STUDENT LIFE
INTERNATIONAL CENTER
UNIVERSITY OF MICHIGAN

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

Requested Status:	**Requested Action**:	**Status & Travel**	**Premium Processing**
☐ H-1B ☐ TN [1)] ☐ E-3 [1)] ☐ No preference	☐ Amendment ☐ Extension ☐ New	☐ Currently abroad/ will travel to obtain status [1)] ☐ In US in a different status ☐ In US, in same status, with a different employer ☐ At UM in the same status; no intent to travel	☐ Yes [2)] ☐ No

Sponsoring Department: _____ Department Administrator: _____

Administrator Email Address: _____ Administrator Phone Number: _____

Department Group (School, College or other higher-level organization): _____

Employee's Name: _____ UMID: _____
Last *First* *Middle*

Employee's E-mail Address: _____ Intended H-1B Start Date: _____

Employee's Current Immigration Status (if any): _____ Date Status Expires: _____

ATTACH:

☐ Career Path Navigator position description (for staff positions)
☐ Job Posting from UMJobs website, if position was advertised

☐ Job Offer letter

Dean/Director or Chair Approval:

By signing this form, I give permission to 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 status is ended prior to the expiration date of that individual's H-1B latest H-1B Approval Notice – except if the employment is terminated at the request of the employee – the employer (i.e. the hiring U-M unit) must pay the reasonable cost of the return airfare to that employee's country of last residence. I understand that the U-M unit is responsible for that cost.
2. The prospective employee cannot begin employment until the IC advises the department that the necessary approvals have been obtained and/or steps have been completed. Should the department decide to discontinue the process at any point or to terminate the position prior to the employment authorization expiration date, the U-M unit will notify the IC immediately.
3. Any changes in the conditions of employment (e.g. title, duties, work location, termination) will be reported to the IC.
4. The IC cannot guarantee the outcome of any case, and the hiring unit will not make any such guarantees to the employee.
5. The department must pay all the IC and federal fees associated with the application, as described in the IC fee schedule.
6. The IC will charge the processing fee for each case as soon as the process begins. This charge does not include USCIS filing fees. I authorize the transfer of these funds from the **Department's short code account #**_____ to IC's legacy account #941540. This fee is non-refundable under any circumstance including denial of the petition by the USCIS or withdrawal of the application by the department and/or employee. Partial refunds may be made at the discretion of the IC.
7. If you wish the IC to bill UPS shipping charges to a different account, please fill in the short code #_____.

Signature: _____**Print Name**: _____ **Date:** _____

Please email completed form to icfacultystaff@umich.edu

[1] Both TN and E-3 status can be obtained without the need for a petition with USCIS. To benefit from the petition-less process, the foreign national has to be abroad or, if already in the US, leave the country, apply for a visa (if applicable) and re-enter the US.
[2] Premium Processing requires an additional government filing fee of $1,225. Petitions filed under Premium Processing must be reviewed within 15 calendar days. E-3 petitions cannot be filed under Premium Processing.