

The University of Texas at San Antonio

UTSA International Services

Unit of Global Initiatives

If you are a UTSA department that would like to request to hire an H-1B, you must read this handout and complete the included paperwork.

Note: If H1-B employee has ever been on or currently is on a J-1 visa and subject to the two-year rule, the employee must have obtained the waiver to the two-year rule first, before the H1-B application can be processed.

Note: **DO NOT STAPLE THE DOCUMENTS.** Please use a binder clamp or paperclip so that the documents can be copied easily.

Note: It can take several months to complete this process, as information must be accepted and processed by U.S. Citizenship and Immigration Services. Please plan accordingly.

H1-B Petition Worksheet for Hiring Department