay increase, indicate whether the increase is due to a promotion, an increase in responsibility, a market adjustment, etc.

I understand the importance of reporting any and all changes in the terms and/or conditions of H-1B employment for this individual and attest that, to the best of my knowledge, the information provided above accurately reflects the nature of this individual's employment. I also understand that no changes in the terms/conditions of employment should occur until a determination is made regarding the necessity of an amended petition.

\_\_\_\_\_  
Signature of H-1B Sponsor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Department Chair/Head

\_\_\_\_\_  
Date