



**Office of International Programs**

**This form is required to be completed by the department and either campus mailed, faxed or scanned to Office of International Programs:**

**Attn: Sally O’Neill, 400 Culbertson Hall, Bozeman, MT 59717, [sallyo@montana.edu](mailto:sallyo@montana.edu)  
406-994-7688**

Date of Request: \_\_\_\_\_

Sponsoring Department: \_\_\_\_\_

Supervisor Name, email and phone: \_\_\_\_\_

Employee’s Name: *Last, First, Middle* \_\_\_\_\_

Employee’s E-mail Address: \_\_\_\_\_

Employee’s Current Visa Status: \_\_\_\_\_ Date Status Expires: \_\_\_\_\_

Intended Start Date: \_\_\_\_\_

Index number for OIP processing fee of \$1000 \_\_\_\_\_

1. Does the employee have a spouse and/or minor child **in the U.S.** for whom he/she would like to obtain **H-4 status**? YES NO  
***(Please confer with the alien)***

2. The department desires premium processing in this case: YES NO  
*If you have selected premium processing, please be aware that premium processing cases require an additional fee of \$1225. This type of petition will be adjudicated within 15 calendar days.*

Was the employee issued an offer letter for the position? YES NO  
***(If yes, please include a copy with this form)***

**By signing this form, I give permission for the Office of International Programs (OIP) at Montana State University, to begin the process of obtaining H-1B nonimmigrant status for the employee named above, under these conditions:**

1. If the H-1B employee's employment is terminated prior to the expiration of H-1B status, the U.S. Citizenship and Immigration Service (USCIS) requires the employer to pay the costs of return transportation to the employee's last residence outside of the U.S. I understand that the MSU department is responsible for that cost in such circumstances.

2. The prospective H-1B **CANNOT** begin employment until H-1B approval is received (or until the H-1B petition is filed for an employee currently in H-1B status (portability) with another employer). Should the department decide to discontinue the process at any point or to terminate the position prior to the H-1B expiration date, we will notify the OIP immediately.

3. Any changes in the conditions of employment (job title, duties, salary, location, or if employee leaves the department) will be reported to the OIP.

4. OIP cannot guarantee the outcome of any case, and I (and the hiring department) have not made and will not make any such guarantees to the employee.

5. The department is responsible for OIP and federal fees described at:

6. OIP will charge the processing fee of \$1000 for each case as soon as the petition has been filed. This charge **DOES NOT** include USCIS filing fees

**All fees are non-refundable under any circumstance including denial of the petition by the USCIS or withdrawal of the application by the department and/or employee.**

Signature of hiring authority or department head:

\_\_\_\_\_

Print name: \_\_\_\_\_ Date: \_\_\_\_\_  
(mm/dd/yyyy)